

**Member Development**  
**Annual Report 2017/18**

## **Introduction**

The purpose of this annual report is to report on member development work undertaken in the municipal year 2017/18.

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 Development Questionnaire
- Member Development Sessions
- Committee Specific Training and Other Training and Development Events
- Joint Sessions
- East Midlands Councils Events for Councillors 2017/18
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2017/18
- 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 2017/18 was as follows:

Councillor R Bowler  
Councillor J. Wilson  
Councillor R Heffer  
Councillor S Peake  
Councillor B. Watson  
Councillor D Watson

## **Member Development Questionnaire**

Following on from the PDP exercise carried out in 2015/16 which identified the learning and development priorities for the year, a questionnaire was sent out to all Members which asked what training had been received in 2016/17 and asked Members to identify priorities for 2017/18.

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.

Rank	Subject	Number of occasions mentioned
1	- IT - Planning	Both 4
2	- Licensing	3
3	- Any Updated Legislation - Finance	Both 2
4	- Community Safety - Health and Wellbeing - Chairmanship - Safeguarding - Legal demands on Councillors	All 1

It can be seen from the results of the questionnaire that Members preferences are for 'softer' skills and for information around existing services.

Taking account of the priorities members have identified above, together with wider legislative issues, corporate aims and organisational requirements, a member development programme for 2017/18 has been put together for the Council for the forthcoming year which is attached at appendix A.

### **Member Learning, Development and Information Sessions**

The purpose of the Member Learning, Development and Information 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
22 <sup>nd</sup> June 2017	Social Media Management Guidance	14
	Interactive Skills (including effective questioning and communication skills)	
27 <sup>th</sup> July 2017	Section 106 Administration	20
	Contact Centre Service	
	Equalities and Diversity Update	
2 <sup>nd</sup> August 2017	Successful Places (Planning)	17
21 <sup>st</sup> September 2017	Universal Credit Update	18
	Section 106 Affordable Housing	
	Homelessness Reduction Bill	
16 <sup>th</sup> November 2017	Waste and Recycling Arrangements	14
	Schools Recycling Programme	
	Community Engagement	
1 <sup>st</sup> February 2018	Leisure Investment Programme	17

Date of Session	Topics	Attendance
	Hate Incident Reporting	
<b>28<sup>th</sup> March 2018</b>	Public Health	24

It can be seen that holding Member Learning, Development and Information Sessions on a separate day has resulted in a lower attendance, however there was no clear steer from Members as to whether a separate session or a session following another meeting was preferable.

This issue has been addressed and sessions for the 2018/19 year will be split, with 3 held on a dedicated day and 3 following another meeting.

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

#### *Committee Briefings*

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

#### **Joint sessions**

The Council held a Licensing Training Session on 25<sup>th</sup> September 2017 (Licensing Committee Members and Relevant Portfolio Holder) to which Members of North East Derbyshire District Council were invited.

### **East Midlands Councils Events for Councillors**

East Midlands Councils has discontinued its programme of Regional Briefing Events for Councillors, however, Learning and Development events were still offered to Members at a reduced cost, which some Members had taken advantage of.

#### **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 2018/19.

### **Member Development Budget 2017/18**

The Member Development Budget for 2017/18 was £5,000, with a total spend for the year of around £1500. Details of expenditure from the 2017/18 budget were reported to the Working Group on a regular basis.

### **Progress towards the Charter**

During the course of the year, the criteria for the Member Charter was changed again, Members felt that as they had put in so much work within the previous criteria, that they no longer wished to pursue the Charter and the money saved would be better used to support Council services.

The Member Development Working Group recommended that the Corporate Target of achieving the Member Charter by 2019 be withdrawn and this was agreed by the Executive on 5<sup>th</sup> March 2018.

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

May 2018

**Bolsover District Council**  
**Member Learning, Development and Information Programme**

<b>Date</b>	<b>Topic</b>	<b>Links to PDP or corporate plan</b>
24/05/18	Licensing Committee Briefing – (Prior to first meeting)	<i>Supporting Our Communities to be Safer</i>
30/05/2018	Budget Scrutiny Committee Briefing - Local Government Financing (prior to first meeting)	<i>Transforming our Organisation</i>
31/05/2018	Transgender Awareness Session GDPR Awareness	<i>Supporting Our Communities to be Safer</i> <i>Transforming our Organisation</i>
06/06/18	Planning Committee Briefing (Prior to first meeting)	<i>Unlocking our Growth Potential</i>
12/06/18	Chairing Skills Session – Ann Reader, EMC	<i>Transforming our Organisation</i>

21/06/18	LGA Engagement Guide Briefing - LGA	<i>Unlocking our Growth Potential</i>
28/06/18	Safeguarding Session prior to Licensing Committee	<i>Supporting Our Communities to be Safer</i>
25/07/2018	Audit Committee Briefing (prior to first meeting)	<i>Transforming our Organisation</i>
01/08/2018 (following Planning Committee)	Social Return on Investment and the Housing Association Community Trust (including Building Resilience)	<i>Supporting Our Communities to be Cleaner and Greener</i>
	Overview of the Derbyshire Observatory	<i>Supporting Our Communities to be Cleaner and Greener</i>
19/09/2018 (following Budget Scrutiny Committee)	Scrutiny Learning, Development and Information Session (for Scrutiny Members)	<i>All Corporate Aims</i>



11/10/2018	Environmental Health	<i>Supporting Our Communities to be Cleaner and Greener</i>
05/12/2018 (following Council)	Safeguarding	<i>Providing our Customers with Excellent Services</i>
	Compliments, Comments and Complaints	<i>Providing our Customers with Excellent Services</i>
	Customer Service Standards	<i>Providing our Customers with Excellent Services</i>
31/01/2019	Sophie Lancaster Foundation Training	<i>Supporting Our Communities to be Safer</i>

06/03/2019 (following Council)	Housing to include Voids	<i>Providing our Customers with Excellent Services</i>