

Ward: N/A

Portfolio: Finance, Governance and Corporate Services

Report Author(s): Peter Bradshaw,
Former Chair of the Member Development Group

Date: 13 May 2019

SUBJECT: **Member Development 2018-2019 and Member Induction and Development 2019-2020**

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Report Sign off	Seen by:	Name	Date
	Legal	Lesley Dolan	27.04.19
	Finance	Paul Deal	30.04.19
	Chief Executive	Stuart Brown	30.04.19
	Group Manager	David Clark	30.04.19
Summary:	<p>Member training and development is one way the Council provides support for its elected Members.</p> <p>In September 2017 Mendip District Council was awarded with the SW Charter Plus accreditation for Member Development.</p> <p>Starting last year the Council has fundamentally refreshed its approach to organisational development. This workstream created an opportunity to review Member Development ensuring alignment and consistency of approach to development of staff and members across the spectrum of the Council's activity; this workstream is known as Shape our Future.</p> <p>Appendix A of the report provides an update on Member development activity during 2018-19. Appendix B provides the Member Induction and Development Programme suggested for 2019-20 which will assist in delivery of the Council's priorities set out in the Corporate Strategy.</p> <p>The report also asks Members to suggest any additional areas for inclusion in the programme.</p>		
Recommendation:	<p>TThat full Council:</p> <ul style="list-style-type: none"> a) Note the outcomes following Member development activity during 2018-19, and b) Suggest topics for inclusion in the Member Induction and Development Programme for 2019-20. 		

Direct and/or indirect impact on service delivery to our customers and communities:	<p>Effective Member development ensures that the Council makes quality decisions and enables Councillors to be better equipped to deliver the vision and priorities for the Council and to be effective community leaders.</p>
Financial Implications:	<p>Member training and development is delivered by a mix of officer time using in-house resources and from externally funded sources. The programme will be delivered within the resources allocated.</p>
Legal Implications:	<p>There are no direct legal implications arising from this report.</p> <p>Members of Planning and Licensing Boards are required to attend designated training to ensure they are up to date with current legislation and practice. Decisions made by Members who have not attended such training could be open to challenge.</p>
Crime and Disorder Implications:	<p>There are no crime and disorder implications for the Council</p>
Equalities Implications:	<p>These proposals will provide equal access to Member development opportunities for all Members.</p>
Risk Assessment and Adverse Impact on Corporate Actions:	<p>Risk – lack of training results in a lower member capacity for involvement and leadership.</p> <p>Consequence – Reputational and loss of momentum in driving forward organisational improvement and development.</p> <p>Probability – Low risk.</p> <p>Impact – Low risk.</p> <p>Treatment – Provision of directed and supported development. A planned programme of identified development needs to assist the Council in the delivery of its priorities set out in the Corporate Strategy.</p>

INTRODUCTION

1. The aim of Member development is to support both the individual needs of Members and assist Members to deliver the Council's Corporate Strategy.
2. Elected Members are central in delivering the vision for the authority and as such the Council needs to support its Members in carrying out their roles. Member development is one way the Council provides support to enable Councillors to be better equipped to deliver the vision and priorities for the Council and to be effective community leaders.

BACKGROUND

3. All Councillors are advocates for their communities and "case workers" for their individual constituents. As a result of the Localism Act 2011 the role of the Councillor has become more important and the demands placed on them have increased. Their effectiveness depends on the quality of development and level of support they receive. Development in all Councillor roles is essential to enable them to succeed.

Member Development Policy and Strategy

4. The current Member Development Policy and Strategy is appended to the Council's Constitution at appendices Oi and Oii. These documents can be viewed on the Council's website: <http://www.mendip.gov.uk/constitution>. In view of the Shape Our Future Programme (see paragraph 9) a review of these documents will be undertaken in due course.

Member Development Group

5. Over 10 years ago Cabinet agreed to form a group to monitor and influence Member development. That group, known as the Member Development Group (MDG) during 2018/19 consisted of Councillors Peter Bradshaw (Chairman), Tom Killen, Roy Mackenzie, Graham Noel and John Osman. The group met on an ad hoc basis to consider training topics, any Member satisfaction surveys, a review of the member Development Strategy and a review of the Member development budget.

Member Development Charter

6. The Charter for Elected Member Development has been developed nationally. The South West region has its own Charter, which has been adapted to respond to local needs.
7. The aim of the Charter is to help Councils adopt a structured approach to Councillor development and to build elected Member capacity. Mendip District Council first attained Charter Status in October 2010. In doing so, Mendip was amongst the first quarter of authorities in the South West to do so.

8. In September 2017 the Council was reassessed and was elevated to charter plus status, one of only 4 Council's in the south-west region to achieve this higher level. The Council's current charter plus status will be up for renewal in 2020.

The New Approach to Organisational Development – Shape Our Future

9. Starting last year the Council has fundamentally refreshed its approach to organisational development. This workstream has created an opportunity to review Member Development ensuring alignment and consistency of approach to development of staff and members across the spectrum of the Council's activity.
10. In order to support our Staff and Members to deliver the priorities contained within the Corporate Strategy, to develop their potential and our organisational culture the Council has been running a programme of events, called Shape our Future, which will continue for the next 12 months and beyond. These events commenced in 2017 with TMS/Political Awareness Training. Other sessions include:

Shape our Future – Introduction to the Programme
Values
Transformation
Inclusive Growth
Commercial Skills
Community Leadership Skills

Member Development Activity during 2018-19

11. Attached to the report as Appendix A is a table to show the member development sessions that have been held during 2018-19. The outcomes are intended to show the positive results of member development sessions.
12. Efforts have continued to make Member development sessions more interesting and convenient, as well as relevant. Promotion of each topic is carried out before the sessions take place. Current figures show that the average attendance of Councillors to general development sessions is in the region of 26%, which is less than the attendance figure last year (40%). However, this is still encouraging particularly as Members have busy schedules and the year 2018/19 was the last year of the term of office.
13. In addition to this, individual Councillors have attended conferences and development sessions externally.
14. Where appropriate Parish Councils and Officers are encouraged to attend development sessions along with the District Councillors.
15. By way of disseminating information, Councillors are encouraged to write a summary report of any external training which can be inserted in the Mendip News in Brief.

16. For all Members the Member Development Group continue to look at alternative learning opportunities for instance online learning, an example being <https://www.local.gov.uk/councillor-workbooks> and <https://www.learningpool.com/products/e-learning-catalogues/public-sector-e-learning-catalogue/>
17. By way of individual support and development, the Chief Executive continues to carry out Ward Walks with the Councillors. These have proven very productive for both parties.
18. The Member Development Group are keen for the Council to further a system of Personal Development Plans for each member. A pilot was undertaken within the MDG in 2018-19 and it is intended to roll this out to all Members following the May 2019 elections.

Member Induction and Development Programme 2019-20

19. Topics for the Member Induction and Development Programme in 2019-20 will be based on the following areas:
 - a) Requirements identified from groups of Members.
 - b) Requirements identified by the Corporate Management Team.
 - c) Any identified needs of individual Members
 - d) Mandatory training relating to Regulatory Services
 - e) Development needs arising from external factors such as new legislation or other changes affecting local government.
20. The Member Support Officer will identify the most appropriate way of providing the training. Some will be through briefings/workshops, but other techniques such as e-learning may also be employed. Such development sessions will continue to be available at convenient times to make development more accessible to members.
21. Individual Members will continue to have opportunities to attend one-off external seminars/conferences where these help meet corporate objectives and enhance skills and knowledge.
22. Individual Members are also encouraged to have one to one development sessions with Officers of the Council on topics such as Development Management and Finance. Arrangements for this can either be made directly with the Group Manager, or with the Member Support Officer.

OPTIONS CONSIDERED

23. No alternative options have been considered as the Council is committed to undertaking a programme of self improvement. It will be necessary to review the Policy and Strategy from time to time and update as necessary to reflect best practice.

RECOMMENDATIONS

That full Council:

- a) Note the outcomes following Member development activity during 2018-19, and
- b) Note the Member Induction and Development Programme for 2019-20 and suggest any topics for inclusion in the Programme.

REASONS FOR RECOMMENDATIONS

24. The Member Development Policy will assist the Council achieve its aims and objectives set out in the Corporate Strategy by supporting elected Members in carrying out their roles.

25. The Member Development Programme will enable Councillors to have opportunities to update their knowledge and learn new skills to enable them to play an effective role in delivering the priorities for the Council.

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Background papers

Council's records of Member Development

Appendix A: Member development and training evaluation 2018/2019
Appendix B: Member Induction and Development Programme 2019/20

Appendix A

MEMBER DEVELOPMENT AND TRAINING EVALUATION 2018/2019

Date	Development Session	Number of Attendees	Objectives	Outcomes
14.05.18	My View Refresher Training – Payslips and Expenses	14	The purpose of this training session was for Members to learn how to log into their MyView account, reset passwords, claim expenses via the MyView system, view their payslips online and amend their personal details and bank details.	Councillors are now more comfortable with using the MyView system and being in control of their own expense claims as a result of attending the refresher training course.
16.05.18	GDPR and Cyber Awareness Member Development Session	12	There was an opportunity for Members to come in and do on-line training as a group in the Council Chamber.	The knowledge gained helped the Council comply with GDPR
02.07.18	Local Plan Part II by Andre Sestini	10	Councillors would be briefed on an overview of representations made to the Local Plan Part II, an approach to modifications in response to objections and progress to submission of the Part II Plan.	Members were able to take part in the Local Plan process
04.07.18	Safeguarding by Nicky Fensham	8	The aim of the training was to inform Members of the role of the authority regarding Safeguarding by sharing information on what Safeguarding is; the background; who's affected; the types of issues; what they should do if they have	Councillors have now gained an overall understanding of what Safeguarding is and what its aims are. They have learnt who is covered by Safeguarding, the types of issues that are Safeguarding concerns, the role and responsibilities of the Member, the Key agencies and who to contact at Mendip if

			Safeguarding concerns and who deals with Safeguarding concerns at Mendip.	there are any concerns.
17.07.18 18.07.18	Shape our Future – Drop in Feedback Sessions	Not recorded	This was a chance to see all the feedback from the Shape our Future introductory sessions as mind maps, suggestions, ideas we can take forward now and in the future and how Members can get further involved in the programme.	Members are encouraged to take full advantage of the Shape Our Future project
14.08.18 15.08.18	Councillor Site Visit to Saxonvale in Frome	10	Members were given a tour of the Saxonvale site in Frome with a full briefing of the Council's ongoing plans.	Councillors from across the district had an opportunity to meet the Officers involved and learn more about the site's potential as regards the redevelopment project.
01.10.18	Planning Services, Planning Policy and Affordable Housing	15	Briefing session updating Members on improvements to the Planning Service, including team structure and upcoming projects; on revised National Planning Policy Framework (NPPF) July 2018 and Housing numbers and affordable housing.	Members learnt how the Planning Department is now organised, who the staff are and what projects the Council will be bringing forward. They also learnt about the revised NPPF and issues for Mendip. As well as this, with all the recent changes in the Planning Department, the information session proved useful in updating Members on the new team structures.
15.10.18	South West Audit Partnership (SWAP) Audit Committee Training at Sparkford	Not recorded	Councillors will benefit from this training event that will consider why some transformation projects have failed and what lessons can be learnt, a greater understanding of the security of your data, understanding of the best practice in	With the face of local government and the funding methodology changing, Members were given the opportunity to look at the possible risks they would be prepared to take to maintain public services and to understand their responsibilities and where they can get the assurance they need in a changing

			investment strategy and what benefits Internal Audit can bring.	environment of uncertainty.
18.10.18	Planning, Design and Place Making held at Sedgemoor District Council	4	Training for Councillors in particular on Planning and Development committees.	District Councillors and Officers had an opportunity to learn with Councillors and Officers at Sedgemoor District Council on a topic which they shared in common.
14.01.18-16.01.18	Dementia Friends Session	1	<p>The course was an opportunity for the Councillor to learn and demonstrate the following five key qualities:</p> <ul style="list-style-type: none"> • A good basic understanding of dementia • Good communication skills • Objectivity • Willingness to follow code of conduct • The enthusiasm and motivation to organise Information Sessions 	Attendees can now act as Dementia Friends. A useful tool in their role as Councillors and as Community Leaders.
30.01.19	Conservation, Listed Buildings and Conservation Areas Parish and District - Councillor Development Session	11	The aims of the session are to give Members information and training on Conservation, Listed Buildings, Conservation Areas, Non-designated Heritage Assets and how we deal with them under the planning system.	<p>Councillors now have knowledge of:</p> <ul style="list-style-type: none"> • The number of Listed Buildings in the Mendip District. • The difference between the Grades of listed buildings and what Conservation Areas and Non-designated Heritage Assets are. • How we assess significance in planning. • Examples of good practice.

08.02.19	Visit to Hinkley Point C Site	20	Councillors were given a tour of the Hinkley Point C site to view the construction works taking place.	Councillors have now seen for themselves the scale of the project and the impact it may have on the district. Both positive and negative.
18.02.19	Website Demonstration	11	Members were invited to an informal overview of the Council's new website, with the improvements and future developments explained.	Councillors were able to feed into the process and will be able to use the new website as soon as it is released. Thus being able to help their residents make the most of the new and improved site.
25.02.19	Members Development Session - Dementia Friends and Community Connectors Training	10	<p>This training would include:</p> <ul style="list-style-type: none"> • What signposting is and what it is not. • How to signpost. • Why signposting is important. • Increasing understanding of dementia. • How you can help create dementia-friendly communities. • How you know if you are having an impact. 	The development session supported the Council's corporate priorities of transformation and inclusive growth, aiming to improve the quality of life for people in Mendip now and for the future by promoting well-being of the whole community.

* Course notes are available on most of these topics, for a copy please contact Claire Dicken at Claire.Dicken@mendip.gov.uk

** It is not always possible to invite all Members to every training opportunity.

APPENDIX B

MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2019/20

Please find attached a copy of the Member Induction Calendar

Future topics may include the following. (This list is in no particular order):

1. Shape our Future, suite of development sessions. These sessions will be held frequently on current topics and will be an opportunity for Councillors to learn alongside Officers. See paragraphs 9 and 10 above.
2. Being Commercial
3. Migrant Workers
4. Business; How Councillors can Support Businesses
5. Shadowing the recycling service workers and a trip to the landfill
6. Site visits to understand the impact of planning decisions
7. Housing Options and Private Sector Housing
8. What does the Corporate Strategy mean for Members
9. The role of the Voluntary and Community Sectors in Mendip
10. How to be the best Councillor I can be
11. The New Role of the Scrutiny Board.
12. Mental Health Awareness and First Aid
13. Devolution – update
14. Outsourced Services