

## **POLICY AND RESOURCES COMMITTEE – 20 JULY 2020**

### **PART I – DELEGATED**

#### **5. MEMBER TRAINING (CED)**

##### **1. Summary**

- 1.1 The purpose of the report is for the Committee to set a framework for Member training in 2020/21 and to determine whether Members want to consider working towards achieving the Member Charter.

##### **2 Details**

- 2.1 Since 1 April 2020, Member training has been organised as follows:

Licensing Committees, Licensing Act 2003, Taxi Licensing & Scrap Metal Training: 3 June 2020 plus 2 extra sessions with Legal Officer 9 June and 30 June for Members who were unable to attend the original training on 3 June 2020.

Planning Training: Slides read by Planning Committee and Named Substitute Members.

Public Sector Equality duty training organised on 30 June and 1 July.

- 2.2 The LGA Annual Conference was held virtually this year due to Covid-19 at the end of June/beginning of the July. The Leader did not attend.

##### **3 Training records and attendance**

- 3.1 The individual Member training records for the period from 1 April 2019 to 31 March 2020 can be found at Appendix 1.

- 3.2 Members were asked to provide details to the Committee team of any outside training they attended which had not been organised by the Council. This may have been training received as a County Councillor, Parish Councillor, as a Member of a Community Organisation or as a Member of an Outside body. Where information has been received this is included in the training record.

##### **Member Attendance at Training**

- 3.3 In some instances the attendance at the training has been disappointing. In order for Officers to understand the reasons why we welcome Members feedback :

- Is the timing of the training not convenient to Members? (Officers try to organise the training in so it runs in the daytime and evening).
- Is there insufficient notice given of the training date? What is the minimum time needed.
- Is the training organised not of interest to Members? If so, what areas would Members like training in and why?

##### **4 Delivery of non-mandatory training 2020/21**

- 4.1 It is proposed that all non-mandatory training will now be available through the LGA module as referred to in Section 8 below.

## 5 Mandatory Training

- 5.1 Planning, Licensing and Regulatory Services training is now mandatory and has to be undertaken on an annual basis by all Members of the Committee, newly appointed Members to the Committees and the named substitute Members before being able to attend a meeting of the Committee.
- 5.2 The Council Constitution was amended to reflect the change within the Terms of Reference of these Committees from May 2020.

## 6 Internal Member Training (Non mandatory)

- 6.1 Members have previously expressed an interest in receiving training on various aspects of the Council's role and responsibilities as a District Council. This type of training can be organised internally as a virtual/remote training session but would need to have sufficient Members sign-up in order for the training to be organised. Examples being (Council Budget, Council Constitution). Group Leaders would be asked to co-ordinate these requests each year.

## 7 Member Charter

- 7.1 One of the recommendations from the Peer Review in March 2019 was to consider how an Organisation Development plan is developed for Members and to undertake a skills gap analysis. The details of the recommendations (34 and 35) are provided below with the comments in yellow and the actions which have been taken to see how the organisation can address the recommendations:

<p>Recommendation 34</p> <p>Organisational Development Plan for members and skills gap.</p>	<p>A discussion with members to take place to consider how the OD plan is to be developed and undertake a skills gap analysis. This to take into account the recent P&amp;R report on member training.</p> <p>Also to include number 25 below</p> <p>Member development should ensure that members, chairs of committees and the Leader have the correct skills to provide the appropriate challenge and oversight to decision making and policy development.</p>	<p>November 2019.</p>	<p>JW/ AM</p>	<p>Interim CEO had a meeting scheduled with LGA 09/19.</p> <p>Committee team made contact with EELGA to discuss the Charter for Member Development.</p> <p>Initial meeting with South East Employers, who delivers the Charter on behalf of EELGA.</p>
<p>Recommendation 35</p> <p>Prudent to review objective setting for members and share</p>	<p>Discussion with the group leaders about whether members should have a PDR process and how objectives for members would be set. Consider</p>	<p>December 2019</p>	<p>DH/AM</p>	<p>See 34 above</p>

outcome with officers.	how these would be shared with officers.			
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- 7.2 Officers met with the South East Employers (SEE) who also works with the East of England LGA to discuss the benefits of a Charter for Elected Members. A summary of the main points is provided below:
- 7.2.1 If the Council wishes to sign up for the Member Charter there would be an upfront cost of £3,000. The Council would then be required to work towards achieving the Charter with assistance, guidance and support provided by SEE. Once the Charter is awarded it lasts for 3 years with an informal review after 18 months to ensure the charter standards are being maintained. The length of time it would take before the Council is ready for assessment varies from Council to Council but on average about 9 months from sign up. Some Authorities go on to achieve a higher standard known as Charter plus (+).
- 7.2.2 The starting point to achieve the Member Charter is to undertake a gap analysis against the standards of the charter to see what the Council is doing and what evidence there is to support that. A summary of all the Member training was completed and is provided in Appendix 2 of the report.
- 7.2.3 Member Charter is very much Member led and would require a Member Development Panel/Committee to show development commitment and leadership on achieving the Charter with cross party support. The Panel/Committee must be seen to drive progress.
- 7.2.4 To achieve the Member Charter there are 3 key criterion which are:
- i. There is a clear commitment to Councillor Development and Support;
  - ii. The Council has a strategic approach to Councillor development; and
  - iii. Learning and Development is effective in building skills and knowledge.
- 7.3 Attached at Appendix 3 is the full Charter Framework detailing all the criterion and elements involved in achieving the charter? Members are asked to focus on the first column on the left hand side headed "Requirements for Charter".
- 7.4 Following the meeting with SEE the Committee Team and HR have worked together and undertaken more work internally on the gap analysis in consultation with the Member Development Champion without committing to the time and expense of Charter status. Officers believe that whilst there are gaps progress has been made since the Peer Review in particular with the report to Policy and Resources Committee in July 2019 and which forms the basis of this report.
- 7.5 On recommendation 35 of the Peer Review the Independent Remuneration Panel (IRP) had already conducted a piece of work around member job descriptions/person specifications which was discussed at Council on 10 December 2019. Members at the meeting resolved that the Council do not develop any job descriptions.
- 7.6 Officers would recommend that at this time that the Council do not sign up for the Member Charter but instead undertake the work towards achieving the standards required for the Charter and review this in a year's time.

## **8 LGA Training Provision**

- 8.1 All Members will be updated on the latest Local Government Association (LGA) training which includes the LGA E-learning modules (listed below) which can be downloaded from the LGA E-learning platform for Councillors at <https://lms.learningnexus.co.uk/LGA/> <<https://lms.learningnexus.co.uk/LGA/>

The modules include: Effective Ward Councillor, Facilitation and Conflict, Resolution, Handling Complaints for Service Improvement, Induction, Scrutiny, Police and Crime Panels, Regulation & Licensing, Community Leadership and Engagement and Influencing Skills.

All existing Councillors have been registered and new Councillors are being registered and will be able to undertake any of the E-learning modules.

The LGA also have workbooks available for all Members to complete, which 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

- 8.2 A number of LGA courses and modules are available which are either free or provide very good value for money to the Council to enable Members to attend. Attendance on any LGA courses will be considered by the Head of Paid Service/CEO in consultation with the relevant Group Leader on an individual case by case basis to ensure that the course meets their requirements in their role as a Councillor.
- 8.3 Other external training courses or seminars which are not free will not be approved unless the Head of Paid Service/CEO is satisfied that there are exceptional circumstances to justify the expenditure.
- 8.4 As Members will be aware there are budgetary constraints and some requests may have to be carried over to the following year.

### **E-Learning**

- 8.4.1 Members will note that a new ILearn+ system was launched in May 2019. Within the new system there are currently three modules which Members need to complete, two on Safeguarding and one on Anti-Fraud and Corruption.

## **9 Policy/Budget Implications**

- 9.1 The recommendations in this report are within the Council's agreed policy and budget.

## **10 Financial**

- 10.1 The current Member training budget is £5,000 per annum.

**11 Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications**

11.1 Annual Planning, Licensing and Regulatory Services is mandatory to all existing Members on these Committees, any newly appointed Committee Members and any named substitute Members (excluding Licensing Committee where no substitute Members are allowed).

**10. Recommendation**

10.1 To note the Individual Member Training record for 2019/20.

10.2 To agree to continue with the framework for Member Training for 2020/21 as follows:

That the Head of Paid Service/CEO be delegated to:

1. Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
2. Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.

10.3 To recommend that the Council sign up for the Member Charter at a cost of £3,000 or

10.4 That the Council at this time do not sign up for the Member Charter but instead undertake the work towards achieving the standards required for the Charter and review this in a years' time to decide if the Council wish to sign up for the Member Charter.

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 – July 2019 report.

Appendix 1 – Member Training Records 1 April 2019 to 31 March 2020

Appendix 2 – A gap analysis and summary of all the Member training completed.

Appendix 3 - Full Charter Framework