

POLICY AND RESOURCES COMMITTEE – 18 JUNE 2018

PART I - DELEGATED

6. MEMBER TRAINING (CED)

1. Summary

1.1 The Committee last received a report on Member training on 5 December 2016 (Minute PR77/16) and raised a number of matters at the meeting which were addressed as set out in Paragraph 2.1 below.

1.2 Members are asked to suggest how Member training should be directed in the future, how attendance levels can be improved and how the training budget can be fully utilised during 2018/19.

2 Details

2.1 The points raised at the December 2016 meeting are set out below with the Officers' comments on the actions taken in italic:

That the suggestions on Member training are considered by Officers in consultation with the Member Champion; *the Leader of the Council was appointed the Member Champion at the P&R Committee meeting in December 2016 then reappointed at Annual Council in May 2017 and May 2018.*

That the Individual Member Training Template be implemented; *please see section 3 of the report.*

That the Group Leaders be asked to put forward training requirements for their Group at the beginning of the financial year and in November; following emails to the Member Champion and to the Group Leaders, *a response regarding Member training was received from the Conservative Group at the end of January 2018. The suggestions put forward were as follows (with Officers' comments in brackets):*

Social Media – Functionality – effective communication & PR *(this took place on 19 March 2018. It is understood that this training will be repeated later in the year)*

Use of Surface Pros – how to view and annotate reports and agendas *(drop in training sessions are taking place all day on 11 June 2018)*

Council budgets *(meetings have taken place with the Director of Finance and Senior Accountant as part of the budget setting process. All the Audit Committee Members were offered training on Audit Matters in July 2017. Cllr Nelmes and Drury attended).*

New Councillor Training *(each of the new Councillors elected in May 2018 had a meeting with the CEO and the Committee Team and were provided with a Member Induction Pack, a surface pro computer and on-site support from the ICT team)*

Group Leadership Training *(added to the Member training programme for 2018/19)*

CIL *(to be organised after the current consultation on the CIL regulations closes and any amendments to the regulations implemented)*

Debating (*added to the Member training programme 2018/19*)
Affordable Social Housing Definitions (*to be included in the Infrastructure, Housing and Economic Development Committee work programme*)
Effective Opposition report writing (*added to the Member training programme for 2018/19*).

- 2.2 Members received at the Service Committees and the Policy and Resources Committee presentations from each of the Service Heads on their areas of responsibility. It is not scheduled to repeat these presentations.
- 2.3 In December 2017, the Leader of the Council identified some specific training on Planning and Decision Making being run by the LGA for the Vice-Chairman of the Planning Committee (later appointed Chairman of the Committee at Annual Council on 22 May 2018).
- 2.4 Training on the Role of the Civic Head and Chairing of the Council meetings is being held at Welwyn and Hatfield Council in June. Both the new Chairman and Vice-Chairman will be attending.
- 2.5 Training has been organised for all Members (by the Council's Data Protection Officer) on the new General Data Protection Regulations.
- 2.6 The Group Leaders were advised that the Local Government Association (LGA) provide the following LGA E-learning modules for Councillors and can be downloaded from the LGA E-learning platform for Councillors at <https://lms.learningnexus.co.uk/LGA/> <<https://lms.learningnexus.co.uk/LGA/>

They modules are on:

Effective Ward Councillor

Facilitation and Conflict

Resolution

Handling Complaints for Service Improvement
Induction

Scrutiny
Police and Crime Panels

Regulation & Licensing

Community Leadership and Engagement

Influencing Skills

All Councillors have been registered and can undertake any of the E-learning modules.

The LGA also have workbooks available for all Members to complete, and can be viewed at <http://www.local.gov.uk/councillor-workbooks> <<http://www.local.gov.uk/councillor-workbooks>. The subjects available include:

Business planning

Councillors guide to the health system

Chairing Skills

Climate change

Community safety

Creating a 'fit for the future organisation

3 Individual Member Training template

3.1 This has been implemented and the record for 2017/18 is attached at Appendix 2. A new record of individual member training is produced on an annual basis. The training undertaken since April 2018 can be found at Appendix 3.

4 Future ideas for training

4.1 Members had previously identified a requirement for training in the following areas:

Facilitating change

Emergency Planning

Housing Issues and Tenants' Rights

Planning, Green Belt

Compulsory Purchase Orders

Property Investments Risks/Risk Management

4.2 Members are asked to advise if these areas and those detailed in Appendix 1 are still relevant. All the shaded items are new items added to the training matrix.

5 Attendance at the training

5.1 Attendance at training is sometimes disappointing. The training is organised in the daytime and in the evening to meet all Members requirements to be able to participate. Members are asked to think about how Officers can encourage higher attendance. Training should be regarded as important and given the necessary priority.

6. Options/Reasons for Recommendation

To find out from Members

- a. how Member training should be directed in the future,
- b. how attendance levels at the training can be improved and
- c. how the training budget can be fully utilised.

7. Policy/Budget Implications

7.1 The recommendations in this report are within the Council's agreed policy and budgets. There has been a consistent underspend in member training budget in the past few years. It is considered important to ensure Members are adequately trained and there is sufficient resource to do this, when training cannot be conducted in-house or free of charge.

8. Financial

- 8.1 The Member training budget is £3,000 which equates to £77 per Member.
- 8.2 The 2017/18 activity in the Member training budget can be broken down as follows:
- LGA District Council Network National Conference attended by the Leader of the Council
- LGA Annual Conference attended by the Leader of the Council as the Council nominated representative on the LGA
- Training for the Independent Person (Standards)
- Cllr Nelmes LGA planning training
- Youth Council Citizen Association Membership
- Social Media Training offered to all Members but only attended by Cllrs Joy Mann, Keith Martin, Alison Wall and Martin Brooks
- Past Chairman, Cllr Diana Barber, attended training in May 2017 on effective chairing of meetings before taking on the role of Chairman of the Council

- 8.3 Commitments for 2018/19 training to date are:

Chairman/Vice-Chairman chairing 2 x £125
 Licensing Training for new Licensing Committee/Regulatory Services Committee Members (open to all Councillors to attend) £230
 Committee report template training £550
 LGA – attendance at National Conference by the Leader - £550

9. Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications

- 9.1 None specific.

10. Recommendation

- 5.1 The Committee are requested to make suggestions on:

how Member training should be directed in the future,
 how attendance levels at the training can be improved; and
 how the training budget can be fully utilised.

- 10.2 Agree the training matrix attached Appendix 1

- 10.3 That Group Leaders' be asked to put forward training requirements for their Group by the end of July each year, starting in July 2018.

- 10.4 Note the Individual Member Training record for 2017/18.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Data checked by: Anne Morgan, Solicitor to the Council

Background Papers: Report to P&R Committee – December 2016

Appendix 1 – Member training matrix

Appendix 2 – Individual Member training template

Appendix 3 – Member Training Records