

**Member Development  
Annual Report 2019/20**

Forward from Councillor Sandra Peake, Portfolio Holder – Housing and Community Safety and Chair of Member Development Working Group 2019/20

This year I have been appointed as the Chair of Member Development Working Group. It has been a busy year, following the Induction Programme in May 2019 and with many Member Development sessions and activities taking place throughout the year.

The Council continues to be committed to Member Development: to offer all Councillors an opportunity to build on their knowledge and experience, to learn new skills and to find out more about policies and proposals affecting the Council and our communities. This year Member Development Working Group have looked at how Member Development is delivered and supported, using new methods such as online platforms and e-learning. Following the addition of mandatory training requirements to the Constitution in May 2019, a review of the Member Development Strategy was carried out, which was approved by Council in September 2019.

Also during the year, all Members were invited to complete training needs surveys to assess learning and development priorities for future programmes.

I would like to thank Members for their support this year, particularly those on the Working Group, and all Members who have attended and contributed to Member Development activities. And to the many officers who have delivered training and briefing sessions, and governance officers who have organised and scheduled all the activities.

*Councillor Sandra Peake*

**The Annual Report covers the following subjects:**

- 1. Introduction**
- 2. Member Development Working Group**
- 3. Member Induction Programme 2019**
- 4. Member Development Programme 2019/20**
- 5. Other Member Development Opportunities**
- 6. Member Development Strategy**
- 7. Members' ICT Training**
- 8. Member Development Budget 2019/20**

## **1. Introduction**

The purpose of this annual report is to report on member development work undertaken in the municipal year 2019/20.

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.

## **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 Councillor Sandra Peake and its membership in 2019/20 was as follows:

- [Councillor Sandra Peake](#) (Chair)
- [Councillor Tracey Cannon](#)
- [Councillor David Dixon](#)
- [Councillor David Downes](#)
- [Councillor Natalie Hoy](#)
- [Councillor Tom Munro](#)
- [Councillor Deborah Watson](#)

## **3. Member Induction Programme 2019**

Following the District Council Election in May 2019, 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. The programme consisted of the following sessions, all held in the Council Chamber at 10am, save for the Tour of the District and the Market Place event.

### **Session 1 – A brief presentation and completion of essential paperwork**

37 Members (100%) attended this session.

### **Session 2 - 'How the Council Works': Roles and Responsibilities of Council, Councillors and Officers and Corporate Priorities, understanding our financial position, and the Transformation Agenda**

25 Members (68%) attended this session.

### **Session 3 - Code of Conduct / Member Officer Protocol, Planning, Licensing, Freedom of information and Data Protection**

24 Members (65%) attended this session.

### **Session 4 – Safeguarding, Handling the Media and Social Media, and Emergency Planning**

26 Members (70%) attended this session.

### **Session 5 – Tour of the District**

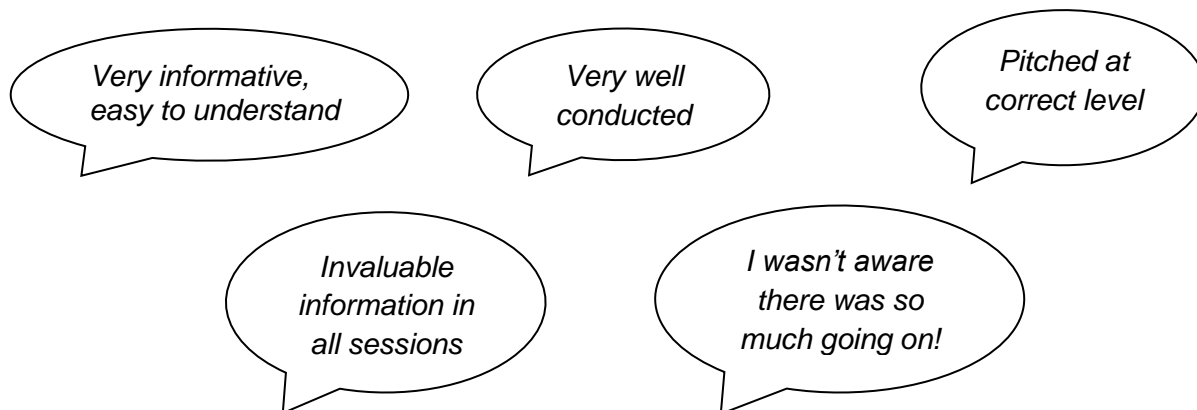
A tour of the District was also organised to enable Members to see a number of development/ regeneration sites within the District.

13 Members (35%) attended this session.

### **Session 6 - Market Place event**

Approximately 15-20 Members attended, an attendance sheet was not completed.

Evaluation forms were given to all Members at each session. Member Development Working Group considered a full report on all the feedback at its meeting in July 2019. Overall the feedback was very positive, with the following comments on the sessions:



Feedback on the length and timing of sessions, as well as the information provided in the Candidate and Induction Packs was also considered for implementation in future programmes.

## **4. Member Development Programme 2019/20**

Following on from the Induction Programme, Member Development sessions and briefings were scheduled throughout the year, to build on and supplement Members' knowledge and skills.

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</b>	<b>Topic</b>	
<b>7 – 16 May 2019</b>	Induction Programme	See Section 3.
<b>29 May 2019</b>	Planning Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>	12
<b>28 May 2019</b>	Audit Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>	13
<b>3<sup>rd</sup> June 2019</b>	Scrutiny Committee Training at the Scrutiny Conference	28
<b>Member Development 10 June 2019 – 2.00pm</b>	Safeguarding	23
	Equalities	
	Accessing information online	
<b>13 June 2019</b>	Licensing Committee Briefing <i>(before 1<sup>st</sup> meeting)</i>	14
<b>23 July 2019 and 2 September 2019 Both at 10am</b>	iPad Training	12
		4
<b>25 July 2019</b>	Taxi Licensing and Premises Licensing Training	15
<b>Member Development 17<sup>th</sup> September 2019 10am</b>	Housing Service	21
	Homelessness Service	
	Universal Credit/Benefits Briefing	
<b>2 October 2019</b>	Carbon Literacy Training	19

<b>Date</b>	<b>Topic</b>	
<b>10am</b>		
<b>Member Development 9 October 2019 – 10.00 am</b>	Meeting Procedures/Constitution	20
	Data Protection	
<b>15 October 2019 9.30am</b>	Planning Training	20
<b>17 October 2019 2pm</b>	Casework and Effective Ward Councillor Skills	15
<b>30<sup>th</sup> October 2019 AM</b>	Community Leadership	20
<b>Member Development 5 November 2019 10.00 am</b>	Transformation Programme and Medium Term Financial Plan	22
	Lone Worker	
<b>7<sup>th</sup> November 2019 PM</b>	Financial Scrutiny	18
<b>28<sup>th</sup> November 2019 PM</b>	Media Skills	10
<b>Member Development 14 January 2020 - 2.00pm</b>	Licensing Service Update	18
	Customer Service and Complaints Handling	
<b>20<sup>th</sup> January 2020 PM</b>	Chairing Skills	10
<b>4<sup>th</sup> March 2020</b>	Fraud Awareness	24

Date	Topic	
Following conclusion of Council		
Member Development 23 March 2020 10.00 am	Risk Management Street Scene Service	Postponed
2 <sup>nd</sup> April 2020	Public Speaking	Postponed

## **5. Other Member Development Opportunities**

### *Local Government Association E-Learning Modules*

The Local Government Association offers a number of E-Learning Modules which could be accessed through [www.local.gov.uk](http://www.local.gov.uk) with a username and password which was available by emailing E-Learning. Information on how to access these modules was provided to all Members in August 2019 and again in April 2020.

The course catalogue has the following modules available:-

- Community engagement and leadership
- Councillor induction
- The Data Protection Act 2018 for Councillors
- Commissioning of services
- Equality, Diversity and Unconscious Bias
- The Effective Ward Councillor
- Facilitation and Conflict Resolution
- Handling complaints for service improvement
- An Introduction to Housing (Non-Audio)
- An Overview of the Data Protection Act 1998 for Councillors
- Influencing skills
- Licensing and regulation
- Planning
- Police and crime panels
- Scrutiny for Councillors
- Stress management and personal resilience
- Supporting your constituents

The modules do not have to be completed at any one time, allowing ongoing progress to be saved. Access to these modules provides alternative method and opportunity for Member training and Development in addition to the programme of events scheduled at the Council Offices.

## **6. Member Development Strategy**

The Working Group at its meeting in July 2019 considered the development of a new Member Development Strategy for 2019-2023, which was approved by Council in September 2019.

This Strategy is designed to provide an overall framework for member development that reflects best practice, such as the East Midlands Council Charter standards, and seeks to achieve the following objectives:

- Identifying Members priority learning and development needs
- Promoting Leadership Development
- Linking Member learning and development with the Council's corporate priorities
- Delivering learning and development in innovative ways to make the best use of resources available to the Council
- Enabling Members to support community initiatives and act as advocates as appropriate
- Ensuring equality of access to member development opportunities, meetings and resources
- Evaluating member development to ensure priority needs are being met, value for money is achieved and the performance of the Council is improved.

The Strategy contains an Action Plan for how the objectives will be implemented. Performance against these actions will be monitored by the Member Development Working Group and the progress achieved at the end of each year will be outlined in future Annual Reports.

## **7. 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, and Modern.Gov is available and sessions can be scheduled when there is a demand for any particular topic or feature of the iPads.

During 2019/20, the Members IT and Training Officer supported the roll out of iPads to all new Members following the May 2019 election and provided two training sessions during the year, as well as regular training and support to Members on a one-to-one basis.

This year also saw the roll out of Modern.Gov and training for all Members on accessing committee papers via the new App with improved functionality. More recently, Members have received training on the GoToMeeting App to support virtual meetings and remote attendance.

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.



## **8. Member Development Budget 2019/20**

The Member Development Budget for 2019/20 was set at £6480. It was increased to £10,000 for the year as part of the revised budget setting process. Details of expenditure from the 2019/20 budget were reported to the Working Group on a regular basis.

## **9. Member Development Evaluation**

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

## **10. Member Development Programme 2020/21**

In November 2019 a Learning and Development Needs Survey was sent out to all Members which asked Members to identify training priorities for the forthcoming two years.

The top 10 priorities identified were:

Rank	Subject
1.	Planning (inc. Local Plan; decisions conflicting with climate change; and challenging planning decisions on behalf of ward)
2.	Housing (inc. allocations)
3.	IT/iPad training
4.	Finance (including rates changes)
5.	Environmental Health
6.	Audit
7.	Communication
8.	Holding officers to account
9.	Leisure
10.	Meeting procedures

Taking account of the priorities members had identified during the survey, together with wider legislative issues, corporate aims and organisational requirements, a draft member development programme for 2020/21 was produced. The draft programme will be reviewed by Member Development Working Group and the Strategic Alliance Management Team. This is a living document and may change over the year as policy/legislative changes occur or other issues arise that it is important Members receive briefings on as soon as possible