

SCRUTINY COMMITTEE

16 APRIL 2018

Member Development Monitoring Report

Cabinet Member Cllr Clive Eginton
Responsible Officer Sally Gabriel - Member Services Manager

Reason for Report: The action plan for the South West Charter for Member Development states that Member development opportunities should be monitored.

Recommendation: That the contents of report be noted.

Relationship to Corporate Plan: This relates to the corporate governance of the Council and therefore is supporting all priorities of the Corporate Plan.

Financial Implications: Specific training for Members is funded from the Members Training Budget.

Legal Implications: None.

Risk Assessment: Poor Member Development may result in lack of engagement by Members.

1.0 Introduction

1.1 The South West Charter for Member Development was originally awarded to the Council in November 2010 following a lengthy evidence gathering exercise which also included Members and senior officers attending interviews with the examining board. Reassessment to secure the Charter took place in 2014 and again in April 2017

1.2 As a commitment to the Charter, this report will outline the work that continues to take place to address Members development requirements. It will report on the sessions that have taken place since the last report and provide a timetable for development available in the near future.

2.0 Member Development

2.1 The information set out below covers details of the events that have taken place since the summer of 2017 as reported to the Member Development Group in February:

- Equalities Awareness
- Code of Conduct
- Annual Governance Statement, Code of Corporate Governance – Audit Committee
- IT Security Training for Parishes
- Scrutiny Committee – external training
- Conducting Effective Strategic discussions
- GDPR
- Community Land Trusts

- Private Sector Housing
- Equalities Awareness and Safeguarding Issues
- Budget – Tiverton and Crediton
- Environment PDG to Recycling Centre- Greendale, East Devon
- Ongoing informal workshops for PDG's, Audit and the Standards Committee
- HR – the use of settlement agreements and how we manage staff
- Universal Credit
- Visit by the Deputy Lord Lieutenant – the role of the lieutenancy office and the local honours and awards system
- IT Security
- Ethical Standards training for Town and Parish Councils
- Planning Training for Town and Parish Councils
- Planning training at Sandy Park for individuals

2.2 A wide range of learning opportunities have been delivered to provide additional skills and knowledge linked to specific committees. The majority of these are group sessions that take place as part of the “briefing programme”, however the Audit Committee are now engaged in a regular training programme which takes place prior to scheduled meetings; individuals have also requested specific training that is appropriate to them either in their Ward Member role or specific Council duties and these are paid for out of the Member Development budget.

2.3 As a result of the Peer Review in March 2017, the introduction of informal workshops for committees and policy development groups were trialled with a view to encourage greater member involvement in decision making. These sessions have proved to be very successful with exceptional attendance and it has been deemed that such sessions will continue on a regular basis.

2.4 Online acceptance of policies will continue where and when necessary, it is understood that the policies will be available via a new “Learning Hub” which is being installed in the very near future, specific online learning facilities may also be available via this system.

3.0 **The Devon Shared Member Development Service**

3.1 In December 2017 the opportunity arose for the Council to work with other local authorities in Devon providing a shared service for Member Development. The shared service consists of 7 partners across Devon and Somerset and it will widen our opportunities to provide learning and development with other local authorities in a cost effective manner offering networking opportunities and the benchmarking of good practice across the field.

3.2 Half of the annual Member Development budget will be used to cover the cost of joining the shared service.

3.3 The officer leading the shared service is based at Devon County Council, so will be well known to our twin hatted Members, she is in the midst of providing a timetable of events that we will be able to offer to our Members. We have

already received information regarding the Shared Service Leadership Programme which 3 of our Members have signed up to, this programme starts within the next month.

- 3.4 The Member Development Group were informed about the shared service at their meeting in February and it was felt that this was an excellent example of partnership working and that there was a lot of value in seeing how other elected Members conducted their roles in other authorities.
- 3.5 Evaluation of every development session remains important to both organisers and providers as this can only seek to improve future training events, and this will continue throughout the shared service programme.

4.0 Personal Development Plans

- 4.1 All Members are encouraged to take part in personal development planning (PDP) in which they identify the type of development they would like to take part in. As part of the Shared Service the lead officer will administer these in the future.

5.0 Future Planning

- 5.1 The following training sessions have been suggested and we are in the process of putting these in place:
- Gypsy and Traveller half day event in early April
 - Ongoing Code of Conduct Training with the Monitoring Officer
 - Ongoing Internet Security
 - Members Away Day with regard to the budget is proposed for the early autumn

The Scrutiny Committee may like to suggest further additions to the timetable for the last year of the current Council.

- 5.2 Members of the Planning Committee require on-going training as there is a need for them to consider new legislation and guidance when determining planning applications.
- 5.3 All Members use electronic communication to some degree and we now have 31 users of the iPad, Member Services continue to support Members with regard to ICT training and iPad use.

6.0 May 2019 – a new Council and the Induction Programme

- 6.1 A work programme for the creation of a new Council in May 2019 will be considered shortly, this will include the provision of information to candidates and political parties, potential candidate evenings to be held in January 2019 and the induction programme. The shared service facility will be used as part of the induction programme, although it is understood the specific training will be required.

Contact for more Information: Sally Gabriel 01884 234229
(sgabriel@middevon.gov.uk)

Background Papers: Training records, individual evaluation forms and Member Development Group minutes.

Circulation of the Report: Cllrs: C J Eginton, Management Team and the Member Development Group.