



## DEMOCRATIC SERVICES COMMITTEE – 26TH SEPTEMBER 2018

**SUBJECT: REVIEW OF MEMBER TRAINING 2014 - 2018**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To provide Members with a review of the Member Training and Support Programme for the period 2014 to 2018 which was introduced to further strengthen the Council's corporate governance through the implementation of a range of Members' training and support sessions.

### **2. SUMMARY**

- 2.1 On the 22nd April 2014 Council agreed a detailed programme of Members support and development training opportunities. This report will provide an overview to Members on the outcome of the training and support programme for the period 2017 to 2018 and asks for initial views on how this could be improved going forward.

### **3. LINKS TO STRATEGY**

- 3.1 Member training and support agreed in April 2014 is the key initiative in discharging the Council's responsibility and commitment to maintain the Wales Charter for Member Development and carrying out its statutory duty under the Local Government (Wales) Measure 2011 requirements. Most importantly, it supports Members to carry out their roles effectively.

The Member training and support programme contributes to all seven of the Wellbeing Goals in the Well-being of Future Generations Act (Wales) 2015 as it seeks to support and develop the Councillor role in a role where they will be called on to make recommendations and decisions that will impact on future generations.

- *A prosperous Wales\**
- *A resilient Wales\**
- *A healthier Wales\**
- *A more equal Wales\**
- *A Wales of cohesive communities\**
- *A Wales of vibrant culture and thriving Welsh language\**
- *A globally responsible Wales\**

### **4. THE REPORT**

- 4.1 The Council has long since recognised the importance of supporting Members' many and varied roles with a programme of targeted training and development. Indeed, the Council was the first in Wales to be awarded the WLGA's Wales Charter for Member Support and Development in 2007, which was renewed in 2014 and Council has agreed to seek renewal in 2018.

## The Training and Development Programme

- 4.2 On the 22nd April 2014 Council agreed a detailed programme of Members support and development training opportunities.
- 4.3 Based on the recommendations contained in that report, a framework of training and development was scheduled to follow three distinct categories namely Mandatory, Recommended and Requested.
- 4.4 Mandatory Training is recognised as essential and is associated with Members' statutory responsibilities and regulatory committee membership. Recommended Training is recognised as important but not essential and includes the Annual Refresher and 6 Monthly Update sessions and Requested Training which is based on the needs identified by Members themselves as part of their training needs analysis or personal development review.
- 4.5 Democratic Services Committee has received regular reports on the progress, activity, attendance and feedback on the training provided since 2014. This report seeks to provide a review of the previous 18 months of training activity and asks for initial views on how this could be improved going forward.

### Training Provided From May 2017

- 4.6 The main focus of training activity following the Local Government Election in May 2017 was the comprehensive Member Induction Programme. This programme was considered by Democratic Services Committee on 17<sup>th</sup> November 2016. This training included the following elements:

#### Presentation and Exhibition (Market Place) 'Your Council'

- 4.7 The programme commenced with a 'Market Place' exhibition was held in the Atrium and Glass Restaurant area of Penallta House. The exhibition provided Members with the opportunity to find out more about the Council's services and meet Senior Officers as well as other Councillors. Heads of Service were in attendance and provided Members with useful information on their service area. The exhibition also incorporated a formal presentation by the Chief Executive and Corporate Directors in the council chamber.

#### Mandatory Induction

- 4.8 The Mandatory Induction seminars presented were considered to be essential and encompass Members' statutory responsibilities and regulatory committee membership. These seminars included Code of Conduct and Governance Arrangements (including webcasting and the use of the chamber microphone system), Information Governance and Data Protection, Licensing and Planning were delivered before the full committee cycle began. The attendance for these sessions is detailed below:

<b>Mandatory Training</b>	<b>Attendance (required)</b>	<b>Percentage</b>
Code of Conduct (all Cllrs)	73 (73)	100%
Data Protection (all Cllrs)	65 (73)	89%
Licensing (committee)	18 (15)	100%
Planning (committee)	23 (19)	100%
Standards (committee)	7 (7)	100%
Audit (committee)	13 (13)	100%

*Note: the figure in brackets represent the mandatory figures, newly elected members were invited to attend in addition to the committee.*

## Other Mandatory Training

- 4.9 During 2017 and 2018 Members were required to complete a mandatory e-learning training course on Violence Against Women, Domestic Abuse and Sexual Violence. The Violence against Women, Domestic Abuse & Sexual Violence (Wales) 2015 Act was passed in April 2015 and aimed to improve the public sector response by providing the strategic focus to improve the arrangements for the prevention, protection and support for individuals affected by such violence and abuse. Elected members were identified as key to strengthening leadership and management support on this issue. Members were able to complete this course at home or were offered support to complete the course at Penallta House, and 71 members fully completed the course.

## Recommended Induction

- 4.10 The Recommended Induction seminars presented during the Induction, although considered to be important, they were not essential and included Smart and Safe Working Practices, which looked at Social Media and managing an on-line presence and hints and tips on working safely in the community; Introduction to Finance which explained where the Council gets its funding and help Members to understand financial terminology, budget setting and medium term financial planning. A seminar on 'Decisions for Future Generations' gave Councillors an opportunity to understand the aims of the Wellbeing of Future Generations Act. Finally Gwent Police provided a seminar on their priorities. The attendance for these sessions is detailed below:

<b>Recommended Training</b>	<b>Attendance</b>	<b>Percentage</b>
Smart and Safe Working Practices	19	26%
Introduction to Finance	29	40%
Decisions for Future Generations	19	26%
Gwent Police Priorities	26	36%

- 4.11 The Recommended Induction programme also included a series of 'Introduction To' training sessions, where each Committee, Sub-Committee and Panel had a 30 minute introductory session prior to its first meeting. All new Councillors, along with the committee membership, were encouraged to attend these sessions which explained the terms of reference for that committee, introduced them to the Officers they were likely to see on a regularly basis and took them through any decision making considerations or appeal processes if applicable. Newly elected Members were encouraged to attend and observe the full meeting as an induction activity.

## Additional Recommended Member Training

- 4.12 Following the Member Induction programme there was additional training provided throughout the year made up of programmed Annual Training, Ad-Hoc requested training and Seminars.
- 4.13 In the latter part of 2017 Members were invited to planning related training on Affordable Housing and the 5 year Housing Supply with 18 and 19 Members attending respectively. Then in 2018 the following recommended training was provided:

<b>Recommended Training</b>	<b>Attendance</b>
Effective Governance - Call in	33
Unconscious Gender Bias in Decision Making (Planning & Licensing Committee)	10
Pre-determination (Planning & Licensing Committees)	10
Planning - Policy & Technical Advice Notes	12
Unconscious Gender Bias in Decision Making (Cabinet & Chairs)	12

## Seminars

- 4.14 The following seminars have been organised for all Members during 2017/18 and the following table gives a breakdown of attendance:

Seminar	Attendance	Percentage
MTFP (September 2017)	44	60%
Treasury Management	34	47%
MTFP (January 2018)	31	41%
Aneurin Bevan University Health Board	15	21%
21 <sup>st</sup> Century Schools	20	27%
Civil Parking Enforcement	33	45%
Sport and Leisure Strategy	23	32%
Universal Credit	17	23%

## Review of Training

- 4.15 As stated above the training provision for elected members has been based on the report agreed at Council in April 2014. The training on offer has been comprehensive and flexible to respond to the changing needs of members and the organisation. However this may be the time to review the provision in terms of what will be mandatory and recommended. The requested provision is already in the Member Development Programme 2018 -2020 and agreed at Democratic Services Committee on 23<sup>rd</sup> July 2018.
- 4.16 Members are therefore asked to provide their views on the following in terms of appropriateness, and suggest improvements to the training offered in future.

Mandatory Induction	Frequency
Code of Conduct	Once per council term following Local Government elections and provided to any newly elected Members
The Council's Constitution	
Electronic Voting and Webcasting	
Information Governance	
Data Protection	
<b>Mandatory Audit, Regulatory and Personnel Committee Training</b>	Members serving on these committees receive mandatory training at least twice per Council term. Membership of these committees is dependent on Members undertaking the mandatory training. Should a Member fail to undertake any mandatory training, their membership will automatically cease. However Democratic Services will endeavour to arrange further session where Members are unable to attend for legitimate reasons.
Licensing (committee)	
Planning (committee)	
Standards (committee)	
Audit (committee)	
Rights of Way Cabinet Committee	
Pension and Compensation Committee	
Appointments and Appeals	
Investigating and Disciplinary Committee	
<b>Recommended Induction Training</b> All Members	Delivered following Local Government Elections, assist Members understand their role as a local representative, effective committee member and political leader.
<b>Recommended Training</b> Cabinet, All Committees Sub-Committees and Panels, Chairs and Members  Has included; <ul style="list-style-type: none"> <li>• Chairing Skills</li> <li>• Role and Responsibilities of Cabinet Members</li> <li>• Performance Reviews</li> <li>• Scrutiny Skills</li> <li>• Committee Skills</li> </ul>	Some are provided twice per Council term, others are provided annually with 6 monthly updates available to committees if required. Recommended training aims to support Councillors in their various committee roles. The training that individual Members should attend will depend on an individual's specific committee roles.

## **Member Development Strategy**

- 4.17 The Member Development Strategy for 2019 -2022 is an essential element of the Council's submission to renew the Welsh Local Government Association Charter for Member Support and Development. The strategy sets out the aims and objectives of the Council in providing members with the skills and knowledge to carry out their role effectively. The strategy includes reference to the Mandatory, Recommended and Requested training, therefore any changes to the training to be provided would need to be reflected in the strategy.
- 4.18 The Strategy also includes references to Performance Reviews for Senior Member Salary holders, which is also available to all members upon request. It is proposed to review the format of these reviews to closely align them to the Public Services Board Wellbeing Plan and also the Corporate Plan and the Wellbeing Objectives. The aim is to review performance but to also look forward and develop priorities, essentially a 'Full Circle' approach, which will form part of the Council's overall Performance Management Framework.
- 4.19 Members are therefore asked to consider the strategy attached at appendix 1, alongside the current provision of training and support, as outlined in this report and suggest changes before the strategy is presented to Full Council.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 Member Training and Support contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that by providing a wide ranging and diverse training programme it better prepares Councillors for their role as decision makers and scrutineers. A role that requires them to make decisions and recommendations that will impact the long and short term needs of Caerphilly County Borough Council residents; enable them to confidently scrutinise, challenge and hold to account, better assess appropriate interventions and provide them with the skills required to work collaboratively and nurture their understanding of the importance of community involvement.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no specific equalities implications arising as a result of this report.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 Member Training and Support is funded from Member Development Budget.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising as a result of this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultations that have not been included in the report.

## **10. RECOMMENDATIONS**

- 10.1 Democratic Services Committee are asked to comment on the training provided during 2017/18 and suggest improvements to Member training and support going forward.

10.2 Democratic Services Committee are asked to comment on the Member Development Strategy for 2019 -2022, prior to presentation to Full Council.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To provide an agreed recognised standard of Member Support and Development.

## **12. STATUTORY POWER**

12.1 The Local Government Act 2000.

12.2 Local Government (Wales) Measure 2011.

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Background Papers:  
Council Report 22<sup>nd</sup> April 2014 Agenda Item 8

Appendices:  
Appendix 1 Member Development Strategy 2019-2022