

Report To: Democratic Services Committee
Date of Meeting: 31st March 2017
Lead Member / Officer: Councillor Barbara Smith / Steve Price
Report Author: Democratic Services Manager
Title: Member Training and Development

1. What is the report about?

The report is about the training and development programme for the new Council following the local authority elections on the 4 May 2017.

2. What is the reason for making this report?

To seek the Committee's views on the contents and direction of the training and development Programme.

3. What are the Recommendations?

That the Committee consider and comments on the Member Training and Development Programme (attached as Appendix 1) and on mandatory training.

4. Report details

Background

- 4.1 Information reported to full Council previously indicates that at the beginning of the 2008 Council term new members had felt that the training programme available to them had been inadequate. The programme for the 2012 Council term was more comprehensive and prioritised key sessions at the beginning of the programme. The front-loading of the training programme in the first weeks and months after the May 2012 elections led to repeated comments from members that the programme had been too intensive over that period. Feedback from members who attended the sessions had been very positive but overall attendance was deemed to be very poor. Some sessions were arranged but then cancelled because of poor take-up.

Mandatory Training

- 4.2 Mandatory training - training that the Council itself stipulates each councillor (or each councillor undertaking a particular role) must attend – in 2012 was determined to be for the code of conduct; finance; the constitution; safeguarding / corporate parenting and licensing and planning for members of those committees.
- 4.3 In September 2014 Council again considered mandatory training and resolved that:

- *the following ‘Generic’ mandatory training be attended by all members:*
 - *Code of Conduct*
 - *Safeguarding / Corporate Parenting / Child Protection*
 - *Finance*
 - *Equalities*
 - *Induction (structure of Council, Constitution and Data Protection).*

- *the following role specific mandatory training, over and above the generic mandatory training must be attended by various committee members, with all members welcome to attend if of interest.*
 - *Chairing skills (for Chairs and Vice-Chairs of all Committees)*
 - *Scrutiny (Chairing)*
 - *Group Leaders*
 - *Cabinet (to include public speaking and talking to the media)*
 - *Planning Committee*
 - *Licensing Committee*

4.4 To date, Council has not attached sanctions for non-attendance at mandatory training (other than the expectation that members of the Planning or Licensing Committees would not vote on planning or licensing issues if they had not undertaken the required training).

2017 – 2022 Training and Development Programme

- 4.5 The current draft version of the Programme is attached as Appendix 1 for the Committee’s comments and any recommendations. The induction and key early parts of the programme will be delivered according to the final version of the Programme following the consultations with members and officers. A series of public roadshows for potential candidates were held in January and February 2017 as part of the process of preparing new and returning members. The new Council will be asked to review the 5 year Programme later this year.
- 4.6 As reported to members at the March 2017 Council Briefing the new programme will include e-learning modules for members, enabling training and briefings to be undertaken at times and locations of the members’ choosing. Some of these modules may supplement conventional sessions where appropriate.

Personal Development Reviews

- 4.7 The Local Government (Wales) Measure 2011 requires that a Personal Development Review (PDR) be made available to each councillor. A PDR is a way for a member and the Council to mutually assess a member’s personal development needs. The review would be set within the context of the role of the member, their aspirations for what they hope to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and

development received by the member over the previous year (or a shorter period if the councillor has been recently elected).

- 4.8 A PDR is not a Performance Appraisal but intended to be a means of supporting and developing members. Members are not obliged to undertake a PDR but the opportunity will be offered to each councillor during 2017.

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

There is no direct impact on corporate priorities but the equipping elected members with the knowledge and skills to undertake their roles will impact upon the Council's performance and priorities throughout the term of the next Council.

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

Costs will be primarily be officer time as the majority of training will be provided in-house or through regional or national e-learning modules. Some topics will warrant external facilitation or resources and some externally-hosted seminars, conferences and training events for members will have fees.

The costs have not been estimated at present as they will depend on the scope of the final Programme and on the Council's needs over the 5 year term. Any costs will be contained within the allocated budget for member training and development.

7. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report

An impact assessment is not required for this report as it does not propose new policies or activities. The Social Services and Well-being (Wales) Act and the Well-being of Future Generations Act will form part of the training Programme.

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

The Member Training and Development Programme has been developed in consultation with portfolio holder Councillor Barbara Smith and an earlier draft of the attached Programme was considered by elected members at a Council Briefing session on the 6 March 2017.

Members were supportive of the aims and objectives of the Training and Development Programme and discussed issues around mandatory training and e-learning.

Officers from across the Council's services have, and continue to be involved in, the development of the Programme.

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?

There are a variety of roles an elected member may undertake which may require skills and knowledge that can be acquired, developed or refreshed through an on-going programme of training and development. There are risks to the Council and to individual members if the Council does not provide, or members do not undertake, suitable training.

11. Power to make the Decision

No decision is required but the Local Government (Wales) Measure 2011 requires every local authority to secure the provision of reasonable training and development opportunities for its members.