



GA.30 13/14

Governance and Audit
Committee

21 November 2013

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Subject: Member Development Plan 2013/2014

Report by:

Head of Central Services

Contact Officer:

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Purpose / Summary:

This report details plans for member development over the coming year and asks for agreement to the plan and to monitor progress.

**RECOMMENDATION(S): 1) That members approve the plan and agree to receive updates on the delivery of the plan at future meetings.
2) that Council be RECOMMENDED (as part of the Annual Review) to amend the notes in the constitution to state that Governance and Audit training be provided prior to the acceptance of the Annual Accounts
3) Members agree those training requirements that should be mandatory for committee members**

IMPLICATIONS

Legal: None directly from this report

Financial : FIN/REF/ 47 / 14
All development to be funded from previously agreed budgets

Staffing : None directly from this report

Equality and Diversity including Human Rights :
Development will be provided in a number of different ways to ensure that it is accessible for all.

Risk Assessment : NA

Climate Related Risks and Opportunities : NA

Title and Location of any Background Papers used in the preparation of this report:
None

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Member Development

- 1.1 West Lindsey District Council is committed to providing quality services and elected members are integral to achieving the council's aims and strategic objectives.
- 1.2 The council is working to support the development of all its elected members to enable them to perform effectively in their roles and to develop to meet the future challenges.
- 1.3 We have 37 elected members and to date we have undertaken 20 member development reviews. The training plan that has been attached to this document has been collated using information from the development reviews and from the statutory and constitutional requirements of the council.
- 1.4 We recognise that councillors live in many different parts of the district and some may live some distance from the Guildhall .Their time may be limited, therefore a flexible approach to the delivery of learning and development will be adopted . This will make use of the different development methods available and meet the needs of all the council members.
- 1.5 Where appropriate, shared member and officer development activities will be encouraged.
- 1.6 We will also try to incorporate training events alongside other council meeting dates to reduce the need to travel to the Guildhall. Where possible training may be webcast and placed on the extranet for members to view at their convenience.
- 1.7 We will evaluate all training courses. It is important to carry out an evaluation so that we can provide better focussed learning and development opportunities and help define future development objectives.
- 1.8 We will monitor the levels of attendance at all training events and share this information with group leaders.
- 1.9 We will also carry out a review of any on line training courses.

2. Mandatory and advisory training requirements for Committees

- 2.1 There is a requirement by some committees for members and substitutes to have been trained in order to sit on the committee. However, the requirements of such training has not always been clear.
- 2.2 Appendix 1 attached to this report details proposals for training deemed to be Mandatory and also recommended training for members of the particular committee. The document also contains details of training for those members who either are or aspire to be Chairs or Vice Chairs. With particular reference to the Governance and Audit Committee, one key element of training iconcerns the scrutiny of the Council's Final Accounts. Experience has shown that the best time for this training is immediately prior to the Committee's sign off of the accounts. This suggested timing contradicts the Constitution which recommends that training is carried out prior to 31st August each year. Members are therefore asked to consider amending this requirement within the Constitution.
- 2.3 The items in bold are those suggested as mandatory training for members of committees.

Training Title	Delivery Method	Who	Proposed Date	Training Provider	Lead Officer
Planning	Workshop		July 2013	Nick Ethelstone - Internal	Nick Ethelstone
Code of Conduct Training		All members	July 2013	External (LALC)	Alan Robinson
Governance & Audit – Statement of Accounts	Workshop	All members	September 2013	External	Russell Stone
Governance & Audit – Treasury Management	Workshop	All members	September 2013	External	Russell Stone
Planning Summer School	Seminar	Nominated Members	September 2013	External	Mark Sturgess
Roles and Responsibilities	Workshop - One to Ones	All members	December	External (LALC)	Alan Robinson
Finance Matters	On Line training or workshop	All members	September to December	Lyn Gould – Internal	Russell Stone

Training Title	Delivery Method	Who	Proposed Date	Training Provider	Lead Officer
Safeguarding Training	Workshop	All members	November 2013	Michelle Howard – Internal	Michelle Howard
Chairing Meetings	Workshop	All members	January 2014	External	Alan Robinson
Equalities	Workshop	All members	January 2014	External	Jo Riddell/Emma Redwood
The work of the Joint Planning Unit	Workshop	All members and parish councillors	January and February 2014	Internal	Suzanne Fysh
ICT training – maximising the potential of technology	Workshop	Officer / Member	March 2014	Internal / External	Steve Anderson
Licensing & Regulatory	Workshop	Licensing & Regulatory Committee	June 2014	Phil Hinch - internal	Phil Hinch
Public Speaking		All members	June 2014	External	Alan Robinson

Committee	Requirements	Delivery Method	To be arranged
All	Induction	Peer Mentoring Work shadowing	As and when required
Chairmen, Vice Chairman, Leader, Deputy Leader	Chairing skills Work Shadowing Media relations WLDC Constitution Public Speaking	External seminar Heads of Service to arrange External Seminar Workshop and written guide External seminar	January 2014 Ongoing To Be confirmed March 2014 June 2014
Planning	Law Policies Enforcement Local Knowledge	Internal Workshops / conferences Internal Workshops /conference Written Guidance District tours	July 2014
Taxi & General Licensing Licensing Sub-Committee	Law Policies Licensing Objectives	Internal training Role play Written Guidance	June 2014
Licensing & Regulatory	Law Policies	Internal training Role play Written Guidance	June 2014
Governance & Audit	Financial Accounts Internal & External Audit Roles and Responsibility Policies Fraud Scrutiny	Workshop Workshop Workshop Web based training Web based training Web based training	September 2014
Prosperous Communities	Roles & Responsibility Localism	Workshops Working with area managers	December 2013 Ongoing

Policy & Resources	Local Government Finance Roles & Responsibilities	As part of budget setting Workshop	March 2014 December 2013
Challenge & Improvement	Scrutiny Case Study Roles & Responsibilities	Workshop Feedback from working groups Workshop	February On-going development December 2014
Chief Officer Appointment Committee	Recruitment and Selection Human Resources Policies	Workshop	July 2014