
Member Development Programme 2021/2022

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| Committee considering report: | Council on 2 March 2021 |
| Portfolio Member: | Councillor Jo Stewart |
| Date Portfolio Member agreed report: | 11 February 2021 |
| Report Author: | Jo Watt |
| Forward Plan Ref: | C3991 |

1 Purpose of the Report

- 1.1 To give consideration to, and agree the proposed Member Development Programme for 2021/22 (attached at Appendix C). The programme was considered and endorsed by the Member Development Group on 19th January 2021 and Corporate Board on 12th and 26th January 2021.

2 Recommendation

- 2.1 Council to consider the proposed draft Member Development Programme and ensuing resource implications and to approve the Programme for the 2021 Municipal Year.

3 Implications and Impact Assessment

| Implication | Commentary |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial: | <p>It is proposed that the majority of the programme will be delivered by employees and any ensuing costs would be met from within existing budgets.</p> <p>£5k will be set aside from the Corporate Training budget to fund and external training agreed by Members.</p> <p>The following are indicative costs based on previous training:</p> <p>Equalities (£1.8k)</p> <p>Scrutiny (£1.2k for each of the sessions)</p> |
| Human Resource: | <p>The Member Induction and Development programme is established, managed and monitored by officers within</p> |

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------|-----------------|---------------------------------------------------------------------------------------------------|
| | Strategy and Governance and the delivery of sessions is cross-service, usually at Service Manager level or above. | | | |
| Legal: | None. | | | |
| Risk Management: | None. It is anticipated that improving the knowledge of Members will assist with reducing risks to the Council. | | | |
| Property: | None. | | | |
| Policy: | The Member Development Programme will be delivered as part of the Member Development Strategy. | | | |
| | Positive | Neutral | Negative | Commentary |
| Equalities Impact: | | | | |
| A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality? | | ✓ | | |
| B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users? | | ✓ | | |
| Environmental Impact: | | ✓ | | Wherever possible these sessions will also be offered on Zoom to reduce the Environmental Impact. |

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| Health Impact: | | ✓ | | Wherever possible these sessions will also be offered on Zoom to reduce the Environmental Impact. |
| ICT Impact: | | ✓ | | Consider and include details if the proposal could be delivered in whole or part via a digital solution. |
| Digital Services Impact: | | ✓ | | Consider and include details if the proposal could be delivered in whole or part via a digital solution. |
| Council Strategy Priorities: | | ✓ | | Business as Usual |
| Core Business: | | ✓ | | Business as Usual |
| Data Impact: | | ✓ | | |
| Consultation and Engagement: | The proposed programme has been considered by the Member Development Group and Corporate Board prior to approval at full Council. | | | |

4 Executive Summary

- 4.1 Each year, Council is asked to agree the Member Development Programme for the following Municipal Year. The Member Development Programme is developed by Officers in conjunction with the Member Development Group which is attended by representatives from all three political groups. The programme is made up of mandatory sessions that must be attended by specific groups of Members for example those who sit on Planning and Licensing Committees and more generic, often service based sessions that are open to all Members. It was also agreed in March 2020 that mandatory equalities training would be delivered on an annual basis. Corporate Board recommended that the Annual Safeguarding session is also made mandatory for all Members, given their role as Corporate Parents. This view was endorsed by the Member Development Group.
- 4.2 The majority of the sessions are delivered by Council Officers, although where appropriate, external providers are also used where this is seen to be of benefit to Members. It has also been agreed that up to £5k of the corporate training budget would be set aside to fund any external training.

- 4.3 Whilst the main programme is agreed at Council, additional sessions may be added during the course of the year if required. For example, it may be necessary to add ad hoc sessions on a particular topic to bring Members up to speed quickly.
- 4.4 Council is asked to agree the proposed Member Development Programme for 2021/22.

5 Supporting Information

Introduction

- 5.1 The Member Induction and Development Programme for 2020/21, on the whole, received very positive feedback from those Members who attended the sessions. As a result of the Covid pandemic the Council moved to online meetings and for the first time all of the programme was delivered via an online platform (Zoom). While these types of sessions are not everyone's preferred method of learning there have been a number of benefits to delivering training in this form. These included the ability to record sessions which Members could then revisit or watch if they were unable to attend the session when it was being delivered. This in turn meant that the number of repeat sessions could be reduced thereby saving Officer time. In addition it has reduced travel costs and reduced the number of car journeys made by Members. It was envisaged that in the future more use would be made of hybrid training sessions to meet the needs of all Members.
- 5.2 To assist Members with making best use of their IT two additional training sessions were held in October 2020. The first session had been entitled 'Making the most of Zoom' and the second session had concentrated on how best to access information on the Council's intranet and website. Both sessions had been well received. Human Resources had also developed an online training resource to help Officers use Zoom more proficiently including making the best use of resources when delivering training to Members.
- 5.3 The onset of Covid did however mean that some of the 2020/21 Programme could not be completed. The Member Development Group discussed which sessions should be held before May 2021 as a priority and which sessions should be slipped to the Member Development Programme 2021/22. The group agreed the following:
- 5.4 Sessions to be held before May 2021:
- Delivery Plan for the Environment Strategy (22 March 2021)
 - The Digital Strategy (15 April 2021)
 - And if required additional Policy and Finance sessions could also be arranged.
- 5.5 Sessions to be slipped into the 2021/22 Programme
- Case work
 - The People Directorate and what they do
 - Communications and Customer First

5.6 The group also gave consideration to sessions which should be included in the Member Development Programme for 2021/22. They agreed that in addition to those sessions slipped from the 2020/21 programme and the standard mandatory sessions the following sessions should be included:

- The remit of the Public Protection Partnership - requested by the Portfolio Holder.
- Health Scrutiny Training (for Health Scrutiny Panel Members should this model be adopted) - to include NHS Structures and an introduction to health scrutiny legislation and practice.
- Effective Scrutiny and Challenge
- Communications and Engagement
- Digital training (repeat of how to make the best use of IT sessions) - to be held in June/July 2021
- CIL - to be held when further information available from central Government
- Climate Change and Zero Carbon - workshop with Members and Senior Officers - to be held in Autumn 2021
- Covid Recovery session (to include Economic Development) to be held in Autumn 2021
- An introduction to the Place directorate
- An introduction to the Resources directorate

5.7 In addition, it was recommended that details of online training provided by the LGA are included in the programme. These sessions will be listed separately with the website links provided. The Portfolio Holder for Transport and Highways has also requested a session on Transport and Highways with a focus on the service's fault reporting system when it is replaced.

5.8 The Governance and Ethics Committee were also in the process of putting together a separate training programme for its membership.

5.9 The proposed Member Development Programme for 2021/22 builds on the sessions delivered over the previous two years.

Proposals

5.10 That Council agrees the proposed Member Development Programme for 2021/22 (attached at Appendix C).

5.11 That £5k is made available to fund external training for Members.

6 Other options considered

6.1 Following consultation, various sessions were put forward for inclusion in the programme and were considered by the Member Development Group. The resulting programme is attached.

6.2 Not to run a Member Development Programme.

7 Conclusion

- 7.1 The proposed Member Development Programme 2021/22 will be considered by Council on 2nd March 2021 and if agreed, will be in place for May 2021.

8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – Data Protection Impact Assessment
- 8.3 Appendix C – Member Development Programme 2021/22

Background Papers:

None.

Subject to Call-In:

Yes: ☐ No: ☒

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| The item is due to be referred to Council for final approval | <input checked="" type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position | <input type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision | <input type="checkbox"/> |
| Report is to note only | <input type="checkbox"/> |

Wards affected: All

Officer details:

Name: Jo Watt
Job Title: Member Services Officer
Tel No: (01635) 519458
E-mail: Jo.Watt1@westberks.gov.uk

Appendix A

Equality Impact Assessment (EqIA) - 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.

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| What is the proposed decision that you are asking the Executive to make: | To agree the Member Development Programme for the 2021/22 Municipal Year. |
| Summary of relevant legislation: | None |
| Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation |
| Name of Budget Holder: | Moira Fraser |
| Name of Service/Directorate: | Resources |
| Name of assessor: | Moira Fraser |
| Date of assessment: | 21 January 2021 |
| Version and release date (if applicable): | V1 |

| Is this a ? | | Is this policy, strategy, function or service ... ? | |
|------------------|---------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------|
| Policy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | New or proposed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Strategy | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Already exists and is being reviewed | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Function | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | Is changing | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Service | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | | |

| (1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it? | |
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| Aims: | To continue to support the ongoing development of elected Members |
| Objectives: | To improve the knowledge base of elected Members and ensure compliance with any legislative requirements |
| Outcomes: | Improved knowledge |

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| Benefits: | Members will be able to better support their residents and reduce the risk of making decisions that could be challenged |
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(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

(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)

| Group Affected | What might be the effect? | Information to support this |
|--------------------------------|---------------------------|-----------------------------|
| Age | | |
| Disability | | |
| Gender Reassignment | | |
| Marriage and Civil Partnership | | |
| Pregnancy and Maternity | | |
| Race | | |
| Religion or Belief | | |
| Sex | | |
| Sexual Orientation | | |
| Further Comments: | | |
| | | |

(3) Result

Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?

Yes ☐ No ☒

Please provide an explanation for your answer:

Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?

Yes ☐ No ☒

Please provide an explanation for your answer:

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 EqlA 2.

If an EqlA 2 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 EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

| | |
|------------------------------------------------|---------------------------------------------------------------------|
| (4) Identify next steps as appropriate: | |
| EqlA Stage 2 required | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Owner of EqlA Stage Two: | |
| Timescale for EqlA Stage Two: | |

Name: Jo Watt

Date: 21 January 2021

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

Appendix B

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

| | |
|--------------------------|--------------------------------------|
| Directorate: | Resources |
| Service: | Strategy and Governance |
| Team: | Democratic Services |
| Lead Officer: | Moir Fraser |
| Title of Project/System: | Member Development Programme 2021/22 |
| Date of Assessment: | 21 January 2021 |

Do you need to do a Data Protection Impact Assessment (DPIA)?

| | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| <p>Will you be processing SENSITIVE or “special category” personal data?</p> <p><i>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will you be processing data on a large scale?</p> <p><i>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will your project or system have a “social media” dimension?</p> <p><i>Note – will it have an interactive element which allows users to communicate directly with one another?</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <p>Will any decisions be automated?</p> <p><i>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</i></p> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| Will your project/system involve CCTV or monitoring of an area accessible to the public? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will you be using the data you collect to match or cross-reference against another existing set of data? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Will you be using any novel, or technologically advanced systems or processes? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <small>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</small> | | |

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.