



**Member Development  
Annual Report 2016/17**

## **Introduction**

The purpose of this annual report is to report on member development work undertaken in the municipal year 2016/17.

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
- Personal Development Plans Refresh
- Member Development Sessions
- Committee Specific Training and Other Training and Development Events
- Joint Sessions
- East Midlands Councils Regional Briefing Events for Councillors 2016/17
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2016/17
- 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 2016/17 was as follows:

Councillor R Bowler  
Councillor T Connerton  
Councillor S Fritchley – Replaced by Councillor J. Wilson during 2016  
Councillor R Heffer  
Councillor S Peake  
Councillor D Watson

## **Personal Development Plans (PDP)**

Following on from the PDP exercise carried out in 2015/16 which identified the learning and development priorities for the year, a refresh questionnaire was sent out to all Members which asked what training had been received in 2015/16 and asked Members to identify priorities for 2016/17.

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

| <b>Rank</b> | <b>Subject</b>   | <b>Number of occasions mentioned</b> |
|-------------|--|--------------------------------------|
| 1           | - IT (IPad)  | 3                                    |
| 2           | - Safeguarding (Licensing)<br>- Chairing Skills<br>- Role of the Council in the new realm of public health   | All 2                                |
| 3           | - Council Structure and complaints (How Members add complaints to the system)<br>- Local Government Financing<br>- Section 106 Administration<br>- Planning<br>- Licensing<br>- Health and Wellbeing (the role of the Council)<br>- Media Training<br>- Community Engagement<br>- Public Speaking<br>- Consequences of Climate Change<br>- Revised Constitution (Particularly Call In and Interests)<br>- New legislation<br>- Shadowing | 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 the Council for the forthcoming year which is attached at appendix A.

### **Member Development Sessions**

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:

| <b>Date of Session</b>  | <b>Topics</b>  | <b>Attendance</b> |
|-------------------------|--|-------------------|
| <b>14 June 2016</b>     | Maintaining ICT Security With Effective Connectivity     | 23                |
|                         | Housing Ambition Project                                 |                   |
|                         | Equalities – Making the Right Decision                   |                   |
| <b>6 September 2016</b> | Environmental Despoilment – Action Plan and Case Studies | 23                |
|                         | Risk Management  |                   |
| <b>29 November 2016</b> | Standards and Code of Conduct                            | 23                |

The session held on 29<sup>th</sup> November 2016 was curtailed due to an earlier meeting over running and a further scheduled session was cancelled due to a large Labour Group agenda.

This issue has been addressed and sessions for the 2017/18 year will be held on a dedicated day.

### **Committee Specific Training and Other Training and Development Events**

#### *Committee Briefings*

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

#### *Briefings*

Only one briefing event was held during the year which provided key information to Members.

- Housing and Planning Act – 12<sup>th</sup> July 2016

In addition, training events were held to which certain Members were invited:

- Media Training – 18<sup>th</sup> July 2016 (Cabinet and Chairs and Vice Chairs of Committees)
- LGA Cabinet Training – 17<sup>th</sup> and 19<sup>th</sup> October 2016 (Cabinet Members)

## **Joint sessions**

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

*Making Effective Use of Overview and Scrutiny – 3<sup>rd</sup> November 2016*

This was a scrutiny skills workshop facilitated by Tim Young (LGIU Associate) to which all Scrutiny Members from both Bolsover District Council and North East District Council were invited. The event was held at North East Derbyshire District Council Offices. 6 BDC Members attended the session.

## **East Midlands Councils Regional Briefing Events for Councillors 2016/17**

The Council subscribed to the East Midlands Councils: Regional Policy Briefing Events for Councillors 2016/17. The following table details the events held during the year:

| <b>Date</b>                    | <b>Topic</b>  | <b>Location</b> | <b>No. of Councillors Attended</b> |
|--------------------------------|---|-----------------|------------------------------------|
| 15 <sup>th</sup> June 2016     | Future of Housing   | Melton Mowbray  | One                                |
| 23 September 2016              | Annual Policy conference on Planning, Health and Welfare Reform | Melton Mowbray  | One                                |
| 18 <sup>th</sup> November 2016 | Migration Conference  | Melton Mowbray  | One                                |
| 7 December 2016                | Specialist Skills Session                                       | Melton Mowbray  | None                               |
| 25 <sup>th</sup> January 2017  | Community Leadership  | Melton Mowbray  | None                               |
| 7 <sup>th</sup> February 2017  | Prevention Matters – Health and Wellbeing Workshop              | Kegworth        | Five                               |
| 21 <sup>st</sup> March 2017    | Planning for Housing Delivery                                   | Melton Mowbray  | Two                                |

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 2017/18 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, Scrutiny in Challenging Times, Urban Design Events and Taxi Licensing.

### **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. Formal training is always available to Members on request and further sessions have been arranged in 2017/18.

### **Member Development Budget 2016/17**

The Member Development Budget for 2016/17 was £4,000, which was increased to £5,000 during the course of the year, with a total spend for the year of £4,184.39. Details of expenditure from the 2016/17 budget were reported to the Working Group on a regular basis.

### **Progress towards the Charter**

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

A further self assessment exercise has been carried out and feedback received from East Midlands Councils

Councillor Hilary Gilmour  
Chair of the Member Development Working Group  
and Member Development Champion

May 2017

### Bolsover Member Development Programme

| <b>Date</b> | <b>Topic</b>  | <b>Links to PDP or corporate plan</b>                       |
|-------------|---|---|
| 25/05/2017  | Licensing Committee Briefing (prior to first meeting)                         | <i>Supporting Our Communities to be Safer</i>               |
|             |   |   |
| 31/05/2017  | Budget Scrutiny - Local Government Financing (prior to first meeting)         | <i>Transforming our Organisation</i>                        |
|             |   |   |
| 07/06/2017  | Planning Committee Briefing (prior to first meeting)                          | <i>Unlocking our Growth Potential</i>                       |
|             |   |   |
| 22/06/2017  | Social Media  | <i>Providing our Customers with Excellent Services</i>      |
|             | Interactive Skills (including effective questioning and communication skills) | <i>Providing our Customers with Excellent Services</i>      |
|             |   |   |
| 25/07/2017  | Audit Committee Briefing (prior to first meeting)                             | <i>Transforming our Organisation</i>                        |
|             |   |   |
| 27/07/2017  | Waste Recycling Contract  | <i>Supporting Our Communities to be Cleaner and Greener</i> |
|             | Schools Recycling Programme   | <i>Supporting Our Communities to be Cleaner and Greener</i> |

|            |   |  |
|------------|---|--|
|            | Contact Centre Service (including how to register complaints etc.)                    | <i>Providing our Customers with Excellent Services</i> |
|            |   |  |
| 21/09/2017 | Public Speaking – External Provider   | <i>Transforming our Organisation</i>                   |
|            | Revised Constitution (including register of interests, standards and code of conduct) | <i>Transforming our Organisation</i>                   |
|            | Council Structure   | <i>Transforming our Organisation</i>                   |
|            |   |  |
| 16/11/2017 | Homelessness Reduction Bill   | <i>Providing our Customers with Excellent Services</i> |
|            | S. 106 Affordable Housing   | <i>Providing our Customers with Excellent Services</i> |
|            | S. 106 Administration   | <i>Providing our Customers with Excellent Services</i> |
|            |   |  |
| 01/02/2018 | Leisure Investment Programme  | <i>Unlocking our Growth Potential</i>                  |
|            | Universal Credit Update   | <i>Providing our Customers with Excellent Services</i> |



|            |                                    |   |
|------------|------------------------------------|---|
|            | Equalities and Diversity           | <i>Providing our Customers with Excellent Services</i>      |
|            |                                    |   |
| 28/03/2018 | Media Training – External Provider |   |
|            | Public Health                      | <i>Supporting Our Communities to be Cleaner and Greener</i> |
|            | Community Engagement               | <i>Supporting Our Communities to be Cleaner and Greener</i> |
|            |                                    |   |