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<b>REPORT TO:</b>	General Purposes Committee
<b>DATE:</b>	18 March 2020
<b>SERVICE AREA:</b>	Legal and Governance
<b>REPORTING OFFICER:</b>	Democratic Services Officer ( <i>Charles Casey</i> )
<b>SUBJECT:</b>	<b>Member Learning and Development Strategy – Year 4</b>
<b>WARD/S AFFECTED:</b>	ALL DISTRICT
<b>FORWARD PLAN REF:</b>	N/A

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**1.0 PURPOSE OF REPORT**

- 1.1 To provide a summary on Year three (2020/21) of the Member Learning and Development Strategy and to gain approval for Year four (2021/22) of the Member Learning and Development Strategy.

**2.0 RECOMMENDATION/S**

- 2.1 That the Committee note the attendance figures for Year three of the Member Learning and Development Strategy.
- 2.2 That the Member Learning and Development Programme for 2021/22, Year four of the Member Learning and Development Strategy, be approved.
- 2.3 Consider whether future Member briefing and training sessions continue to be held remotely. (paragraph 5.4)
- 2.4 Consider that remote briefing and training sessions be recorded. (paragraph 5.4)
- 2.5 The holding of a Chair training session to be held in March/April be approved. Members consider whether such training should be mandatory. (paragraph 5.5)

**3.0 RECOMMENDED REASON/S FOR DECISIONS**

- 3.1 The Member Learning and Development Strategy was approved by Council in May 2018. As part of the Strategy it was agreed that the General

Purposes Committee would receive an annual report on attendance and feedback information. It was also agreed that that Council would approve the annual plan for Member learning and development.

It is good practice to have a Member Learning and Development Strategy as it allows Members to carry out their roles to the highest possible standard.

#### **4.0 ALTERNATIVE OPTION/S CONSIDERED AND RECOMMENDED FOR REJECTION**

4.1 To not report back on year three of the Member Learning and Development Strategy. This has been rejected as it was part of the Strategy that was agreed by Council.

To not produce a Member Learning and Development Programme for Year four of the Strategy. This has been rejected as it was agreed by Council that a Member Learning and Development Programme would be produced for each of the four years covered by the Strategy.

#### **5.0 THE REPORT**

##### **5.1 Background**

In May 2018 the Member Learning and Development Strategy was approved by Council and aimed to provide an overall programme of training for elected members that would allow them to carry out their duties to the best of their abilities. The Strategy was planned in accordance with a four year cycle, with a plan for each municipal year being presented to Council in April. The years of the cycle had different themes; year one was essential training and years two and three were progression and development and year four will continue progression and development but also cover a few new topics.

##### **5.2 Year Three**

Appendix 1 to the report is the Member Learning and Development Programme that took place in 2020/21. Below is a summary of the year:

The 2020-21 year was largely dominated by Covid-19, all Members attend training on Remote Meetings and their was specific Remote Meetings Training for Chairs.

Committee Specific Training – Planning Committee:

Three planning briefings were held throughout the year along with the mandatory planning update training in November/December. All Members of the Planning Committee attended the mandatory training.

Committee Specific Training – Licensing Committee:

All Members of the Licensing Committee completed the mandatory training and were therefore eligible to serve on Licensing Sub-Committee Panels.

Prevent/Safeguarding/Emergency Handbook Training on 12 November 2020 - 21 Members attended a briefing on Prevent and Safeguarding issues and the new Members' Emergency Handbook.

#### Other Training Sessions:

A number of other briefings were held throughout the year. This list included; Sport and Leisure Review Briefing; Devolution and Re-Organisation Briefing; HCC Redevelopment; Local Plan Briefing; and a briefing on the Transforming Cities Fund Project.

### 5.3 Year Four

As stated in the Strategy, by years two and three Members are starting to embrace the culture of learning and would therefore have more of an input into the programme. In February 2021 an email was sent to all Members that requested details of any training events that they would like to see in the programme for 2021/22. Members seem content with the training that is to be provided and know that they can request training throughout the year if and when they require it. An email for requests was also sent to the Chief Executive, Directors and Heads of Service. The following requests were received:

#### 5.3.1 LGA Model Code of Conduct Training – Officer Request:

The Head of Legal and Governance will invite all Members to a briefing/training session on the newly adopted Code of Conduct. This training will be mandatory and will be held in May.

#### 5.3.2 ICT Training – Member Request:

Members will be invited to attend a training session to develop their ICT abilities. The session will be run by Democratic Services and ICT.

#### 5.3.3 Community Safety and Prevent Update – Officer Request:

The Community Safety team will deliver a mandatory session on updates to the prevent programme. As this is mandatory it will be held on two occasions. The lead officer will be the Community Safety and CCTV Manager.

#### 5.3.4 Communications and Media Briefing: To consider the following

- Responding to the Media Enquiries
- Social media – tips for getting the best out of it;
- Crisis communications – the role of the elected Member
- ‘How to create a positive impression on Zoom/Teams/video calls’ – practical tips

#### Officer Request:

A briefing/workshop session will be held for all Members. This will include how to issue press releases/deal with press enquiries. The date and whether this will be one or two briefings is still to be determined.

#### 5.3.5 Treasury Management/Accounts Training – Member Request:

A member of the Audit and Governance Committee requested this training – currently awaiting a decision on when this will be held. A further request has been received for training on understanding budgets.

#### 5.3.6 Carbon Reduction – Officer Request:

The corporate Carbon Reduction Plan is currently being refreshed and a need for staff and member training has been identified as part of this,

although there are no firm plans yet on how or when the training will be delivered.

5.3.7 **Licensing Training – Committee Specific:**  
Additional licensing training will be held for all Licensing Committee Members on taxi licensing. This training will be delivered by an external trainer.

5.3.8 **Planning Committee Training/Briefings:**  
The compulsory planning update training sessions have been built into the planning committee briefings programme for 2020/2021. Requests have been received from Members for a briefing on application and use of S106 payments for open spaces and this will be included as part of the briefings programme.

**Other Committee Specific Training:**

As in previous years, a programme of committee specific training will be undertaken which includes the training set out in paragraphs 5.3.6 and 5.3.7 as well as Audit and Governance Committee training, Human Resources Committee training and training for the Overview and Scrutiny Commission.

The draft programme for 2021/22 is attached at Appendix 2 to the report. Ad-hoc events will be added as and when they arise.

#### 5.4 Future of Member Briefings

Remote meetings have seen a marked increase in attendance by Members, the briefings held this year have on average seen at least half of Members attend and it is thought this is largely down to the fact that Members have not had to travel to attend the briefings – the lack of need to travel means that remote briefings are significantly easier to attend/fit into Members' busy diaries. It is also proposed that future briefings are recorded, this would mean that the briefing would be available to be watched if a Member was unable to attend, this would be useful for optional briefing and very useful when it comes to mandatory training.

#### 5.5 Chair Training

It is looking likely that remote meetings will continue for some time and therefore we would like to hold a Chair training session similar to that which we held back at the beginning of lockdown. Given the amount of time that has passed this would be a useful refresher course on the do's and don't of chairing an online meeting and all chairs and vice chairs would be welcome.

#### 5.6 Laptop Update

Since the handover of the new laptops in December/January 2021 there has been no follow up training. At the request of the chair of the Member's ICT Working Group Members are to be invited to an all Member briefing/training session. The session will re-cover the basics of using Modern.Gov and explore some of its more advanced features. This session will also cover some basic tips for using the laptops and anything else requested by Members at the time.

## 6.0 **REQUIRED ASSESSMENTS AND IMPLICATIONS**

- 6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

## 7.0 CONCLUSIONS

- 7.1 It is good practice to note the performance of the Member Learning and Development Strategy. By continuing with the Strategy Members will be able to continue their development which will benefit them, their residents and the Council as a whole.

### Background Papers – [Member Learning and Development Strategy](#)

Appendix 1 – 2020/21 Member Learning and Development Programme

Appendix 2 – Proposed 2021/22 Member Learning and Development Programme

**OFFICER CONTACT:** Please contact Charlie Casey, if you require any further information on the contents of this report. The officer can be contacted at *Democratic Services, PO Box 787, Harrogate, HG1 9RW tel: 01423-500600 ext 58078* or by e-mail: [Charles.casey@harrogate.gov.uk](mailto:Charles.casey@harrogate.gov.uk)