



**Governance and Audit  
Committee**

**Tuesday, 11 October 2022**

**Subject: Member Development Annual Report 2021/2022**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To summarise Member Development activity for the past 12 months and to agree focus on 2023 Full Member Induction Programme

**RECOMMENDATION(S):**

- 1. the report be accepted as an accurate reflection of Member Development activity for the period October 2021 to September 2022; and**
- 2. the outline proposals for the 2023 Full Member Induction Programme be supported; and**
- 3. the Governance and Audit Committee receive an additional report in January 2023 to consider, and approve, the 2023 Full Member Induction Programme**

## IMPLICATIONS

**Legal:** Members must receive training to sit on certain previously agreed Committees. If this training is not provided, the Council could be open to judicial review.

### **Financial: FIN/93/23/SL**

Member Development has existing budget of £9,000 for 2022/23 and £18,000 for 2023/24. There are no new financial implications at this stage and it is hoped that any proposals could be contained within existing budget provision.

**(N.B.) All committee reports MUST have a Fin Ref**

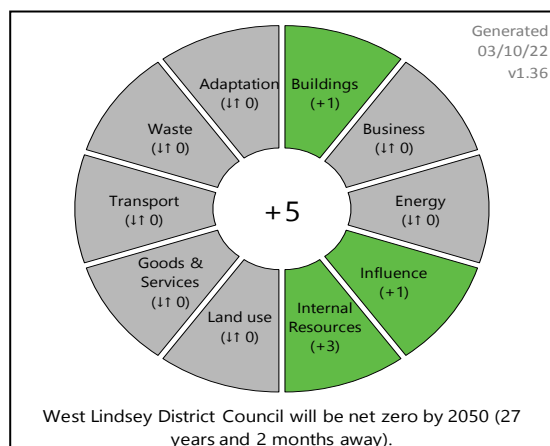
**Staffing:** Any staffing requirements for training events or development opportunities would be met within existing staff numbers.

**Equality and Diversity including Human Rights:** As far as possible, sessions are provided in differing formats and at a variety of times in order to accommodate individual requirements.

**Data Protection Implications:** None identified

**Climate Related Risks and Opportunities:** Priority is given to providing sessions in a virtual capacity where possible in order to minimise the need for Councillors to travel, thus helping to reduce associated emissions. New members will be given tablets or laptops to ensure they can operate in a paperless way

There will also be opportunities for new Members to understand the role of the Climate Change working group as part of Greater Understanding of the Council sessions.



**Section 17 Crime and Disorder Considerations:** None identified

**Health Implications:** None identified

**Title and Location of any Background Papers used in the preparation of this report :**

**Risk Assessment:** N/A

**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**

**X**

**Key Decision:**

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

**Yes**

**No**

**X**

## 1 Introduction

- 1.1 The Governance and Audit Committee is responsible for the monitoring of Member Development and has committed to receiving an annual report in order to maintain oversight.
- 1.2 The last report was received by the Committee in November 2021 and provided information of sessions undertaken in the previous year, as well as the intended focus for the period from the presentation of the report through to the May 2023 Full Member Induction Programme.
- 1.3 Since the presentation of the report in November 2021, the Democratic Services team has experienced ongoing resourcing issues and Officers recognise agreed actions have been postponed.
- 1.4 The intention of this annual report is to provide assurance to the Committee that there remains strong commitment from Officers to provide full and varied Member Development opportunities, with work underway on the Induction Programme, building on the success of the programme provided in 2019.

## 2 Summary of Member Development Activity October 2021 – September 2022

### 2.1 Table of Development Sessions

Month	Session Title	Note
October 2021	Code of Conduct – 2 sessions	Provider: Paul Hoey
November 2021	Annual Statement of Accounts	Mandatory for Members of G&A
January 2022	Pensions	Requested by G&A Cttee
	Treasury Management	Mandatory for Members of G&A
February 2022	Health and Well-Being/Covid Recovery/Integrated Care System	Information Session – Cllr S Woolley & Professor Ward
March 2022	Roll out of the Purple Lidded Bins	Information session
May 2022	UK Shared Prosperity Fund	Member Workshop
June 2022	Planning Training: Sessions 1&2	Mandatory for Members of the Planning Committee (external providers)
	UK Shared Prosperity Fund – Session 2	Member Workshop

- 2.2 Overall, attendance from Members has continued to see an increase in comparison with attendance statistics pre-covid pandemic. Attendance has consistently been at over 30%, with some sessions, for example the two Planning Training sessions, seeing over 55% attendance. It is believed this is due to the continued focus on virtual sessions, however we are also seeing increased attendance at in-person sessions. Anecdotally, this is due to the reduced number of these, meaning Councillors are content to travel to the Guildhall to attend as the demand on their time is still reduced from previous years.
- 2.3 It has been acknowledged that the use of LearningPool for Councillors has not been successfully implemented, due, in part, to a misunderstanding of some elements of the system. Each Councillor has been allocated to the LearningPool system, with assistance sessions due to take place in Autumn 2022. These will be a combination of day time and evening sessions, with Councillors being offered further support should it be required after these sessions.
- 2.4 A learning point to carry through to the Full Member Induction Programme and By-Election Induction Programme, is that login details are not auto-generated to Councillors and so will become an aspect of post-election work allocated within the Democratic Services team.

### 3 Member Induction Programme 2023

- 3.1 Officers have begun preparation for the Member Induction Programme, following all-out elections in May 2023. The programme in 2019 was a success, with positive feedback from Councillors and Officers alike. Where there have been suggested improvements, or requests over intervening years for additional sessions, these have been incorporated into the proposals for 2023.
- 3.2 Table of Inclusions for Member Induction Programme 2023

<b>Request / Feedback</b>	<b>Proposed Addition / Amendment</b>
Introduction to Council Services for new Cllrs	Service Fayre day 1 & 2 of Induction period
Use of Chamber tech	Webcasting etiquette sessions to be extended to include practical use of equipment, with hints and tips to be included
Role of the External Auditors	To be included in the first year programme for G&A Cttee Members (open to all)
Awareness of Standing Orders	To be included in the programme and mandatory for Chairs & Vice Chairs
Feedback re timings of sessions	Some sessions from 2019 have been separated out in order to reduce some session times whilst maximising focus

	on those areas (eg enforcement will become a standalone session)
'greater understanding of the work of the council'	Introduction of internally provided 'information sessions', more specifically aimed at new Cllrs but helpful to all (eg Corporate Plan and MTFP, CLLP & NPs, Environmental & Sustainability Strategy amongst others)
Tech support	Additional sessions to be provided to Cllrs as were offered in 2019, however there will be greater focus on the functionality of, eg, MS Teams and use of such within the council
Delivery methods	Whilst many sessions will remain face-to-face, hybrid sessions will be incorporated into the induction, as well as fully virtual sessions where appropriate. The set up on LearningPool will be a part of the Induction work of the team and Cllrs will be directed to additional resources using that online platform.

### 3.3 Timeline of progress and deadlines for completion of Induction Programme

<b>Time frame / deadline</b>	<b>Action</b>
Draft Induction Programme shared with Member Development Group	Throughout Autumn 2022
Proposed final programme confirmed by Member Development Group	Early January 2023
Final confirmed programme approved by G&A Cttee	24 January 2023
Initial timetable shared with <u>all</u> election candidates	February 2023
Full Induction Programme provided to each successful candidate	Night of election May 2023

## 4 Conclusion

4.1 The upcoming months will see a significant increase in Member Development focussed work. Working with the Member Development Group to finalise the Full Induction Programme, there will be increased opportunity for Member involvement, as well as shaping the future delivery options. It is hoped that with the Team assuming full officer

capacity again, this will also enable further expansion of the Member Development work stream.

4.2 Members are asked to:

4.2.1 Accept the report as an accurate reflection of Member Development activity for the period October 2021 to September 2022; and

4.2.2 Support the outline proposals for the 2023 Full Member Induction Programme; and

4.2.3 Agree to receive an additional report in January 2023 to consider, and approve, the 2023 Full Member Induction Programme.