

<b>Report To:</b>	Democratic Services Committee
<b>Date of Meeting:</b>	1 July 2016
<b>Lead Member / Officer:</b>	Councillor Barbara Smith, Lead Member for Modernisation and Housing
<b>Report Author:</b>	Steve Price, Democratic Services Manager
<b>Title:</b>	Training and Development for Elected Members

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## 1. What is the report about?

This report outlines the current position in relation to training and development for elected members and the preparations being made for future provision.

## 2. What is the reason for making this report?

The Democratic Services Committee had included this item on its forward work programme.

## 3. What are the Recommendations?

That the Democratic Services Committee considers the report and identifies any areas or issues that it would like to see in the training and development provision for elected members.

## 4. Report details

- 4.1 Following an internal restructure the support arrangements for member training and development transferred to the Democratic Services team from April this year. The intention is to more closely align the support available to members undertaking their roles with the support for training and development to undertake those roles. Councillor Barbara Smith is the lead member with responsibility for member training and development.

### Current Programme

- 4.2 The Welsh Local Government Association (WLGA) will be facilitating a half day training session on effective scrutiny to be held on **Thursday, 14 July** at 2pm in the Cabinet Room, County Hall.
- 4.3 Training on planning issues will be provided on the **12 September** and the **1 December** and a further date before the end of July is being looked at, possibly on the afternoon of the **28 July**. The possibility of holding a session for licensing issues is also being considered.

- 4.4 A development item on safeguarding on the *learning from Rotherham* will be heard at Council Briefing on the **14 November**.

#### Leadership Strategy and Programme for Members

- 4.5 Councillor Barbara Smith, lead member for member training, organised a workshop session in April for members currently undertaking a 'leadership' role within the Council; namely the roles of Chair and Vice Chair of Council, Cabinet members, committee chairs and vice chairs and group leaders. The workshop was an interactive look at what leadership is and how it applies to elected members' roles. The Council has been focusing on developing positive leadership skills and behaviours amongst its managers and has produced a leadership strategy. A working group of councillors is expected to produce a strategy tailored to elected members roles and responsibilities.
- 4.6 As part of Academi Wales, the Welsh Government and Welsh Local Government Association (WLGA) is once again working in partnership with the Local Government Association (LGA) to deliver the Leadership Programme for Elected Members. The Leadership Programme is recognised by the ILM (Institute of Leadership and Management), the UK's leading awarding body for leadership and management, and Leadership Academy graduates will receive an accredited certificate.
- 4.7 The Leadership Programme is a place where leaders, and those in leadership positions, can explore the latest thinking in political leadership, and equip themselves with the knowledge and skills they need to rise to these challenges. The Programme facilitators include experienced councillors, leading academics and advisors and leadership consultants. Each local authority is offered 2 spaces with the potential to take up any surplus spaces and the Programme will be held as follows:

- MODULE 1: 10 / 11 September 2016
- MODULE 2: 8 / 9 October 2016
- MODULE 3: 29 / 30 October 2016

#### Personal Development Plans & Reviews

- 4.8 Under the Local Government (Wales) Measure 2011 a local authority must secure the provision of reasonable training and development opportunities for its members and make available an annual review of each member's training and development needs.
- 4.9 A Personal Development Review (PDR) is a means for a councillor and the authority to assess the councillor's personal development needs in terms of the councillor's aspirations and the needs of the community. It should be noted that a PDR is not a performance appraisal but a means of supporting and developing members.
- 4.10 All members of the Council will be asked whether they would like to have a PDR which can be undertaken over the summer with their group leader or an officer of the Council, or both. The outcomes of the PDRs may lead to a bespoke plan for a councillor setting out agreed training and development needs.

## Training & Development and Annual Reports

- 4.11 Each year councillors have an opportunity to use a published annual report to inform constituents about their work, including the training and development they have undertaken. Reports are based on municipal (Council) years so the May 2015 to May 2016 annual reports can now be prepared and councillors will be assisted to do this over the coming weeks.
- 4.12 It should be noted that queries have been raised about whether the publicity afforded by annual reports could give an unfair electoral advantage to existing councillors during an election year. A Welsh Government official has responded by saying '*although it is not spelt out in the guidance a “year” has always been considered to be a municipal year. So local authorities should not enable publication of an annual report in the lead up to an election. Re-elected councillors could produce a report on 2016/17 in, say, June or July of 2017, for publication then. Councillors who ended their term in May 2017 would not then have a report published for their final year, unless the council felt that was for some reason worthwhile.*

## New Council Induction Training & Development

- 4.13 Elections to Denbighshire County Council in May 2017 for a 5 year term will be supported by information to candidates including the *Be a Councillor Make A Difference* guide attached as appendix 1 and a programme of induction training.
- 4.14 The contents of some elements of the induction programme are being prepared by local authorities in conjunction with the WLGA in order to maximise the quality and coverage of the training and materials whilst minimising duplication. The method of delivery may also vary to include training sessions and hand-outs and e-learning opportunities.
- 4.15 An indicative year-long induction training plan could resemble the one outlined in appendix 2 and the committee's views are requested.

## **5. How does the decision contribute to the Corporate Priorities?**

Meeting the training and development needs of the elected members contributes significantly to the effective delivery of the Council's corporate priorities and effective representation of constituents.

## **6. What will it cost and how will it affect other services?**

The costs of the provision of training and development for elected members will depend on the overall size and content of the programmes being delivered. It is expected that any expenditure will be contained within the budget allocated for member training.

## **7. What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report**

This report does not propose a new policy and any impact on equality issues for each element of the training and development programme will be considered in terms of the provision itself.

**8. What consultations have been carried out with Scrutiny and others?**

This report is part of a consultative exercise with members, for the Democratic Services Committee to make comments or recommendations on the content and delivery of training and development.

**9. Chief Finance Officer Statement**

Not required for this report.

**10. What risks are there and is there anything we can do to reduce them?**

The Council's aims to develop leadership skills and behaviours amongst its elected members and to ensure that each councillor is appropriately supported to undertake their role would be compromised without a co-ordinated support programme.

**11. Power to make the Decision**

Chapter 2 of the Local Government (Wales) Measure 2011