
Member Development Programme 2022/2023

Committee considering report:	Council
Date of Committee:	10 May 2022
Portfolio Member:	Councillor Howard Woollaston
Date Portfolio Member agreed report:	21 April 2022
Report Author:	Vicki Yull
Forward Plan Ref:	C4212

1 Purpose of the Report

To give consideration to, and agree the proposed Member Development Programme for 2022/23 (attached at Appendix A). The programme was considered and endorsed by the Member Development Group on 7 April 2022.

2 Recommendation

Council to consider the proposed draft Member Development Programme and ensuing resource implications and to approve the Programme for the 2022/2023 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 any external training agreed by Members.</p>
Human Resource:	<p>The Member Development Programme is established, managed and monitored by officers within Strategy and Governance and the delivery of sessions is cross-service, usually at Service Manager level or above.</p>

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 be offered on Zoom to reduce the Environmental Impact.
Health Impact:		✓		
ICT Impact:		✓		

Digital Services Impact:		✓		
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, Corporate Board and Operations 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 for Members.
- 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 The proposed Member Development Programme for 2022/23 builds on the sessions delivered over previous years and Council is asked to agree the draft.

5 Supporting Information

Introduction

- 5.1 The Member Development Programme for 2021/22 has, on the whole, received very positive feedback so far from those Members attending the sessions. The Council

returned to physical meetings in a hybrid format but training sessions continued to be delivered via the online platform.

- 5.2 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 reducing demand on Officers time. In addition it has reduced travel costs and reduced the number of car journeys made by Members.
- 5.3 At its meeting on 7 April 2022, the Member Development Group discussed the future format for sessions, particularly noting that group sessions where the trainers required a lot of input from members did not work very well via zoom. The Group felt that all Member sessions should be offered in a hybrid format, with each session offering Members the opportunity to join in person or via zoom depending on their preference and availability.
- 5.4 Following debate at Corporate Board, the Member Development Group and Operations Board, it has been proposed that the following be added into the Programme for the 2022/2023 Municipal Year:
- 'Fraud, Corruption, Bribery and Whistleblowing' for Members appointed to the Governance and Ethics Committee in particular but open to all other Members.
 - 'Code of Conduct / Standards Issues' open to all Members to help raise awareness of the standards expected of Councillors.
 - 'GDPR / Data Protection / Information Security' tailored specifically for Members which could be made mandatory for newly elected Councillors. The online session for Information Security, GDPR, FOI and Complaints would be strongly recommended to all Members for completion as a refresher each year.
 - 'The role and functions of the Overview and Scrutiny Management Commission' for Members appointed to that Committee in particular but open to all other Members.
 - The regulatory framework where the Council has direct provision (e.g. Ofsted and CQC) in the form of briefing notes.
 - The risk management sessions (required as a result of the recommendations from an internal audit review) which would be targeted at those Members on the Operations Board and the Governance & Ethics Committee.
- 5.5 The draft Programme has also been reorganised with sessions categorised as either mandatory to attend, essential to attend or desirable (non-mandatory) to attend for Members.
- 5.6 Given the ability to record sessions in hybrid format, it is also intended that those sessions not requiring a large amount of audience participation will be delivered once with the recording made available to Members to view at their leisure. This will reduce the impact and demand upon time for both officers and Members.

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- 5.7 It is also intended that Member attendance at training sessions will be logged and made available for public inspection, in line with the attendance records already available for Committee meetings.
- 5.8 South East Employers has been approached to provide a Charing Skills training session and this will take place remotely via zoom on 23 May 2022. As above, a recording of the session will be made available to those unable to attend in person.

Proposals

- 5.9 That Council agrees the proposed Member Development Programme for 2022/23 (attached at Appendix A).
- 5.10 That £5k is made available to fund external training for Members.

6 Other options considered

Not to run a Member Development Programme.

7 Conclusion

The proposed Member Development Programme 2022/23 will be considered by Council on 10 May 2022 and, if agreed, will be in place immediately.

8 Appendices

- 8.1 Appendix A – Member Development Programme 2022/23

Background Papers:

None.

Subject to Call-In:

Yes: No:

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

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