

MEMBER TRAINING & DEVELOPMENT PLAN

2026 – 2030

Foreword from the Leader and the Chief Executive

Everyone needs to have the right training to do their job if they are going to be able to perform their duties efficiently. In the demanding and fast changing environment of local government, Councillors, more than ever before, have a responsibility to make sure they access the training and development opportunities available to them, to be able to perform their duties and serve their constituents.

It doesn't matter whether you are:

- A newly elected Councillor
- A long serving member of the Council or
- In a new position on a regulatory committee such as Licensing or Planning

Whatever your role within the Council, you need to be trained and developed to help you do the things you need to do more efficiently and more effectively.

This Member Training and Development Plan has been put together to ensure that you have the opportunities to develop, and to provide you with the professional skills you need to carry out your role as an elected representative.

You owe it to yourself, the people you represent, and the council itself to take advantage of the Member Training and Development Plan. The plan will ensure that you are fully equipped to serve the needs of the wider community of West Lindsey. We hope that you will take the initiative to attend and engage with the full complement of opportunities offered to you through the course of your Term of Office.

****Add photos and sigs****

Councillor Jackie Brockway
Leader of the Council

Paul Burkinshaw
Chief Executive

Introduction

West Lindsey District Council's Elected Members seek to serve the communities they represent, and the district as a whole, to the best of their ability. Elected Members bring a wide range of political perspectives and personal values to their roles, supported by the leadership and guidance of their respective political groups.

Members have a responsibility to develop relevant policies, to contribute towards the good governance of the area, and to encourage public participation and involvement in decision making.

It is also the duty of Members to respond to local constituency queries impartially and fairly, to be involved in decision making, and to maintain the highest standards of ethics and conduct.

To support this, the Council has committed itself to ensuring that all Members are supported in developing the necessary skills required to perform their duties effectively. The Member Training and Development Plan sets out the vision and aims of Member training and development, the values to which the Council will adhere, and how training and development will be identified, delivered and managed. It is consistent with the Council's overall vision as set out in the Corporate Plan.

Vision and Values of the Member Training and Development Plan

The vision of the Member Training and Development Plan is to ensure that all Elected Members are equipped with the skills, knowledge, and confidence required to perform effectively in their current roles, adapt to future responsibilities, and contribute to the successful delivery of the Council's Corporate Plan priorities. It draws from the themes of the Corporate Plan which can be found online at:

Insert hyperlink

This Member Training and Development Plan focuses on the structured, non-political support provided by the Council to enable all Members to fulfil their roles and contribute to the achievement of the Council's objectives, particularly within the context of Local Government Reorganisation and an evolving governance landscape.

The Plan also recognises that Elected Members undertake their roles alongside other personal and professional commitments. It aims to support Members in balancing these responsibilities by offering flexible and accessible development opportunities, ensuring they can effectively contribute during a period of significant change and transformation.

Council Statement of Intent

West Lindsey District Council is committed to meeting the needs of its communities, particularly as we prepare for the opportunities and challenges presented by Local Government Reorganisation. We place a strong emphasis on the training and development of our Elected Members and recognise the importance of continuous improvement in a rapidly evolving local government landscape.

As the sector undergoes significant change, it is essential that Members are equipped with the knowledge, skills and confidence needed to navigate new structures, responsibilities and ways of working.

We are dedicated to supporting our Members in fulfilling their vital role throughout this transition by:

- Ensuring that all Members are made aware of training and development opportunities, both internally provided and those available elsewhere
- Providing a structured and inclusive process to identify development needs, with active engagement from Members to reflect both current and future roles
- Offering dedicated officer support to assist Members and groups in identifying their development needs and accessing appropriate resources
- Delivering a comprehensive Member Training and Development Plan designed to respond to the evolving demands of Local Government Reorganisation
- Ensuring the effective implementation and regular review of this plan to maintain relevance and impact during the transition

Through this commitment we aim to ensure that all Members are well prepared for Local Government Reorganisation and are equipped to continue delivering effective leadership, strong governance, and high-quality services for the communities of West Lindsey.

Investment + Engagement = Impact

Feedback from Peer Review to add in here

Declaration of Commitment Expected of Councillors

Hand in hand with the explicit commitment from the Council, is the expected commitment from Elected Members to be open to, and engage with, the training and development opportunities on offer. Through political and group meetings, committee membership, engagement with the Member Training and Development Group, and peer / colleague encouragement, Elected Members are requested to be actively and continuously involved with the training and development programme, throughout their term of office.

Purpose of the Member Training and Development Plan

- To establish a clear and consistent framework for Member training and development, aligned with both individual needs and council priorities
- To ensure Members have the skills and knowledge required to effectively carry out their roles and deliver high quality public services
- To promote strong governance and accountability by reinforcing understanding of responsibilities, legal obligations and standards of conduct
- To support confidence, continuous development, and future readiness in an evolving local government environment.

How are we going to do this?

- **Full Induction Process** – Members may be elected once every four years by way of an 'all-out' election, or, in the event of a seat becoming vacant during that four year term of office, Members may be elected through a by-election. Regardless of when or how a Member joins the Council, each and every Councillor will be provided with a full induction, covering subject matters such as the governance model of the council and how committees function, an overview of services provided and whom to contact regarding constituent queries, and specific sessions such as safeguarding responsibilities and meeting procedures.
- **Mandatory Training** – Members will be provided with any and all mandatory training as required by legislation. This relates to specific committees and must be completed at least every two years (years one and three of a four-year term of office), or more frequently in the case of Governance and Audit Committee training.
- **Dedicated Officer Resource** – the council will ensure there is a named officer responsible for Member training and development. This will ensure dedicated focus is maintained for all Member training and development requirements.
- **Regular Review and Adaptation** – Ensuring the plan remains relevant, and aligned with the evolving needs of Elected Members and the Council
- **Effective Identification of Development Needs** – Assessing Member requirements through a structured approach that reflects both internal priorities and external factors, including legislative changes and new service delivery models. Requirements may be identified by Members and Officers alike.
- **Targeted, Flexible and Cost-Effective Delivery** – Designing and delivering role specific training that maximises value, including opportunities for Members to share expertise through peer learning and facilitation, underpinned by a dedicated budget.

- **Robust Monitoring and Evaluation** – Measuring participation, impact and outcomes, and Councillor satisfaction rates, to ensure training is effective, delivers value for money, and supports continuous improvement.

Delivery of Training and Development

Training opportunities will, wherever possible, be delivered in partnership with officers, external partners, and other local authorities to support collaboration and shared learning across the sector, particularly in the context of Local Government Reorganisation.

To meet the diverse development needs, learning styles, and individual circumstances of Members, the plan offers a flexible and varied approach to delivery. This includes maximising the use of the Council's internal expertise and resources to build organisational resilience and support knowledge-sharing during this period of change.

Where specialist knowledge or skills are required, particularly in areas linked to new governance models, service transformation, and emerging responsibilities, the Council will engage trusted external providers to deliver high-quality, cohesive training that represents value for money.

Where there is sufficient demand, training will be delivered locally at West Lindsey District Council wherever feasible, ensuring accessibility while supporting Members to engage actively with the changes associated with Local Government Reorganisation and future service delivery models.

- **In-person workshops and seminars** – Facilitated sessions focused on key topics, skills, and practical application.
- **Online/webinar sessions** – Live virtual training allowing flexible access and wider participation.
- **E-learning modules** – Self-paced learning that Members can complete at a time convenient to them.
- **Briefings and information sessions** – Short, targeted updates on policy changes, legislation, and Council priorities.
- **External training courses and conferences** – Specialist development delivered by external providers and sector organisations.
- **Training for specific committees (e.g. Planning, Licensing)** – Role-specific training tailored to regulatory and governance responsibilities.
- **Induction programmes** – Structured onboarding for newly elected Members or those newly appointed to certain roles.
- **Member Training and Development Newsletter** – sharing upcoming opportunities in a timely manner and summarising course / session information for continuity of access.

- **MS Teams Channel** – maintaining an easy to use, easy to access record of training and development sessions

Transparency of Delivery

To ensure the Member Training and Development Plan is achieving its objectives, the council will:

- Maintain full and accurate training records
- Collate and analyse attendance statistics and feedback responses
- Facilitate the Member Training and Development Group, which will, in turn:
- Report through the parent committee, Governance and Audit.

Approved by Governance & Audit Committee: DATE