

**Bolsover District Council**

**Council**

**11<sup>th</sup> September 2019**

**Member Development Annual Report 2018/19**

**Report of the Chair of Member Development Working Group**

This report is public

**Purpose of the Report**

- The purpose of the Member Development Annual Report is to enable Council to consider the Member Development work that was undertaken during the municipal year 2018/19.

**1 Report Details**

- 1.1 The Annual Report of the Member Development Working Group is attached at **Appendix 1**.
- 1.2 The report sets out the member development activities that took place during the year 2018/19, opportunities that were made available to Members and information on the evaluation of member development activities that took place.

**2 Conclusions and Reasons for Recommendation**

- 2.1 To enable Council to consider the Annual Report on Member Development during 2018/19.

**3 Consultation and Equality Impact**

- 3.1 Consultation is carried out with Members during the Training Needs Survey and on an ad hoc basis as necessary in relation to the organisation of one off events. The Strategic Alliance Management Team and other officers are also consulted on the Member Development Strategy and Member Development Programme.

**4 Alternative Options and Reasons for Rejection**

- 4.1 Council could determine to no longer receive a Member Development Annual Report however this option is not recommended as the Annual Report publicises to all Members the activities that have been undertaken and provides an opportunity for them to consider any future issues that may arise that they would like to see included in future programmes.

## 5 Implications

### 5.1 Finance and Risk Implications

5.1.1 There are no finance or risk implications arising from this report.

### 5.2 Legal Implications including Data Protection

5.2.1 There are no legal implications arising from this report.

### 5.3 Human Resources Implications

5.3.1 There are no human resources implications arising from this report.

## 6 Recommendations

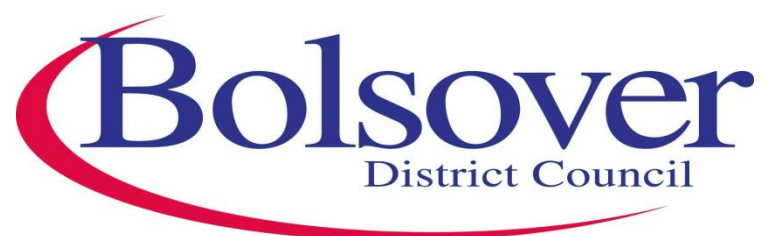
6.1 That Council note the Member Development Annual Report 2018/19 and the Member Development Programme for 2019/20.

## 7 Decision Information

<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>Has the relevant Portfolio Holder been informed</b>	Yes
<b>District Wards Affected</b>	None Directly
<b>Links to Corporate Plan priorities or Policy Framework</b>	All

**8**     **Document Information**

<b>Appendix No</b>	<b>Title</b>
1	Member Development Annual Report
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
<b>Report Author</b>	<b>Contact Number</b>
Senior Governance Officer	01246 242529



**Member Development  
Annual Report 2018/19**

## **1. Introduction**

The purpose of this annual report is to report on member development work undertaken in the municipal year 2018/19.

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 Sessions
- Committee Specific Training and Other Training and Development Events
- Other Member Development Opportunities
- Members' ICT Training
- Member Development Budget 2018/19
- Member Induction Programme Development

## **2. 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 was chaired by Cllr Hilary Gilmour and its membership in 2018/19 was as follows:

Councillor R Bowler  
Councillor S Fritchley  
Councillor R Heffer  
Councillor S Peake  
Councillor J Wilson  
Councillor D Watson

## **3. 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:

<b>Date of Session</b>	<b>Topics</b>	<b>Attendance</b>
<b>31<sup>st</sup> May 2018</b>	GDPR Information Session	22
	Transgender Awareness	
<b>1<sup>st</sup> August 2018</b>	Environmental Health Overview	16
<b>4<sup>th</sup> October 2018</b>	Emergency Planning	15
<b>11<sup>th</sup> October 2018</b>	Social Return on Investment and the Housing Association Community Trust (including Building Resilience)	18
	Overview of the Derbyshire Observatory	
<b>7<sup>th</sup> November 2018</b>	Future Proofing	
<b>5<sup>th</sup> December 2018</b>	Safeguarding	9
	Compliments, Comments and Complaints	
	Customer Service Standards	

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

Other training sessions or events that have taken place during the year include:

### *Committee Briefings*

Scrutiny Development Sessions - 25/27/29<sup>th</sup> June 2018 -22 Members attended all or part of the Sessions.

Licensing Committee – Safeguarding – 28<sup>th</sup> June 2018 – 14 Members attended

Planning - 4<sup>th</sup> July 2018 – 16 Members attended

Licensing – 17<sup>th</sup> October 2018 – 13 Members attended

### *Chairing Skills*

12<sup>th</sup> June 2018 – 14 Members attended

This session was delivered by an external facilitator. The cost was shared with North East Derbyshire District Council as two sessions were provided on the same day.

## **5. 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 and on-going through servicing on a regular basis and one-to-one support on any issued Members encounter.

Formal training on iPad Apps such as Pages, Numbers, Keynote, iAnnotate & Extranet is available and sessions can be scheduled when there is a demand for any particular topic or feature of the iPads.

During 2018/19, the Members IT and Training Officer spent the majority of his time offering one-to-one ICT and iPad support to members rather than formal training. A new initiative was also developed to produce short videos which demonstrate various iPad features and tools within apps for Members to access at any time. The videos are available to view from the NEDDC YouTube channel and the Members Extranet Portal.

So far the following videos have been developed:

- How To Access The iPad User Guide From The Extranet
- How To Email Photos From Your iPad.
- How To Access The Out Of Office Assistant From Your iPad.
- How To Customise Your iPad Keyboard.
- How to remove numbers from your iPad's QWERTY keyboard

Members are encouraged to request any specific topics they wish to see covered by videos that can be added to the suite available to all Members.

## **6. Member Development Budget 2018/19**

The Member Development Budget for 2018/19 was set at £5000. The total budget spend was £4795.38 with £204.62 of the remaining budget unspent. Details of expenditure from the 2018/19 budget were reported to the Working Group on a regular basis.

## **7. Member Development Evaluation**

The Working Group receives reports on a regular basis detailing statistical evaluation, together with Members' comments, on training and development events.

### **8. Member Induction Programme Development**

During 2018/19, the Working Group developed the Induction Programme for Councillors following the elections in May 2019. This included a pack of essential information and a series of sessions over the first few weeks following the elections.

### **9. Member Induction Programme Development**

Due to being the final year of Member's term of office, a training needs survey/learning and development questionnaire was not carried out. Member Development Working Group identified and discussed priority training needs and developed a programme for Member Development for 2019/20 following on from the Induction Programme.

A copy of the programme is attached at Appendix A for Members information. This is a live document and dates and topics are subject to change.



## Bolsover District Council – Member Development Programme 2019-2020

*In the Programme below, the sessions that have been completed have been shaded in grey.*

Date	Topic	Presenters	Links to corporate plan priorities	Comments on delivery of sessions
<b>7 – 16 May 2019</b>	Induction Programme	Various	All	Delivered
<b>June/July – TBC</b>	Chairing Skills	External TBC		Still to be scheduled
<b>29 May 2019 *</b>	Planning Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>  <i>*A separate programme for Planning Committee training is being scheduled for updates throughout the year.</i>	Richard Purcell (PAS session in October)	Unlocking our Growth Potential	Delivered
<b>28 May 2019</b>	Audit Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>	Theresa Fletcher, Jenny Williams, Governance	Demonstrating good governance	Delivered
<b>13 June 2019</b>	Licensing Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>	Kevin Rowland/ Kevin Shilitto	Supporting Our Communities to be Healthier, Cleaner and Greener	Delivered

Date	Topic	Presenters	Links to corporate plan priorities	Comments on delivery of sessions
25 July 2019	Taxi Licensing and Premises Licensing Training	James Button, Solicitor	Supporting Our Communities to be Healthier, Cleaner and Greener	
1 July 2019	Standards Committee Briefing	Sarah Sternberg, Vicky Dawson	Demonstrating good governance	Incorporated into agenda rather than separate briefing
June/July 2019	Scrutiny Committee Training	<i>External Facilitator</i>	All	Incorporated in to Scrutiny Conference on 3 <sup>rd</sup> June 2019
<b>Member Development 10 June 2019 – 2.00pm</b>	Safeguarding	Sarah Bingham, Janice Balthrop, Ann Bedford	Supporting Our Communities to be Healthier, Cleaner and Greener	Delivered Catch up session scheduled on 30 September 2019
	<del>Data Protection/Freedom of Information</del>	<del>Kath Drury, Wayne Gorman</del>	<del>Providing our Customers with Excellent Service</del>	Cancelled as covered at Induction session however a further briefing on Data Protection is on 9 October 2019.
	Equalities	Kellie Bradford	Providing our Customers with Excellent Service and Promoting Equality and Diversity	Delivered Catch up session scheduled on 30 September 2019
	Accessing information online	Donna Cairns		Added to session in light of DP/FOI cancellation and to assist Members finding online resources e.g. Constitution and other corporate policies

Date	Topic	Presenters	Links to corporate plan priorities	Comments on delivery of sessions
<b>23 July 2019 and 2 September 2019 Both at 10am</b>	iPad Training	Martin Derbyshire	Transforming Our Organisation	
<b>Member Development 8 July 2019 – 2.00pm 17<sup>th</sup> September 2019 10am</b>	Housing Service	Karen Hanson	Providing good quality housing where people choose to live	Rescheduled to 17 <sup>th</sup> September 2019
	Homelessness Service	Di Bonsar	Providing our Customers with Excellent Service	Rescheduled to 17 <sup>th</sup> September 2019
	Universal Credit/Benefits Briefing	Di Parker <i>and Tom Evans</i>	Providing our Customers with Excellent Service	Rescheduled to 17 <sup>th</sup> September 2019
<b>2 October 2019 10am</b>	Carbon Literacy Training	Dr Rina Jones, Nottinghamshire and Derbyshire Local Authorities' Energy Partnership	Transforming Our Organisation	
<b>Member Development 9 October 2019 – 10.00 am</b>	Casework	<del>External facilitator/ Member Lead</del>	<del>Providing our Customers with Excellent Service</del>	Rescheduled to a standalone session to cover more in-depth
	Meeting Procedures/Constitution	<i>Sarah Sternberg/ Nicci Calver/Vicky Dawson</i>	Demonstrating good governance	
	Data Protection	Kath Drury, Wayne Gorman	Providing our Customers with Excellent Service	Deferred from June

Date	Topic	Presenters	Links to corporate plan priorities	Comments on delivery of sessions
<b>15 October 2019</b> <b>9.30am</b>	Planning Training	Planning Advisory Service	Unlocking our Growth Potential	
<b>17 October 2019</b> <b>2pm</b>	Casework	Ann Bedford and Donna Cairns	Providing our Customers with Excellent Service	Rescheduled from 9 Oct to a standalone session to cover more in-depth
<b>Member Development</b> <del><b>19 November</b></del> <b>5 November 2019</b> <b>10.00 am</b>	Transformation Programme and Medium Term Financial Plan	Lee Hickin and Head of Finance	Transforming Our Organisation	
	Lone Worker	Bronwen McCarther-Williams	Providing our Customers with Excellent Service	Required for all Members under the revised Code of Conduct
<b>Member Development</b> <b>14 January 2020 - 2.00pm</b>	Street Scene Service	Steve Brunt	Supporting Our Communities to be Healthier, Cleaner and Greener	
	Licensing Service Update	Kevin Rowland	Supporting Our Communities to be Healthier, Cleaner and Greener	
	Customer Service and Complaints Handling	Ann Bedford	Providing our Customers with Excellent Service	

Date	Topic	Presenters	Links to corporate plan priorities	Comments on delivery of sessions
<b>Member Development</b> <b>23 March 2020</b> <b>10.00 am</b>	Risk Management	Lee Hickin, Head of Finance	Demonstrating good governance	
	Performance Monitoring	Kath Drury, Amar Bashir	All	
TBC	<i>Ad-Hoc Briefings</i>			
TBC	<i>Public Speaking</i>	<i>External facilitator</i>		
TBC	<i>Media Skills</i>	<i>External facilitator</i>		
TBC	<i>Community Leadership</i>	<i>External facilitator</i>		
TBC	<i>Financial Scrutiny</i>	<i>External facilitator</i>		Required for all Members under the revised Code of Conduct