

**SCRUTINY COMMITTEE
14 JANUARY 2019**

MEMBER DEVELOPMENT MONITORING REPORT

Cabinet Member(s): Cllr Clive Eginton - Leader
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.

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.

Equality Impact Assessment: There are no concerns with regard to equalities impact relating to the content of this report.

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

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 which will include the induction programme for the new council in 2019.

1.3 As reported previously, the opportunity arose at the end of 2017 for the Council to work with other local authorities in Devon and Somerset providing a shared service for Member Development. The shared service consists of 7 partners across Devon and Somerset and it was felt this would 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. The programme to date has been able to offer 3 of our members the ability to take part in the 'Developing your Leadership Potential Programme', these sessions have been well received, although it was felt that for one of the participants the programme

was not particularly suitable. Part of the course was hosted here at Phoenix House with some of our members having the opportunity to join in the communication skills session. The shared service will be used extensively in the induction programme for the new council following the local elections in May 2019 which will be covered later in this report.

2.0 Member Development

2.1 The information set out below provides details of the training and member briefings that have taken place since the spring of 2018 as reported to the Member Development Group in November 2018:

Title of session	Detail	Number of Attendees
Audit Committee - Annual Governance	Audit Committee	10 inc substitutes
Community Led Housing	Individual Member request	1
Diet, Lifestyle and Nutrition	Briefing requested for the Community PDG, open to all Members	10
Licensing Committee Training	New Members to the Committee	2
GDPR	All Members invited	17
Gypsy and Travellers	All Members invited	13
IT Security	All Members invited	5
Tiverton Town Centre Masterplan	All Members invited	14
NPPF	For the Planning Committee and its substitutes	12
Members Away day - Budget	All Members invited	23
Decision Making at Planning Committee	Individual Member Request	1
3 Rivers Development Limited	All Members invited	15
Community Land Trust	All Members invited	10
Leadership Essential Planning	Individual Member Request	1
Surface Water Drainage Systems – Local Flood Authority	Briefing requested by the Planning Committee	7
Budget Briefings	All Members invited 2 venues	15
Tiverton Town Centre Regeneration Project	All members invited	19

2.2 Included in the table above are a wide range of learning opportunities which 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”, with some committee/group specific training which has been requested. 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 Informal workshops for committees and policy development groups (highlighted within the previous report) have been well received by members. 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 into the new council.

2.4 Online acceptance of policies will continue when necessary, all of these are accessed through the Learning Hub which is available via an external link.

3.0 Personal Development Plans

3.1 All members have been encouraged throughout the life of the council to take part in personal development planning (PDP). As this is the last year of the Council, we will not be make specific arrangements for the PDP's to take place, however if any individual member wishes to progress their PDP in the current municipal year, they are encouraged to contact Member Services who will be more than happy to spend some time with that member.

3.2 In the new Council, it is proposed that individual members PDP's will be progressed by the lead officer for the Shared Service.

4.0 May 2019 – New Council

4.1 The work programme for the new council is underway; this will include the provision of information to candidates and political parties. Potential candidate evenings which will be held in late January/early February, in Crediton, Cullompton and Tiverton.

4.2 The draft induction programme is also being prepared which will begin on Wednesday 8th May and continue until the end of June, this will cover all the corporate issues and specialist training for each Committee/Policy Development Group. A further programme of members briefings will also be considered which will cover all of the departments in the council.

4.3 Induction programmes for the authorities within the shared service were discussed at a meeting of the group in October. It was agreed that all Councils would organise their own training for corporate issues and their committees, however improving skill sets for example media skills, chairing skills, strategic thinking, managing casework etc could be organised through the shared service. Further discussions will take place at the January meeting of the group.

Conclusion

5.1 As this is the last report of the current council, it is an opportunity to reflect on the last 4 years of member development within the Council. Numerous subjects have to covered both in groups/committees, by request of individual members and briefing sessions which it is hoped has improved individuals knowledge and understanding of the subjects offered.

- 5.2 The new council will give the opportunity for new members to benefit from our commitment to the Member Development Charter to continue to address member development issues initially through the induction programme and the additional programme of development that is proposed. Re-elected members will be able to continue their personal development programmes of subjects that are of interest to them either personally or via committee/group membership.
- 5.3 One current theme through the evaluation of the member development programme is concern regarding low attendance at some sessions. The Member Development Group at its meeting in November considered poor attendance and it was suggested that the names of those who had attended training sessions would be highlighted via the members weekly information sheet and that the notes of the Member Development Group should be distributed to members. It was also suggested that an item entitled Member Development should be added to the Policy Development Groups agendas twice a year so that the groups could discuss and identify specific training required. It is hoped that in the new council the programme of development could be advertised and discussed at Group meetings and members encouraged to attend.

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Circulation of the Report: Cabinet Member Councillor C J Eginton, Leadership Team and the Member Development Group

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