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# Proposed Member Development Programme 2018/19

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**Committee considering report:** Council on 7 December 2017

**Portfolio Member:** Councillor Keith Chopping

**Date Portfolio Member agreed report:** 31 October 2017

**Report Author:** Jude Thomas

**Forward Plan Ref:** C3221

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## 1. Purpose of the Report

1.1 To agree the proposed Member Development Programme for 2018/19.

## 2. Recommendations

2.1 Members are asked to discuss and, if appropriate, agree the proposed Member Development Programme for 2018/19.

## 3. Implications

3.1 **Financial:** The induction programme will be delivered within the existing budget.

3.2 **Policy:** N/A

3.3 **Personnel:** N/A

3.4 **Legal:** N/A

3.5 **Risk Management:** N/A

3.6 **Property:** N/A

3.7 **Other:** N/A

## 4. Other options considered

4.1 Not to run a Member Development Programme.

## Executive Summary

### 5. Introduction / Background

- 5.1 The Member Development Group met on 9 October 2017 and gave consideration to the Member Development Programme for the 2018/19 Municipal Year.
- 5.2 Whilst attendance at the Member Development Sessions is still of some concern, feedback from the sessions remains very positive and it is hoped that more Members might be encouraged to attend.
- 5.3 Mindful that this programme is scheduled for the year immediately prior to the District elections, it will curtail at the end of 2018, unless there are any requests for specific updates. It is, therefore, a more concise programme than previous years.
- 5.4 Members, Corporate Directors and Heads of Service have been canvassed for suggestions as to what should be included. Responses were received from two Members and all proposals were given full consideration.
- 5.5 The Member Development Programme is a three tier model offering mandatory, strategic (linked to the Council's priorities) and specialist subjects. The proposed programme has been populated with mandatory and strategic sessions and potential specialist sessions have also been identified. The latter sessions will be scheduled later in the year, when officers believe them to be most timely. This programme also allows for additional sessions should they be requested by Members or officers. See Appendix A.
- 5.6 Repeat Equalities training will be offered, as directed by Group Leaders, via E-learning or the traditional format for those Members that have not, as yet, completed it.
- 5.7 It is hoped that the use of webcasting for some sessions, to allow them to be viewed remotely, will continue to be explored, once issues of IT reliability are resolved.
- 5.8 Members have appreciated receiving the presentations in advance of sessions, to allow them to download and annotate; this will continue together with the publication of all presentations on the Councillors' intranet page.

### 6. Proposal

- 6.1 It is proposed that this Programme be agreed and implemented for the municipal year 2018/19.

### 7. Conclusion

- 7.1 In order to ensure that all Members are fully briefed on the diverse activities, responsibilities and pressures on the Council, and in order to best undertake their roles as elected Councillors, Members are encouraged to adopt the proposed programme.

### 8. Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Proposed Member Development Programme 2018/19

## Appendix A

### Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	To agree the Member Development Programme for 2018/19
<b>Summary of relevant legislation:</b>	NA
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	
<b>Date of assessment:</b>	

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes		

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>		
<b>Aims:</b>	To give Members the opportunity to receive training and information updates on the key issues affecting the Council in a variety of formats to improve accessibility.	
<b>Objectives:</b>	That the majority of Members attend the sessions offered.	
<b>Outcomes:</b>	That Members are better informed in their decision making and Council business having attended the Programme.	
<b>Benefits:</b>	That decision making is well informed	
<b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b> (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	N/A	N/A
Disability	N/A	N/A

Gender Reassignment	N/A	N/A
Marriage and Civil Partnership	N/A	N/A
Pregnancy and Maternity	N/A	N/A
Race	N/A	N/A
Religion or Belief	N/A	N/A
Sex	N/A	N/A
Sexual Orientation	N/A	N/A
<b>Further Comments relating to the item:</b>		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b>	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name:

Date:

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.