



Title: **Member Development Programme**

Date of Meeting(s): 27 April 2021

Meeting: Recruitment and Selection and Member Development

Report of: Monitoring Officer

Cabinet Portfolio Holder: Councillor Wardle (Cabinet Member for Corporate Delivery)

Public / Private report: Public

1. Report Summary

1.1 The Council's current arrangements for Member training are ad-hoc and not formalised (for instance there is not an effective programme for new or returning Members); a robust and meaningful training programme for Councillors, especially new Councillors, will help Members to perform their functions and will lessen risk to the authority.

1.2 A Scrutiny Study Group consisting of the Chairs and Vice-Chairs from the three Overview and Scrutiny Study Groups met to consider provision for Member development with the following recommendations being made for adoption by Cabinet.

2. Recommendations

2.1 That the proposed Mandatory Courses listed in Appendix 1 be adopted for completion by all Members.

2.2 That it be noted the Monitoring Officer will report annually on up take of Mandatory Courses to the Audit & Governance Committee.

2.3 That the list of non-Mandatory Courses set out in Appendix 2 be adopted with additional courses to be made available upon request from the e-learning database.

2.4 That the Resources Directorate provide quarterly updates to all Members on available external training and guidance provided by the Local Government Association, North West Employers, The Chartered Institute of Public Finance and Accountancy, Centre for Governance and Public Scrutiny and other corporately recognised suppliers.

2.5 That a criteria be developed by Members to determine allocation of the annual Councillor training budget.

3. Reason for Recommendation

3.1 To provide guidance and support for Members to fulfil their roles ensuring they are not at a disadvantage with knowledge and effectiveness.

3.2 Alternatives Considered

To not adopt a Member development programme or amend as required.

4. Key information

4.1 The purpose of the Member Development programme is to:

- Create a clear framework for Councillor development based upon individual and organisational needs.
- Ensure all Councillors have the necessary skills at the required level to conduct their roles effectively.
- Ensure Councillors have the skills and knowledge needed to oversee the delivery of high quality public services through their community leadership roles.
- Ensure Councillors feel confident to undertake their roles.
- Ensure Councillors are fully aware of their responsibilities and accountabilities to deliver good governance.
- Support the continued development of Councillors to prepare them for roles they may fill in the future.
- Provide all Councillors with the opportunity for development.

4.2 Mandatory Courses

The proposed mandatory courses are drawn from statutory and identified high risk areas. All members will be required to undertake the online course within the first year following election to the Council.

4.3 Non-Mandatory Courses

The non-mandatory courses are designed to provide support on specific skill sets and topics that Members may want to utilise in support of their roles.

4.4 New Member Induction

With restrictions in place due to Covid-19 it is proposed that a virtual induction be held for new and returning Councillors in May 2021. A programme of events is set out in Appendix 2.

4.5 Local Government Association

The council is a member of the Local Government Association, with each Councillor provided individual access to the large number of resources made available by them. This includes guidance and toolkits aimed at assisting councils and councillors in their roles.

4.6 North West Employers

North West Employers provide a large number of programmes throughout the year aimed at specific skill set for Councillors. They have also developed an induction programme including three 90 minute videos which will be available in May/June 2021:

- Session 1: You've been elected! Now what?
- Session 2: Motions and Emotions

- Session 3: Developing as a Community Leader

4.7 The Chartered Institute of Public Finance and Accountancy

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a UK-based international accountancy membership and standard-setting body who provide training in relation to audit, risk and governance.

4.8 Centre for Governance and Public Scrutiny

The Centre for Governance and Scrutiny (CfGS) provide training courses specifically for Overview and Scrutiny Committee

5. Finance

5.1 There is currently a £10k budget allocated for Member development.

6. Legal

6.1 Some functions undertaken by Councillors require statutory training including planning, licensing and foster panels

7. Human Resource

7.1 There are no direct implications for Human Resources.

8. Equality Impact

8.1 There are no direct implications for equality.

9. Other considerations (Equalities, Corporate priorities, Risks)

9.1 There are no direct further considerations.