



**Member Development
Annual Report 2015/16**

Introduction

The purpose of this annual report is to report on member development work undertaken in the municipal year 2015/16.

Member development activities are designed to support the learning and development of Members so that they have the appropriate knowledge, skills and confidence to carry out their various roles and represent the public they were elected to serve.

The Annual Report covers the following subjects:

- Member Development Working Group
- Member Induction May 2015
- Personal Development Plans (PDPs)
- Member Development Sessions
- Committee Specific Training and Other Training and Development Events
- Joint Sessions
- East Midlands Councils Regional Briefing Events for Councillors 2015/16
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2015/16
- Timing of Meetings Survey
- Progress towards the Charter

Member Development Working Group

The Council has a cross-party working group to oversee, monitor and make recommendations on member development. The Group is committed to supporting the development of councillors and to enable them to engage effectively in the modernisation of local government and to deliver the Council's statutory functions and corporate objectives, and to represent the people of Bolsover District.

The Working Group is chaired by Cllr Hilary Gilmour and its membership in 2015/16 was as follows:

Councillor R Bowler
Councillor T Connerton
Councillor S Fritchley
Councillor R Heffer
Councillor S Peake
Councillor D Watson

Member Induction May 2015

Following the District Council election in May 2015, new members were provided with a welcome pack containing practical information on how the Council works and a programme of introductory briefing sessions was arranged.

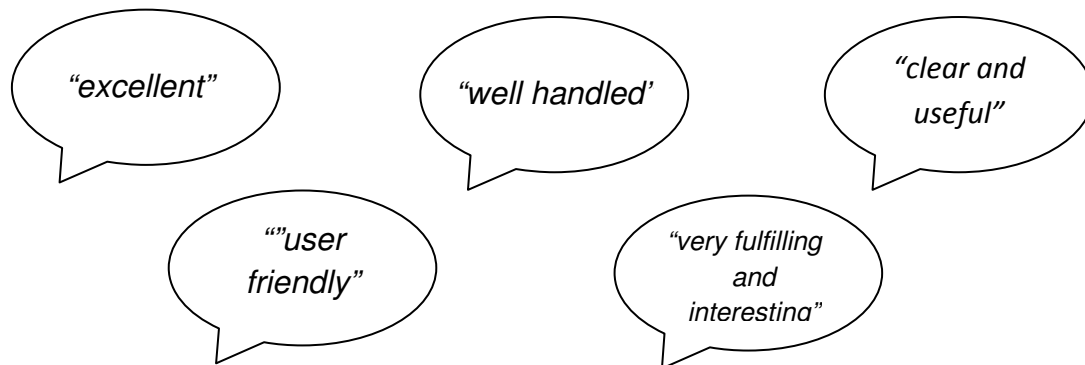
The induction sessions were presented by a range of officers, all covering different topics, to give members, especially newly elected members, an introduction to the Council and the key issues that they needed to be aware of in their first two weeks of being elected. All the sessions took place in the Council Chamber at 10am.

The first session on Monday 11 May 2015 was necessary for all members to attend and included signing the declaration of acceptance of office, photographs and other formal 'form-filling' issues. The session ended with an introduction from the Chief Executive.

The second session on Thursday May 2015 was recommended for all members to attend and covered the roles and responsibilities of Council, Councillors and Officers, Planning, Licensing and Freedom of Information and Data Protection.

The third session on Wednesday 20 May 2015 was recommended for all members to attend and covered Physical Protection, Corporate Plan and the Growth and Transformation Agenda, Handling the Media and Social Media and Local Government Finance.

Evaluation forms were given to all Members, with 23 completed and returned. Overall the feedback was very positive, with the following comments on the sessions:



Tour of the District

A tour of the District was organised in October 2015 to enable all members to see a number of development sites within the District. The following sites were toured:

- Coalite Site
- Markham Vale Enterprise Zone
- Bolsover Town Centre
- New Bolsover Model Village
- Rogers Avenue
- Sports Direct
- The Tangent
- Pleasley Vale Mills
- Castlewood
- Riverside Depot
- Barlborough Links

Personal Development Plans

Throughout 2015/16, the Governance Team undertook personal development interviews (PDPs) to assist members in reflecting on their strengths and weaknesses as defined against the six core competences for councillors and to understand members' learning and development priorities for the forthcoming year. 35 of the 37 councillors have completed a PDP.

The learning and development priorities identified in the PDPs are set out in the table below. They have been ranked based upon the number of occasions they were mentioned in the survey/plan.

Rank	Subject	Number of occasions mentioned
1	- IT	9
2	- Planning - Public speaking	Both 5
3	- Corporate aims / growth - Devolution - Finance - Housing - Leadership capacity and succession planning - Speed reading - Working with others	All 3
4	- Environmental health - Licensing - Rules of procedure - Safeguarding	All 2
5	- Chairing skills - Community cohesion - Communicating - Increasing democracy and engagement - Information on Council departments - Knowledge of other committees - Media training - Partnership working - Scrutiny rules and responsibilities - Speed writing - Shadowing more senior councillor - Tour of the offices - Young people and homelessness	All 1

Taking account of the priorities members have identified above, together with wider legislative issues, corporate aims and organisational requirements, a member development programme for 2016/17 has been put together for each Council for the forthcoming year which is attached at appendix A.

Member Development Days

The purpose of the Member Development Sessions is to provide a framework to support the achievement of members' objectives.

The sessions offer an opportunity for Members and officers to discuss the latest developments in local government in terms of policy, legislation and initiatives from Government and to undertake development work in an informal environment which supports learning.

The following sessions were held during the year:

Date of Session	Topics	Attendance
16 June 2015	Equalities	23
	Members' Personal Development Plans	
	Strategic Leisure Developer Partner Video	
8 September 2015	Public Speaking and Learning Styles	19
	Compliments, Comments and Complaints	
	Engaging our Communities	
1 December 2015	Universal Credit	19
	Dealing with Constituents Personal Data	
	Housing and Planning Bill	

Committee Specific Training and Other Training and Development Events

Committee Briefings

Prior to the first meeting of Licensing, Planning and Audit and Corporate Governance Scrutiny Committees, officers provided briefings to set out the terms of reference of these committees and the relevant considerations.

In addition the Planning Committee held two briefings prior to formal meetings on making determinations contrary to officer recommendations and Section 106 Agreements. Both sessions were well attended with 15 and 19 members attending respectively.

Briefings

A number of briefings and information giving events were held during the year. These provided key information on decisions to be taken by the Council or other important corporate issues. These included:

- Devolution – 20 October 2015 and 15 February 2016
- Safeguarding Awareness– 21 January 2016
- Workshop to Raise Awareness about PREVENT – 22 February 2016

In addition, a number of information sharing sessions were held during formal Council meetings. These included:

- Working in Partnership – 17 June 2015
- Growth Strategy – 9 September 2015
- Emergency Planning – 9 September 2015
- Regeneration Frameworks – 9 September 2015
- Data Security and Members' IT Charter – 4 October 2015
- Homes in Multiple Occupation – 2 December 2015
- Digital Inclusion – 2 December 2015
- HS2 Update – 3 February 2016
- Director of Public Health Report – 7 April 2016
- Leisure Centre Update – 7 April 2016

Joint sessions

The following sessions were held in partnership with North East Derbyshire District Council:

Devolution – July 2015

This briefing was hosted at The Arkwright Centre and aimed to give both sets of members more information about the devolution deals for the North Midlands and Sheffield City Region (SCR). It included presentations from Sir Steve Houghton, Leader of Barnsley MBC and Chair of the SCR Combined Authority and Cllr Anne Western, Leader of Derbyshire County Council.

Coalite Site Visit and Briefing – March 2016

On 29 March 2016 both councils held a joint briefing at the Arkwright Centre and site visit of the Coalite Site. The session was facilitated by Council officers and representatives of Bolsover Land Limited and aimed to provide members with more information prior to them considering an application at the Site in April/May 2016. Thirteen members from Bolsover attended the session.

Making Defensible Planning Decisions - October 2015

This briefing session was hosted by North East Derbyshire District Council and provided by the Planning Advisory Service, facilitated by Councillor Lewis Herbert, Leader of Cambridge City Council and Director of Planning at Anglia Ruskin University. A total of 20 Members attended the event, including three from Bolsover. The feedback was very positive with all Members rating the session as either good or excellent. All of the participants answered that they felt more confident in their ability to make robust planning decisions.

Custom Self Build event - July 2015

The Custom Self Build event was hosted by North East Derbyshire and facilitated Hayley Sullivan, Associate Director of CAPITA. The event focussed on Housing Schemes such as Local Authority Mortgage Scheme (LAMS), Local Authority Partnership Purchase Scheme (LAPP) and Custom and Self Build (CSB). Eight members from Bolsover attended the briefing.

East Midlands Councils Regional Briefing Events for Councillors 2015/16

The Council subscribed to the East Midlands Councils: Regional Policy Briefing Events for Councillors 2015/16. The following table details the events held during the year:

Date	Topic	Location	No. of Councillors Attended
22 June 2015	What the outcomes of the general election mean for local government and public services in the East Midlands	Nottingham	None
23 September 2015	Key Policy Issues for Local Government	Melton Mowbray	One
6 November 2015	Delivering Public Services in the New Parliament (Changed to Delivering Services in the Age of Devolution)	Nottingham	Two
8 December 2015	Infrastructure Summit	Nottingham	One
2 February 2016	Community Leadership	Melton Mowbray	None

Date	Topic	Location	No. of Councillors Attended
16 March 2016	Future Councillors	Narborough	None

The Working Group considered the feedback on these events, which was varied, although generally the Programme was considered useful for sharing information and updates on policy developments. The Working Group supported the subscription for the Programme for 2016/17 and requested that East Midlands Councils consider varying the locations of the sessions throughout the region.

Other Member Development Opportunities

Throughout the year members have also attended external sessions on the impact of intra-EU migration, performance and hate awareness.

Members' ICT Training

The Members IT and Training Officer provides regular support and training to members as part of the induction process when issuing iPads. During the year, the Members IT and Training Officer spent the majority of his time offering ICT and iPad support to members rather than formal training.

Member Development Budget 2015/16

The Member Development Budget for 2015/2016 was £4,000 with a total spend for the year of £3,028. Details of expenditure from the 2015/16 budget were reported to the Working Group on a regular basis.

Timing of Meetings Survey

During 2015/16 the Member Development Working Group undertook a survey asking for members' views on the timing of meetings, the results of which were considered by the Council when devising the 2016/17 calendar of meetings.

Progress towards the Charter

The Council has committed to achieving the Member Development Charter within the life of the current Corporate Plan.

Officers undertook a self-assessment with East Midlands Councils in February 2015 using their self-assessment template. Moira Hunt, from EMC, attended the Working Group to give feedback. The exercise showed that the Council was well on the way to achieving the Charter by December 2017.

A handful of areas were identified for further improvement. Some of these – such as the PDP process and timing of meetings survey – have since been completed. Other areas, such as strategic leadership development, require more work. This will be picked up following the appointment of the new Governance Manager.

It is proposed that a further self-assessment be undertaken by the Working Group over the summer of 2017 to highlight the current position.

Councillor Hilary Gilmour
Chair of the Member Development Working Group

June 2016

Bolsover Member Development Programme

Date	Topic	Links to PDP or corporate plan
26 May 2016	Licensing Committee Briefing	PDP Priority 4 <i>Supporting Our Communities to be Safer</i>
14 June 2016	IT Security	PDP Priority 1 / Organisational requirement <i>Providing our Customers with Excellent Services</i>
	E-mail Communication	PDP Priority 1 / Organisational requirement <i>Providing our Customers with Excellent Services</i>
	Equalities	Organisational requirement <i>Providing our Customers with Excellent Services</i>
15 June 2016	Audit Committee Briefing	PDP priority 3 <i>Transforming our Organisation</i>
29 June 2016	Planning Committee Briefing	PDP priority 2 <i>Unlocking our Growth Potential</i>
July 2016 (TBC)	Media Training	PDP Priority 5
6 September 2016	Fly-tipping and Dog Fouling	<i>Supporting Our Communities to be Cleaner and Greener</i>
	Housing Ambition Programme	<i>Providing our Customers with Excellent Services</i>
	Increasing community cohesion	<i>Supporting Our Communities to be Safer</i>

29 November 2016	Budget Planning / Medium Term Financial Plan	PDP priority 3 <i>Transforming our Organisation</i>
	Risk Management	Organisational requirement
	Standards and Code of Conduct	Organisational requirement
28 February 2017	Interactive Skills Workshop (externally facilitated) - Effective questioning - Public speaking - Communication skills - Influencing and negotiation	PDP priority 1-3/5 <i>Transforming Our Organisation</i>
TBC	Joint Scrutiny Training (BDC and NEDDC)	PDP priority 5