

**SCRUTINY COMMITTEE
7 NOVEMBER 2016**

Member Development Monitoring Report

Cabinet Member Cllr Clive Eginton
Responsible Officer 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 body. Reassessment to secure the Charter for a further three years took place on 3 March 2014 and it is proposed that further reaccreditation takes place in the Spring of 2017.

1.2 As a commitment to the Charter, Member Services officers working alongside the Member Development Group will continue to address Members' development issues through briefings on key issues, one to one Personal Development Plan interviews which help to identify a Member's specific training/development requirements and specialist presentations at Committee meetings.

1.3 This report informs the Committee of training events that have taken place between January and early October this year.

2.0 Training Delivered

2.1 The information set out below covers details of the events that have taken place since January 2016

Speed Reading
Police Presentation
Financial Monitoring
Budget discussion, Tiverton and Crediton
Sickness
Chairing Skills
North West Cullompton Masterplanning
Tiverton Eastern Urban Extension Design Guide
Assertiveness, Influencing and Persuading Skills
Confidence Building and Public Speaking
Fire Authority
ICT and Data Protection and repeated at Council
Planning Committee Tour of the District
Devon Home Choice
21 st Century Councillor
Grass Cutting
Waste and Recycling
Devon Home Choice - Repeat
Mills Project
Council Tax Reduction Scheme
Local Plan Review
Devolution

- 2.2 A wide range of learning opportunities has been delivered and training sessions have taken place to provide additional skills and knowledge linked to specific committees. The records show that 41 Members have attended at least one recorded training session and that 224 places have been taken up on the various learning events. The majority of the opportunities are provided at low cost due to being delivered in house by appropriate officers.
- 2.3 The Member Training Budget is set at £5000 annually; to date there is a budget balance of £2716.25. £225 income has been received from sharing training sessions with other authorities.
- 2.4 Compared to the statistics provided at this time last year, the number of sessions provided are reduced; however the previous year was the first of the new Council and did include the induction programme.
- 2.5 As part of our commitment to Member Development, evaluation of every training session does take place, an email is sent to those who have attended asking a variety of questions specific to the event and always with an invitation to suggest any improvements that could be made; feedback is generally encouraging with any issues that arise being fed back to officers facilitating the sessions.

3.0 Member Development Group

- 3.1 The Member Development Group is a group of Members who work alongside Member Services Officers to promote the Members learning programme, this group is made up of 6 Members and includes Group Leaders. This provides a joint approach to Member Development which is required for the Charter.

3.2 The Members of the Group have provided useful feedback on how improvements can be made to the induction programme following the election of new Members, the programme was seen to have been comprehensive and had covered the needs of the new Members. Members also put forward ideas for future training needs which have been included in the Member Development 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 training they would like to take part in. To date 30 Members have taken the opportunity of attending a meeting with an officer, 5 have declined and 7 have yet to make arrangements. The following issues have been identified, some of which have already been addressed.

- Public speaking
- Revisit of Scrutiny and PDG training
- How to deal with people that step over the line
- Speed reading for iPad
- Social media
- Confidence and assertiveness
- iPad
- Excel
- Email – house keeping
- Media training
- Planning for non-committee members
- Update on procedure rules
- Persuasion skills
- The formation of motions for Council
- Code of conduct
- Planning issues
- How to be a professional councillor
- Time management
- Housing policy issues
- Effective arguing
- Community Engagement

4.2 Officers are at the present time endeavouring to procure the training requested.

4.3 The Council also shares development opportunities with other Devon authorities; we were pleased to welcome Members from East Devon for 2 sessions in April when Assertiveness, Influencing and Persuading Skills and Confidence buildings and public speaking sessions took place. Exeter City Council have also expressed an interest in sharing Member Development sessions, unfortunately the timing of these sessions was just prior to all out elections in Exeter.

5.0 Attendance

4.1 Attendance at briefings can be sporadic and at the request of the Member Development Group briefings prior to Full Council meetings have taken place with some success with regard to attendance. This format will be continued where possible. To address issues of poor attendance Member Services started a process of reminders, electronic appointments are circulated to Members a few weeks prior to the event to book a place in their diaries and encourage attendance; also same day reminders have been introduced which seem to have been well received, this process continues.

5.0 Future Planning

5.1 The current timetable of evening training sessions is attached at appendix 1. The Scrutiny Committee may like to suggest further additions to the timetable.

5.2 We are currently piloting holding sessions simultaneously one in Phoenix House and the other via a link to the Meadow Suite at Lords Meadow Leisure Centre which will save Members from the Crediton area travelling to Tiverton.

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 The majority of the Audit Committee also attends annual training provided by the South West Audit Partnership.

5.4 All Members use electronic communication to some degree and the number of Members now using iPads to access the Modern.Gov app and their emails is very encouraging; Member Services continue to support Members with regard to ICT training and iPad use.

5.5 As of 1 October 2016, parish liaison has come under the umbrella of Member Services, therefore it is hoped that we can encourage better communication and be able to support the parishes alongside our Members.

Contact for more Information: Sally Gabriel 01884 234229
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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.

Appendix 1

Autumn Member Development Sessions

- Dementia
- Rural Broadband
- Safeguarding
- Get up to Speed (IT and Social Media)
- Leisure
- Standards Issues
- Refugees
- Budget implications
- Mental Health Masterclass
- Personal Safety for Councillors