When telephoning, please ask for: Tracey Coop
Direct dial   0115 914 8277
Email   democraticservices@rushcliffe.gov.uk

Our reference:
Your reference:
Date: Friday, 18 February 2022

To all Members of the Member Development Group

Dear Councillor

A Meeting of the Member Development Group will be held on Monday, 28 February 2022 at 6.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

This meeting will be accessible and open to the public via the live stream on YouTube and viewed via the link: https://www.youtube.com/user/RushcliffeBC Please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you the see the video appear.

Yours sincerely

Sanjit Sull
Monitoring Officer

AGENDA

1. Apologies for Absence

2. Minutes of the Meeting held on 28 April 2021 (Pages 1 - 4)

3. Declarations of Interest

4. 2022 Be a Councillor Guide (Pages 5 - 28)

   The report of the Service Manager – Corporate Services is attached.

5. Councillors Training - Update (Pages 29 - 42)

   The report of the Service Manager – Corporate Services is attached.

6. East Midlands Councillor Development Charter (Pages 43 - 56)

   The report of the Service Manager – Corporate Services is attached.

RUSHCLIFFE - GREAT PLACE ▪ GREAT LIFESTYLE ▪ GREAT SPORT

Meeting Room Guidance

Fire Alarm Evacuation: In the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble at the far side of the plaza outside the main entrance to the building.

Toilets: Are located to the rear of the building near the lift and stairs to the first floor.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

Microphones: When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

Recording at Meetings

The Openness of Local Government Bodies Regulations 2014 allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt

MINUTES
OF THE MEETING OF THE
MEMBER DEVELOPMENT GROUP
WEDNESDAY, 28 APRIL 2021
Held at 7.00 pm via Microsoft Teams

PRESENT:
Councillors R Mallender (Chairman), T Combellack, B Gray, A Phillips, J Stockwood, Mrs M Stockwood and G Williams

OFFICERS IN ATTENDANCE:

C Caven-Atack	Service Manager - Corporate Services
T Coop	Democratic Services Officer
H Tambini	Democratic Services Manager
L Webb	Democratic Services Officer

APOLOGIES:
Councillors K Shaw

10   **Declarations of Interest**

There were no declarations of interest.

11   **Minutes of the Meeting held on 6 January 2020**

The minutes of the meeting held on 6 January 2020 were approved as a true record of the meeting.

12   **Councillor Community Grant Scheme Consultation**

The Service Manager – Finance and Corporate Services presented the report of the Monitoring Officer which provided the Group with an update on the councillor community grant scheme review. It was noted that following feedback from Councillors it was proposed that a consultation of the community support scheme be brought forward to the summer of 2021. It was noted that the community support scheme was revised in early 2020 so that funds could be accessed swiftly in response to the Covid-19 pandemic and that over £39,000 was allocated to community groups, schools and charities over the 2020/21 period. The Group were informed that the Democratic Services Manager would undertake an audit of the funds allocated during 2020/21 and that the £1000 allocated to each councillor every year was considered as part of the Council's annual budget process.

The Group were asked to consider the current process of the community support scheme and the following suggestions were made to take into consideration in the review of the community support scheme:

- Some organisations are contacting multiple councillors – this should be monitored and communicated to councillors why some applications could be successful or unsuccessful for the same organisation.
- A tick box to ensure that evidence for the application is received for example invoices, receipts, email from applicant with breakdown of costs.
- Progress updates to councillors which would include when an application has been approved, processed and paid to the applicant.
- An update to all councillors to inform them how much each councillor has been spent.
- to publish the successful applications of the community support scheme on the Council's website to improve transparency.
- A simplified application form and guidance.
- The community support scheme be included in the induction programme for new councillors and for them to be provided with examples of successful applications.

It was **RESOLVED** that

a) the report of the Monitoring Officer be noted;

b) the Community Support Scheme be reviewed in the summer of 2021 taking into account the suggestions of the Member Development Group; and

c) a consultation take place for all councillors to express their views of the community support scheme in its current format.

13   **Councillor Training Programme 2021/22**

The Service Manager – Finance and Corporate Services presented their report which presented a draft councillor training programme for 2021/22. It was noted that the training programme had primarily been constructed from the training which should have been delivered during 200/21 but was put on hold due to the implications of the Covid-19 pandemic.

The Group asked questions regarding e-learning courses for Councillors. The Group were informed that training courses covering topics such as GDPR were mandatory for all councillors and would need to be completed face-to-face if they were not completed through the e-learning portal. It was also noted that councillors would need to complete training on GDPR within 12 months and then would have to re-take the training every four years if re-elected. The Service Manager – Finance and Corporate Services agreed to investigate whether e-learning courses could be requested by councillors.

It was also suggested that training on topics such as planning, planning enforcement and 'your role as a councillor' should be made mandatory with regular refresher training. Additionally, the Group requested that councillors receive annual updates that included training that they had attended. It was noted that this would be helpful when requesting for substitutes for meeting

such as planning committee which required mandatory training.

It was **RESOLVED** that

a) the report of the Executive Manager – Finance and Corporate Services be noted; and

b) the training programme for 2021/22 be noted.

14 **Councillor Learning and Development Policy**

The Service Manager – Finance and Corporate Services explained that the Councillor Learning and Development Policy was due to be reviewed in July 2021.

The meeting closed at 7.53 pm.

CHAIRMAN

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	Member Development Group
	Monday, 28 February 2022
Rushcliffe Borough Council	**2022 Be a Councillor Guide**

Report of the Service Manager – Corporate Services

1. **Purpose of report**

1.1. This brief report presents the 2018 Be a Councillor Guide (Appendix One) to the Group to act as a springboard for the development of a 2022 equivalent. This document is due to be published later in the Spring in line with the 'party' nomination processes and also to enable other interested parties to consider standing for election in 2023.

1.2. A number of updates to the existing document have been proposed (paragraph 4.1) and potential new content has been identified (paragraph 4.3). The Group's views on these are sought and there will be an opportunity at the meeting for Councillors to put forward their own ideas for discussion and potential inclusion.

1.3. A range of supporting activities have also been proposed at paragraph 4.5 and the Group are asked to consider whether there is anything else the Council could be doing to promote the role of a Councillor prior to the next Borough, Town and parish elections in May 2023.

2. **Recommendation**

It is RECOMMENDED that Member Development Group:

a) Discusses the proposed changes contained in paragraph 4.1 and any additional ideas Councillors may bring to the meeting

b) Discusses the proposed new content contained in paragraph 4.3 and any additional ideas Councillors may bring to the meeting

c) Discusses the supporting activities outlined at paragraph 4.5 and any additional ideas Councillors may bring to the meeting

d) Gives officers a clear mandate to move forward with the 2022 Be a Councillor Guide and associated activities to promote the role of a councillor in advance of the May 2023 Borough, Town and parish elections.

3.   Reasons for Recommendation

3.1.   To enable officers to go away and update the 2018 Be a Councillor Guide and deliver an updated Guide, and range of supporting activities at the appropriate time to coincide with residents of the Borough considering standing for election in May 2023.

4.   Supporting Information

4.1.   The following updates / changes to the 2018 Be a Councillor Guide have been identified by officers:

- Page 2 – new introduction from the Chief Executive needed
- Pages 3 and 4 – minor updates to content / data
- Page 7 – remove comment relating to Brexit
- Page 9 – add in comment about webcasting meetings
- Page 11 – change text relating to length of induction programme, EMT buddies and training courses (include e-learning)
- Page 13 – update allowance figures
- Page 17 – check data with Jeff Saxby
- Pages 6, 8, 10, 14, 15, 18 and 19 – Update Councillor Quotes
- Pages 5, 7, 9, 11, 12, 13, 15, 17 and Front Cover – Update Photographs

4.2.   The Group is asked to identify any further changes they feel need to be made.

4.3.   The following ideas for additional content are put forward by officers for consideration:

- Section on diversity – councillors from all backgrounds and experiences are required to represent the community – possibly with some demographic information

- What I wish I'd known four years ago – section specifically focusing on the experiences of new Councillors in 2019

4.4.   The Group is asked to highlight any further ideas they may have for inclusion.

4.5.   The following supporting activities have been identified to run alongside the publication of the 2022 Be a Councillor Guide:

- Outreach events for prospective councillors (mainly at the Town and Parish level) in three or four different locations across the Borough – presentation and FAQs led by the Chief Executive.

- Social media campaign including a number of videos with councillors – preferably highlighting younger councillors, those from non-white backgrounds, and those that have achieved something tangible (and therefore engaging on video) for their community.

4.6.   The Group is asked to put forward any further activities they may have for discussion.

5.   Recommendations

It is RECOMMENDED that Member Development Group:

a)   Discusses the proposed changes contained in paragraph 4.1 and any additional ideas Councillors may bring to the meeting

b)   Discusses the proposed new content contained in paragraph 4.3 and any additional ideas Councillors may bring to the meeting

c)   Discusses the supporting activities outlined at paragraph 4.5 and any additional ideas Councillors may bring to the meeting

d)   Gives officers a clear mandate to move forward with the 2022 Be a Councillor Guide and associated activities to promote the role of a councillor in advance of the May 2023 Borough, Town and parish elections.

For more information contact:	Charlotte Caven-Atack Service Manager - Corporate Services Tel: 0115 9148278 ccaven-atack@rushcliffe.gov.uk
Background papers available for Inspection:	
List of appendices:	Appendix One – 2018 Be a Councillor Guide

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Become a councillor

information pack

RUSHCLIFFE - GREAT PLACE ▪ GREAT LIFESTYLE ▪ GREAT SPORT

Introduction

As a Chief Executive in local government, and Returning Officer for the Borough of Rushcliffe, I am always delighted to meet people who are willing to stand for election as a local councillor. By putting yourself forward you display a real passion for your community and a desire to help the people who live there.

The next elections are on 2 May 2019 for both the Borough Council and our local Town and Parish councils. This offers you the perfect opportunity to stand as a representative of your local community and become a Rushcliffe Borough councillor, or a town or parish councillor. We hope that this pack will be used by anyone who is thinking of standing for election and is interested in finding out about the role of the councillor.

I'd like to take this opportunity to thank you for your interest and wish you luck if you decide to stand.

Allen Graham

Chief Executive, Rushcliffe Borough Council, and Returning Officer for the Borough of Rushcliffe

The Borough of Rushcliffe

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About Rushcliffe and the Borough Council

Rushcliffe lies south of Nottingham and the River Trent. It extends across towards Newark in the north east and Loughborough in the south west, covering an area of 157 square miles. Although parts of the Borough lie close to Nottingham, Rushcliffe has a strong identity of its own.

The main centre of population is West Bridgford, where around one-third of the Borough's 111,129 population live. West Bridgford, a leafy suburb, is where the Borough Council has its Community Contact Centre. The Council's headquarters is also based in West Bridgford, at Rushcliffe Arena, the Council's brand new flagship leisure centre. West Bridgford has a lively town centre, offering a range of shops to cater for most everyday needs, with plenty of low-cost parking, and lots of places to eat and drink.

For those who prefer life in the country, Rushcliffe offers the best of both worlds: the delights of rural living coupled with good transport links for getting to work and to other parts of the county and country. Some of the most delightful small towns and villages in Nottinghamshire lie within the Borough boundaries. The largest include Bingham, Radcliffe-on-Trent, Cotgrave, Keyworth, Ruddington and East Leake. Each boasts its own schools, shopping centres, health care facilities and leisure activities.

Rushcliffe is the most affluent district within the county, with low levels of unemployment and crime, and higher than average incomes. Nearly eighty per cent of homes are owner-occupied and a higher than average number of residents are self-employed. According to the latest statistics, there are slightly more females than males

within the Borough, nine per cent of the population are from 'non-white' minority ethnic backgrounds, and residents aged 65 years or older now make up twenty per cent of the population.

Rushcliffe has a rich sporting heritage with Trent Bridge Cricket Ground, the City Ground, home of Nottingham Forest Football Club, The Bay, home of Nottingham Rugby, and the National Watersports Centre all located within West Bridgford. The area has a wide range of leisure facilities, including leisure centres, country parks, tennis courts, and playgrounds.

The Council is made up of 44 councillors elected every four years by residents within their communities to represent their views and make informed decisions on their behalf. At the present time, these 44 councillors represent five political groups:

- **Conservative**   34
- **Labour**   4
- **Liberal Democrat**   2
- **Green**   2
- **Independent**   2

The Conservative party are in overall control as they have the most councillors.

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About local government

The Borough Council is a one of a number of layers of government responsible for delivering local services in a geographical area. A family living in Rushcliffe may receive services from a parish council, the Borough Council, the County Council as well as feeling the impact of decisions made at a national level by Central Government. They may also receive services from other areas of the public sector such as the health service, fire service and police force. It is not always clear who provides which services to residents in an area.

Rushcliffe Borough Council serves the residents of Rushcliffe by providing the following services (either alone or with partners):

- Refuse collection and recycling
- Street cleansing and playground maintenance *(Streetwise)*
- Council tax collection
- Leisure centres *(Parkwood Leisure and Carillion Leisure)*
- Edwalton Golf Course *(Glendale)*
- Car parks
- Elections
- Sports development
- Arts and events
- Rushcliffe Country Park
- Planning
- Environmental health
- Housing and homelessness *(Metropolitan Housing)*
- Processing of benefit claims

How the Council operates is set by the Local Government Acts from 1972 and 2000, as well as the Localism Act 2011 and a number of other more specific acts of parliament governing housing, the environment and local council finances. You can find out more at **legislation.gov.uk**

Every four years the Borough Council publishes a Corporate Strategy which sets out what it is going to focus its attention and resources on in addition to delivering its core services to residents. These tend to be development tasks that deliver real change to residents in the Borough. The progress towards delivering these tasks is monitored by councillors and reported publically. You can view the Corporate Strategy as well as the Council's financial plans and other key documents here **rushcliffe. gov.uk/aboutus/aboutthecouncil/ documentsstrategiesandpolicies**

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Cllr Gordon Wheeler and Cllr Alan Philips join basketball players at a Rushcliffe training session

So, what is a councillor?

Simply put, a councillor is somebody from a local community elected to represent that community. They do this on many levels balancing the needs and interests of residents, the political party they represent (if any) and the Borough as a whole.

The role and responsibilities of a local councillor include:

- representing the community for which they are elected
- decision-making
- developing and reviewing council policy
- scrutinising decisions taken by the councillors on the Cabinet
- regulatory, quasi-judicial and statutory duties
- community leadership and engagement.

For many councillors, representing their ward is the most important aspect of their role. This can involve a variety of activities but usually means councillors will spend time:

- listening to the views of local people so that they know what problems and issues exist in their ward
- ensuring that the needs of their ward are taken into account when the council is making decisions about how it is run, what services it should provide and how it should spend its money

- working with council officers to bring about improvements to their ward
- holding surgeries where local people can drop in with enquiries about the council or raise issues and concerns about any problems that they have which the councillor can deal with or seek to resolve
- getting involved in local campaigns
- offering support to local schools, community groups, businesses and other organisations.

There are many reasons why people decide to become a local councillor:

- they want to make a difference, be involved in shaping the local community and getting better services
- they want to represent the views of local people and ensure that local community interests are taken into account
- they want to pursue their political beliefs
- they are concerned about particular issues in an area

For some, it is an extension of what they are already doing, as they are active in a political party, parish council, or trade union, and they see the next step is to become a councillor.

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Here are some of our **current councillors** explaining why they became councillors:

Councillor **Debbie Mason**

I became a councillor because I had moved into my area and wanted to become part of it and get to know people in the community in some way. I was already part of a Political Party but felt I had something to offer locally as well.

Councillor **Jonathan Wheeler**

I became a councillor because I wanted to make a difference to the local community, and I wanted to see younger people involved in local politics. My father was already a local councillor, and I saw the difference he made in the community, which made my mind up being a Borough Councillor would be the best way for me to make a difference.

Councillor **Andy Edyvean**

A few years ago, I realised I'd reached a time in my life where I felt I had the time to put something back into my community so I stood for election as a Borough Councillor.

Councillor **Alan Phillips**

Having lived in the ward I represent for over 25 years I knew I was well placed to represent my ward as a councillor.

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Standing for Election

To become a councillor you need to stand for, and win, an election. You do not need any specific qualifications to become a councillor but you do need to fulfil certain criteria to be eligible.

To stand for election, on the day of nomination, you must be 18 or over and a UK, EU or commonwealth citizen [this may change for the 2019 Borough Council elections as a result of the UK leaving the EU].

You must also meet at least one of the following criteria:

- be registered, and continue to be, as a local government elector for Rushcliffe from the day of your nomination onwards, or
- have occupied (as owner or tenant) any land or premises in Rushcliffe during the whole of the 12 months before the day you are nominated and the day of election, or
- your main or only place of work during the last 12 months, prior to the day of your nomination and the day of election, has been in Rushcliffe, or
- you have lived in Rushcliffe during the whole of the last 12 months, before the day of your nomination and the day of election.

You can't stand if you:

- work for Rushcliffe Borough Council
- hold a politically restricted post for another authority
- have been sentenced to a prison sentence (including suspended sentences) of 3 months or more within 5 years prior to polling day
- are the subject of a bankruptcy restrictions order or interim order
- have been disqualified under any legislation relating to corrupt or illegal practices or offences relating to donations.

You don't have to belong to a political party or group to stand for election. Rushcliffe has both councillors connected to a political party and those that stand as independents (candidates who do not belong to any political party); however, those working together as a party form the majority and lead the Council.

Cllr Debbie Mason leading the Council's tree planting scheme

Cllr Roger Upton and award winning Rushcliffe Wildlife Watch Group

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What do councillors do

Representing your community

Community leadership is at the heart of modern local government. A community leader represents the views of that community and stands up for what that community wants. A community leader will listen to and represent the views of all residents, including helping people on specific individual matters, and make sure public services are delivered effectively in the area.

As a councillor you will find that much of your time is spent dealing with ward matters and representing your community. In some cases, your role will be to listen and identify whether the Council, or another public service, is best placed to resolve the issue, and in others your role will be to explain Council policy and make sure that the policy has been carried out fairly. You will get help and support to deal with residents' enquiries and complaints from officers at the Council.

Before getting elected, you might want to consider how you are going to engage with your community, making it easy for residents to recognise you and contact you, and for you to get information out to them.

Here are some of our **current councillors** describing how they help their community:

Councillor **Gordon Wheeler**

I regularly engage with the community through newsletters and every 18 months or so my fellow Borough Councillor and I door knock right across the ward. Where residents are out or we cannot access properties (e.g. flats) we leave a 'calling card' inviting residents to contact us if they have any issues to discuss. We also deliver a letter to new residents, introducing ourselves and inviting them to contact us if they need any assistance. I also hold a community meeting four times a year.

Councillor **Richard Butler**

I help the community by being a point of contact for advice over council-related matters – and also sometimes to absorb occasional confusion and frustration that residents may face in trying to perhaps contact correct departments or make improvements/repairs to services. Because of the way local government works, people do sometimes get confused as to "which council does what" and "where do I go to find out about" type of issues.

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Cllr John Lungley, Cllr Jean Greenwood and Cllr Martin Buckle at a Nottingham GCRS steam day

Cllr Simon Robinson with food donations for The Friary

Representing the Council

In contrast to representing your community as a whole, or attempting to assist with the resolution of the problems of individual residents, as a councillor you will also need to represent the Borough (as a collective group of people and as a place) and participate in making decisions as a member of the Council.

Working together with your colleagues, other councillors who represent different areas of the Borough and different political parties, you will need to help form policy, the documents that guide the way decisions are made and services are provided, and help develop the Council's budget and agree the level of Council Tax. Your role on the Council is to plan, run, monitor and develop council business. Councillors are essential in deciding what is in the public interest amongst a range of conflicting issues and views.

All councillors have a seat on Council which meets five times a year, unless an extraordinary meeting is called. All Council meetings start at 7pm and are held in the Council Chamber of Rushcliffe Arena, Rugby Road in West Bridgford. At the first meeting of Council following the election, the Council appoints a Leader, who then selects his or her Cabinet. Positions on all of the other committees and groups are then allocated in line with the political balance of the Council.

So, following the election you could find yourself being a member of the Cabinet, a scrutiny group or a regulatory committee. Most meetings are open to the press and public, and many now involve some element of public speaking. There are written rules, which govern behaviour and procedures at these meetings called 'standing orders' and these enable councillors to take part effectively and fairly. The standing orders form part of the Council's constitution and can be viewed at **rushcliffe.gov.uk/media/ rushcliffe/media/documents/pdf/public ationscheme/1whoweareandwhatwedo/ The%20Complete%20Constitution.pdf**

Decisions and topics for discussion at Council and Cabinet meetings are published in the Council's Forward Plan. The topics under discussion at scrutiny groups are published in a work programme as part of each agenda. You may also be asked to sit on one of the Council's regulatory committees such as the planning committee, which meets monthly or licensing committee, which meets as and when required. The Council, Cabinet or Scrutiny Committees appoint other working groups from time to time. These are not public meetings and generally investigate a single issue in more depth before reporting back to either Council, Cabinet or Scrutiny Committee with a recommended course of action. The Council also has a Standards Committee which promotes and maintains high standards of conduct by councillors mainly through the Council's Code of Conduct.

Here are some of our **current councillors** explaining their role within the Council:

Councillor **Alan Phillips**

I am a member on two scrutiny group committees and the Member Development Group.

Councillor **Debbie Mason**

My role at the moment is Cabinet Member for Community and Leisure and I am also Deputy Leader. My Portfolio for Community means I get to meet many different organisations and residents as well as contributing to the decisions that the Cabinet and Council makes. Leisure involves Sport, Health and Leisure Centres. As Deputy Leader I support the Leader and stand in for him when he is unavailable. All of this is both interesting and challenging.

Councillor **Jean Greenwood**

My role in the Council is making sure the views of local people are listened to and are heard at Council meetings/discussions and to see that the Council looks after the needs of the residents of Rushcliffe.

Councillor **Hayley Chewings**

My role as a councillor is to represent the people of my ward over a wide range of local issues, responding to people's issues, investigating their concerns and trying to resolve their issue with the best outcome. I am also vice chair of a scrutiny group.

Councillor **Andy Edyvean**

I was very honoured earlier this year to be appointed to the Cabinet where I can help set the strategic direction of the Council.

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Important considerations

Skills and attributes required

You don't need any specific qualifications to become a Borough councillor but there are skills that will make being a councillor much easier. The most effective councillors are comfortable:

- talking to people either individually or in a group
- representing other people's views
- listening to people's problems and being able to identify the main points
- thinking on their feet
- reading, sometimes long and complex, reports and being able to identify the key points
- forming an argument and participating in a debate
- negotiating with different groups of people to resolve disagreements and conflicts
- using basic IT packages such as email, word processing, the internet and, increasingly, social media to undertake work and keep in touch with their residents.

Training and support given to councillors

All new councillors are able to access an extensive induction programme that runs for six months and additional training is offered to all councillors on a range of topics throughout the four year term of office.

The induction programme covers (but is not limited to):

- I've been elected – what happens next?
- Your role in meetings and making decisions
- Council meetings explained – a practical session

- Working in partnership and meeting key partner organisations
- Protecting you and the Council
- Being on the frontline

Councillors joining the Council as part of a political party may also be able to access additional help and support provided by more experienced councillors or by the party. New councillors are also allocated a member of the Council's Executive Management Team as a key contact and first point of call.

Additional training offered over the last four years includes:

- Personal effectiveness including resilience and time management
- Managing challenging people and difficult situations
- Understanding local government finance
- Effect of the Localism Act on the frontline councillor role
- Understanding partners and what they do
- Chairing/facilitating skills
- Public speaking
- Managing casework and advocacy skills

Cllr Debbie Mason at the Rushcliffe Learning Alliance Pupil Parliament

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Cllr Neil Clarke and Cllr Roger Upton help out with a clear up of Radcliffe Station

Help is also offered to councillors by a dedicated support team. The Constitutional Services team is here to plan and service the meetings at which councillors make decisions as well as supporting the Council's decision-making process. They will be in touch regularly with information about events and training, meetings and additional information available to councillors, and will try to answer any questions you have about your ward – or they will find you the person who can answer your questions. The Council also has a dedicated councillors' room where you can meet with other councillors, use Council-provided IT equipment and pick up any post that comes into the Council.

Some of the information you will have access to as a councillor is sensitive in nature and is protected by rules of confidentiality and in some cases the Data Protection Act – training is given to ensure you are able to access this information securely and protect it.

You will be given a councillor email address and will be able to access information related to being a councillor such as the papers you need for meetings and background information on the Council's intranet.

Finding the time

The amount of free time needed to be an effective councillor is often a concern for anyone considering standing for election. It is for you to decide the level of commitment and the amount of time you have available for being a councillor. As well as the requirement to attend council meetings, which generally take place in the evening, there will also be ward matters that require your attention and contributing towards your political party if you represent one. It also depends on your role within the Council and the number of duties you decide to take on. It could range from a few hours each week to a few hours every day at busier times.

If you are working, by law your employer must allow you to take a reasonable amount of time off during working hours to perform your duties as a councillor. The amount of time needed will depend upon your responsibilities within the Council and we strongly advise you discussing this with your employer before committing to being a councillor.

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Allowances and Expenses

There is no salary for being a councillor. However, you will be paid an allowance to reimburse you for time (paid automatically) and expenses (which need to be claimed for on a monthly basis) incurred whilst on Council business.

Every Rushcliffe Borough councillor is entitled to a basic allowance, currently £5,292.24 a year, paid into a bank account in 12 monthly instalments. Some councillors are given an additional allowance to cover any special responsibilities such as Cabinet member or a chairman/ vice chairman. The allowance will be reviewed before the 2019 election. For more information about the Members Allowance Scheme please visit the Council's website at **rushcliffe.gov.uk/ councillors/membersallowances**.

Code of Conduct

Rushcliffe Borough Council has a written Code of Conduct for councillors which forms part of the Council's Constitution. The Code of Conduct sets out the rules that councillors should adhere to as a councillor, and all councillors are required to sign a declaration of acceptance of office once elected which includes an undertaking to abide by the Code of Conduct. Breaches of the Code may be considered by the Standards Committee.

The Code is based on the seven Nolan Principles of Standards in Public Life:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

The Council also has a protocol defining the relationship between councillors and officers (the staff employed by the Council) which also forms part of the constitution. The principles of the protocol are:

- both councillors and officers serve local people, but have distinct roles
- the best service will be provided to local people by both councillors and officers working as one team
- the service given to local people must be efficient, open and accountable
- councillors and officers must act ethically
- officers must be politically impartial
- effective working relationships between councillors and officers must be based on trust and mutual respect

Cllr Barrie Cooper at the West Bridgford Lights Switch On

Cllr Debbie Mason at the Rushcliffe Sports awards

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Here are some of our **current councillors** highlighting their biggest achievements:

Councillor **Alan Phillips**

I have taken a very keen interest in the tram that runs through my ward. During construction I raised concerns about noise and vibration the tram would bring and as a result design was amended to include longer sections of noise barriers and anti-vibration matting under some sections of the track. I raised safety concerns regarding the number of accidents at the tram crossing at Wilford Lane. Alterations to traffic lights were made and safety at the crossing has improved. A pedestrian crossing at the Compton Acres tram stop had serious visibility issues especially for small children. As a result of concerns I proposed that some sections of noise barrier fencing were removed to improve the visibility for pedestrians and tram drivers to see each other.

Councillor **Jean Greenwood**

My main achievement in the last few years was championing the St. Mary's Community Park Project in Ruddington. Working with a group of residents on what seemed like an impossible idea to see a completed park/play area a couple of years later.

Councillor **Martin Edwards**

I addressed residents' concerns about planned changes at a local industrial estate and allayed their fears through meetings with the planning team at the council. I was able to get their concerns across and all were happy with the subsequent outcome.

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Councillor **Richard Butler**

It's hard to pick biggest achievements, but I have to say that for many years now, I have been to many (I've lost count!) meetings in connection with the investment and regeneration/improvements in Cotgrave (my ward), and whilst there are many council and outside bodies who are making this happen, I feel that I have played a part by getting over the "local on the ground" views. But other main achievements are the relatively "simple" things which actually make a big difference to people's lives. Examples of these include helping to find new and more suitable accommodation via the council for residents who face challenges, and also playing a part in various environmental improvements which help to make the area more pleasant.

Cllr Debbie Mason with international young entrepreneurs from Slovakia, Rome and Poznan at West Bridgford Library and Young People's Centre

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Find out more

Further information on the Council's website

There is lots of information about the Council, the services it provides, its priorities over the next few years and how it is funded, on the Council's website – **rushcliffe.gov.uk**. These are a few quick links to pages of particular interest if you are thinking about becoming a councillor:

Information about standing for election – **rushcliffe.gov.uk/elections/standforelection**

Information about the borough's wards –
rushcliffe.gov.uk/elections/wardboundariesandmaps

Lots of links to information about the Council's main policies and strategies, management structure, spending and budget –
rushcliffe.gov.uk/aboutus/aboutthecouncil/documentsstrategiesandpolicies

The Council's Constitution – **rushcliffe.gov.uk/media/rushcliffe/media/documents/pdf/pub licationscheme/1whoweareandwhatwedo/The%20Complete%20Constitution.pdf**

The Council's Corporate Strategy – **rushcliffe.gov.uk/media/rushcliffe/media/documents/ pdf/councilanddemocracy/constitution/Corporate%20Strategy%202016-20.pdf**

Further information from other people

Local Government Association – **local.gov.uk**

Local Government Association Microsite – Be a councillor – **beacouncillor.co.uk**

Electoral Commission – **electoralcommission.org.uk**

Electoral Commission – standing for election –
electoralcommission.org.uk/i-am-a/candidate-or-agent

Political Parties

- The Conservative Party – **conservatives.com**

- The Labour Party – **labour.org.uk**

- Green Party – **greenparty.org.uk**

- Liberal Democrats – **libdems.org.uk**

- UKIP – **ukip.org**

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Next steps

If you've read all about becoming a councillor, taken a look at our website, been to a few meetings and even taken a look at some of the resources available online, and you still want to be a councillor – great, it sounds like the residents of Rushcliffe will be lucky to have you representing them.

Cllr Nigel Lawrence visits the Council's waste depot

The next Borough Council election will be held in May 2019 – the nominations period will open in March 2019 and the deadline to submit will be publicised on our website and social media channels. You will need to be proposed, seconded and also to have eight further people as supporters to your nomination. Full details of the electoral process including the nomination procedure are available from our Electoral Services team at: **elections@rushcliffe.gov.uk**

As a prospective candidate, you will be invited to a meeting to hear about how the election is organised and run, including how we deal with postal votes, where the count of the votes will be held, where the polling stations are going to be and to ask any questions you may have.

It is your responsibility, or your agent's, to present nomination papers to the Returning Officer before the statutory deadline. This will be made clear in advance of the nomination period and in your nomination pack.

In the run up to the election, candidates can have a free copy of the electoral register for the ward for which they are standing which lists residents who can vote at the next election and a map showing the ward boundaries.

It is your choice whether or not you have an election agent to represent you and manage your election campaign. An agent can help you make sure all the forms are filled in correctly and submitted before the deadlines, help you keep a clear and accurate record of financial expenditure, and help you plan your campaign.

If you decide to stand for election and spend money on your campaign, there is a set limit of £740 with an additional 6p for every local government elector registered in the register of electors for the area you are seeking to be elected. If you are standing for a political party, help with election expenses may be available. The Electoral Commission can help you with any questions you may have about expenses **pef@electoralcommission.org.uk**

Here are some of our **current councillors** talking about what they enjoy most about being a councillor:

Councillor **Jonathan Wheeler**

Helping local people and playing a role in helping the council modernise and meet the challenges of modern day local government.

Councillor **Juliet Donoghue**

I enjoy being a councillor as it gives me the opportunity to make a difference in the community, representing the people who live in my ward.

Councillor **Rob Inglis**

I enjoy being a councillor because I care about people. I get satisfaction in dealing with others people's issues and getting them resolved. It is not routine and the workload is not consistent. There are lots of regular meetings with spells of inactivity balanced with periods of overwhelming demand. To me it is ultimately about achieving and maintaining a 'Quality of Life' for the residents in my community.

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Here are some of our **current councillors** explaining what they find most difficult about being a councillor:

Councillor **Alan Phillips**

Can be balancing full time employment responsibilities, family life and councillor duties. It requires a certain amount of commitment and flexibility as you have to be there for your constituents.

Councillor **Gordon Wheeler**

The challenge of being a councillor is that your details are in the public domain. This means you can be contacted not just by residents (which is absolutely fine) but by external organisations or individuals.

Councillor **Richard Butler**

The hardest thing – there is a lot of reading to do and meetings to attend! Also many rules and policies in place that are often set by, for example, national government that sometimes mean that things we would like to do can't be done, or takes a long time to achieve. One thing you have to learn is how to develop the art of patience!

Councillor **Andy Edyvean**

I think one of the hardest things about being a councillor is having to make decisions on planning applications and sometimes we have to make difficult decisions to balance the needs of different parties.

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Rushcliffe Community Contact Centre Rectory Road, West Bridgford, Nottingham, NG2 6BU

By telephone: Monday to Friday 8.30am to 5pm
In person: 8.30am to 5pm, Monday to Friday, and from 9am to 1pm on the first Saturday of every month.

T 0115 981 9911 | **E** customerservices@rushcliffe.gov.uk | **W** www.rushcliffe.gov.uk

twitter.com/rushcliffe   **facebook.com/rushcliffeborough**

linkedin.com/company/rushcliffe-borough-council

RUSHCLIFFE - GREAT PLACE ▪ GREAT LIFESTYLE ▪ GREAT SPORT

	Member Development Group
	Monday, 28 February 2022
	Councillors Training - Update

Report of the Service Manager – Corporate Services

1. Purpose of report

1.1. Contained within the Terms of Reference for Member Development Group are the following specified roles:

- Creating an environment that encourages self-development and continuous learning

- Identifying, delivering and evaluating learning and development opportunities for all Councillors

1.2. This Training Update is brought before the Group to inform members of the current position in regard to Councillor Learning and Development (training) and prompt discussion about the training of Councillors both now and in the future.

2. Recommendation

It is RECOMMENDED that Member Development Group:

a) Discuss the information provided by officers in relation to Councillor Learning and Development

b) Suggest any actions or ideas they may have in relation to Councillor Learning and Development which would address the concerns raised by officers through the report.

3. Reasons for Recommendation

3.1. Learning and Development is an essential part of being a Councillor. The Member Development Group has been set up to advise and direct Councillor Learning and Development and has agreed to receive regular updates about this matter.

4. Supporting Information

4.1. A number of Councillor Learning and Development updates are presented below for discussion:

Learning and Development Policy

4.2.   The Council adopted a new Councillor Learning and Development Policy in July 2021. This Policy contains a number of key Learning and Development Principles including the completion of all mandatory training within 12 months of becoming a Councillor (which was extended to December 2021 due of Covid-19) and dispensations for training undertaken with other employers (to avoid the need for councillors to do mandatory training such as GDPR more than once).

4.3.   To assist Councillors in completing their mandatory and essential training, individual learning records were constructed and sent to Councillors in November 2021. These were updated in January 2022 to ascertain whether Councillors had undertaken mandatory or essential training – both in person and online. These will be updated again and sent to Councillors at the end of the financial year.

4.4.   There are five mandatory training sessions which councillors must undertake before serving on a specific committee – these are for the Planning, Licensing, Standards, Employment Appeals and Interviewing committees. Training is mandatory for the Councillors nominated to serve on these committees.

4.5.   In addition, there are five essential face-to-face training sessions – all Councillors must attend the annual Budget Briefings and Enforcement Briefings when these are held. Three sessions are open to all but only essential if certain committee positions are held – these are scrutiny training, treasury management training and risk management training.

4.6.   There are 11 essential e-learning packages available to Councillors.

4.7.   The table below shows Councillors' progress towards completing mandatory or essential training in line with the Councillors' Learning and Development Policy:

Name of Course	Mandatory or Essential	Percentage of required Councillors who have completed the training
Training for Planning Committee members	Mandatory	90%
Training for Licensing Committee members	Mandatory	82%
Training for Standards Committee members	Mandatory	100%
Training for Employment Appeals Committee members	Mandatory	N/A
Training for Interviewing Committee members	Mandatory	N/A
Budget Briefings	Essential for all	71%

Enforcement Briefings	Essential for all	no data held for the last sessions in 2019 but new 'Getting Tough' sessions scheduled for April 2022
ELearning: Your role as a Councillor	Essential for all	16%
ELearning: Equality and Diversity	Essential for all	13%
ELearning: Disability and Discrimination	Essential for all	13%
ELearning: Safeguarding Adults	Essential for all	20%
ELearning: Safeguarding Children	Essential for all	16%
ELearning: Hate Crime	Essential for all	18%
ELearning: GDPR 1, 2 and 3	Essential for all	32% completed GDPR 1 20% completed GDPR 2 20% completed GDPR 3
ELearning: Cyber-crime, phishing, smishing and vishing	Essential for all	11%
ELearning: Information Classification	Essential for all	13%
ELearning: Display Screen Equipment	Essential for all	9%
ELearning: Section 17: Crime and Disorder	Essential for all	11%
Scrutiny training for scrutiny committee members	Essential for some	76%
Treasury management training for members of the Governance Scrutiny Committee	Essential for some	64%
Risk management training for members of the Governance Scrutiny Committee	Essential for some	89%

4.8.   Member Development Group is asked to consider what actions should be taken to encourage attendance / completion and whether any action should be taken for repeated non-engagement in training.

Corporate Governance Audit Findings

4.9.   Between September and November 2021, the Council's internal auditor, BDO, conducted a scheduled audit of the Council's Corporate Governance arrangements. This resulted in a 'moderate rating' of assurance and two medium and six low level recommendations – two of these related to Councillor Development.

4.10. The auditors concluded that there was a medium risk that Councillors had not received adequate training and development to fulfil their roles.

4.11. There are five committees defined in the Council's Constitution as requiring mandatory training before a committee position can be taken up. This training should be updated on a regular basis and renewed at least once in every electoral cycle. At the point in time at which the audit was undertaken, 18% (two out of 11) of the appointed members of the Planning Committee had not undertaken the necessary training (this does not include any members that may be substituting on to this committee), and 20% (three out of 15) of appointed Licensing Committee members had not completed the necessary training. According to the Council's Monitoring Officer, all appointed members of the Standards Committee had completed the necessary training, but no records of attendance were kept. Training is also mandatory for participation in the Interviewing and Employment Appeals committees though this tends to be done as and when necessary as these committees meet infrequently.

4.12. The auditors concluded that: "There is a risk that Members are not appropriately equipped with up-to-date knowledge and skills when making decisions, which could lead to the Council not being able to achieve its objectives for the benefit of the local community" and made three recommendations:
   • A schedule of Member training, which prioritises Members on Regulatory Committees should be monitored by the Member Development Group, and Chairs of the respective Committees
   • After a reasonable time (approx. 3 months), non-compliance with training should be reported to the Standards Committee.
   • The Council should ensure that all future training for Councillors is included in the central training spreadsheet.

4.13. Additionally, the auditors commented upon the skills of the Governance Scrutiny Group and recommended a skills audit be undertaken to assess whether further training on risk, assurance and audit matters is necessary.

4.14. The audit findings were reported as part of a wider progress report to the Governance Scrutiny Group in November 2021. Since then, the following actions have been undertaken:
   • A planning training event was held on 19 January 2021 and was attended by 27 Councillors (one councillor nominated to the committee has still not received the mandatory training)
   • Licensing training booked for April 2022 (unable to schedule earlier due to staffing issue)
   • A skills audit for Governance Scrutiny Group members will be undertaken after Annual Council to ensure the right mix and level of skills is present within the Group (this is in line with new Treasury Management Code requirements).

4.15. Member Development Group is asked to consider whether any further action is required as a result of the internal audit into Corporate Governance reported in November 2021.

Current Training Position

4.16. In line with the auditor's recommendation, a copy of the current combined training record for all councillors is at Appendix One.

4.17. By the time of this meeting, training for scrutiny group members into effective questioning and listening at scrutiny will have taken place. Additional training planned for 2022/23 currently includes a 'Getting Tough' briefing about the Council's planning and environmental health enforcement powers, risk management.

4.18. Member Development Group is asked to note the current combined training record and make any suggestions to officers at the meeting.

Questions to prompt discussion:

4.19. Alongside the questions posed at paragraphs 4.8, 4.15 and 4.18, the member Development Group is asked to consider:

- What does good engagement in training look like?
- What is it realistic to expect of Councillors?
- What can be done to increase engagement – especially in mandatory and essential areas?
- Is it necessary to introduce sanctions?
- What can we do now to improve training engagement post 2023 induction?

For more information contact:	Charlotte Caven-Atack Service Manager - Corporate Services Tel: 0115 9148278 ccaven-atack@rushcliffe.gov.uk
Background papers available for Inspection:	Councillors Learning and Development Policy – July 2021 Internal Audit Report – Governance Scrutiny Group – November 2021
List of appendices:	Appendix One – current combined Councillor training record

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ID	Session
	I've been elected- what happens next
	How it works and making decisions
	Being a modern councillor
	Understanding your role - Planning Committee
	Understanding your role - Scrutiny Group
	Understanding your role - Licensing/Standards Committee
	Our Partners and Services
	Town & Parish Councils and where you can help
	Licensing Training
	EMC Scrutiny Training
	Budget Update for Newly Elected Cllrs
	Additional Planning Training
	Licensing Training
	Developer Contributions
	Finance Skills
	Budget Briefing
	Emergency Planning
	e-learning
	Effective Public Speaking
	Personal Resilience
	Budget Briefing
	Budget Briefing
	Risk Mnagement Training (Governnce Scrutiny Group Only)
	Asset and Treasury Investment Strategy Update
	Asset and Treasury Investment Strategy Update
	Virtual Communications Training
	Media Training
	The Role of the Civic Head
	Planning Training
	Planning Training
	Climate Change: Behavioural Change through Carbon Literacy
	Chairing Skills East Midlands Council
	Motions Training
	Motions Training
	Treasury Management
	Budget Workshop
	Budget Workshop
	Individual One to On Planning Training
	Planning Training

Cllr Barney had all his intro training in June and covered the 9 sessions

Dates	Total attendees	R A Adair	S P Bailey	B Bansal	M Barney* elected May 21	K Beardsa...
7 May 2019	22			7 May	June 2021	
13 & 14 May 2019	17		13 May	13 May		
15 May 2019	16					
28 May & 3 June 2019	21		28-May			
04 June 2019	16					
06 June 2019	18		06-Jun			
14 June 2019	12			14-Jun		
19 June 2019	15		19-Jun			
26 June 2019	9	26-Jun	26-Jun			
17 July 2019	26			17-Jul		
25 July 2019	4					
05 September 2019	5					
16 September 2019	4			16-Sep		
18 November 2019	13					
27 November 2019	13		27-Nov			
16 & 17 December 2019	25		16-Dec	17-Dec		
15 January 2020	15		15-Jan			
22 January 2020	8		22-Jan			
28 January 2020	6					
27 February 2020	7					
7 & 8 September 2020	28	08-Sep	07-Sep	08-Sep		
30 Nov & 2 Dec 2020	30	30-Nov	02-Dec	02-Dec		
02 September 2020	8	02-Sep				
04 September 2019	23		04-Sep	04-Sep		
09 December 2020	16	09-Dec	09-Dec			
21 January 2021	17		21-Jan			
01 May 2021	2					
01 May 2021	1					
03 August 2021	1				03-Aug	
09 September 2021	9		09-Sep			
01 October 2021	2					
18 June 2021	1					
September 16 2021	7				16-Sep	
November 18 2021	15					
22 November 2021	25	22-Nov-21	22-Nov-21			22-Nov-21
30 November 2021	12					
01 December 2021	21	01-Dec-21	01-Dec-21			
15 December 2021	2					
19 January 2022	27	19-Jan-22	19-Jan-22			19-Jan-22

; listed first

…ll	N Begum	A Brennan	B Buschman	R Butler	N Clarke	T Combellack	J E Cottee	G Dickman
7 May	7 May							7 May
13 May	14 May			14 May	14 May			13 May
15-May	15-May							15-May
28-May	28-May		03-Jun			03-Jun		28-May
04-Jun	04-Jun				04-Jun	04-Jun		04-Jun
06-Jun	06-Jun							06-Jun
14-Jun	14-Jun							
	19-Jun							
	17-Jul	17-Jul			17-Jul	17-Jul		17-Jul
25-Jul								
16-Sep		16-Sep						
		18-Nov		18-Nov	18-Nov	18-Nov		18-Nov
			27-Nov					
		16-Dec			16-Dec	16-Dec		17-Dec
		15-Jan		15-Jan				
					22-Jan	22-Jan		
						28-Jan		28-Jan
						27-Feb		
				08-Sep	08-Sep	08-Sep	08-Sep	
		30-Nov		30-Nov	02-Dec			
								02-Sep-20
04-Sep	04-Sep					04-Sep		
		09-Dec		09-Dec				09-Dec
		21-Jan		21-Jan	21-Jan	21-Jan		
May-21								
		01-Oct						
						16-Sep		
		18-Nov			18-Nov	18-Nov		18-Nov
		22-Nov		22-Nov		22-Nov-21		22-Nov-21
		30-Nov						
				01-Dec		01-Dec-21		01-Dec-21
		19-Jan-22		19-Jan	19-Jan-22	19-Jan-22		19-Jan-22

A Edyvean	M Gaunt	P Gowland	B Gray	L Healy	L Howitt	R Inglis	C Jeffreys	R Jones
	7 May	7 May	7 May	7 May	7 May		7 May	7 May
	13 May		13 May	13 May	13 May			
15-May	15-May		15-May	15-May		15-May		
	28-May	28-May	28-May	28-May	28-May			03-Jun
			04-Jun	04-Jun				04-Jun
		06-Jun		06-Jun	06-Jun	06-Jun		06-Jun
		14-Jun		14-Jun				
	19-Jun	19-Jun		19-Jun	19-Jun			
				26-Jun	26-Jun	26-Jun		
17-Jul			17-Jul	17-Jul		17-Jul	17-Jul	17-Jul
							18-Nov	18-Nov
			27-Nov					
16-Dec		17-Dec	17-Dec			17-Dec	16-Dec	17-Dec
		15-Jan	15-Jan	15-Jan		15-Jan		15-Jan
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				27-Feb		27-Feb	27-Feb	
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02-Dec			30-Nov	30-Nov		02-Dec		02-Dec
					02-Sep			
04-Sep		04-Sep	04-Sep			04-Sep		
09-Dec		09-Dec				09-Dec		
21-Jan		21-Jan	21-Jan			21-Jan		21-Jan
			09-Sep	09-Sep				09-Sep
		18-Nov				18-Nov	18-Nov	18-Nov
22-Nov-21	22-Nov-21	22-Nov-21				22-Nov-21		22-Nov-21
30-Nov-21						30-Nov-21		
		01-Dec-21		01-Dec-21				01-Dec-21
19 Jan 22	19 Jan 22	19-Jan-22		19-Jan-22		19-Jan-22	19-Jan-22	19-Jan-22

R Mallender	S Mallender	D Mason	G Moore	J Murray	A Phillips	F Purdue-Horan	S Robinson	K Shaw
7 May	7 May			7 May				7 May
				13 May				13 May
				15-May				15-May
	28-May			28-May				28-May
				04-Jun				04-Jun
						06-Jun		06-Jun
		14-Jun	14-Jun		14-Jun	14-Jun		14-Jun
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26-Jun								
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		05-Sep	05-Sep		05-Sep			
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	28-Jan							
07-Sep		07-Sep	07-Sep	08-Sep	07-Sep	08-Sep		
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19-Jan-22	19-Jan-22	HOLS	19-Jan-22		19-Jan-22	APOLS	19-Jan-22	19-Jan-22

D Simms	J Stockwood	M Stockwood	C Thomas	R Upton	D Virdi	J Walker	R Walker	L Way
7 May			7 May		7 May	7 May		
13 May			14 May		13 May	14 May	13 May	13 May
					15-May	15-May	15-May	15-May
					28-May	28-May	28-May	03 June
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	06-Jun	06-Jun	06-Jun		06-Jun	06-Jun	06-Jun	
	14-Jun	14-Jun						
	19-Jun	19-Jun			19-Jun		19-Jun	19-Jun
	26-Jun						26-Jun	
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		25-Jul				25-Jul		
		05-Sep		05-Sep				
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			18-Nov				18-Nov	18-Nov
	27-Nov	27-Nov	27-Nov			27-Nov		27-Nov
	16-Dec	16-Dec	16-Dec			16-Dec		
	15-Jan		15-Jan	15-Jan		15-Jan	15-Jan	
	22-Jan							22-Jan
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	27-Feb	27-Feb						
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	02-Dec	02-Dec	02-Dec	30-Nov	02-Dec	30-Nov	30-Nov	02-Dec
02-Sep	02-Sep				Apols	02-Sep		
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	09-Dec	09-Dec	09-Dec	09-Dec		09-Dec		
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	16-Sep						16-Sep	
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	22-Nov-21	22-Nov-21			22-Nov-21	22-Nov-21		22-Nov-21
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	01-Dec-21	01-Dec-21			01-Dec-21		01-Dec-21	
								15-Dec-21
	19-Jan-22	19-Jan-22	19-Jan-22	19-Jan-22		19-Jan-22		

G Wheeler	J Wheeler	G Williams	A Major	R Hetherington	Vicky Price elected Oct 2021
		7 May	7 May	7 May	
		13 May			
		15-May	15-May		
	28-May		28-May		
	04-Jun	04-Jun	04-Jun		
		06-Jun			
		19-Jun	19-Jun		
	26-Jun				
	17-Jul	17-Jul			
18-Nov					
17-Dec		17-Dec			
			28-Jan		
			27-Feb		
		07-Sep			
30-Nov	30-Nov	30-Nov			
		04-Sep			
					18-Nov
		22-Nov-21			
30-Nov					
	01-Dec-21	01-Dec-21			01-Dec-21
					15-Dec-21
		19-Jan-22			

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	Member Development Group
	Monday, 28 February 2022
	East Midlands Councillor Development Charter

Report of the Service Manager – Corporate Services

1. Purpose of report

1.1. In 2020, East Midlands Councils relaunched the Councillor Development Charter. Assessment against the Charter criteria has been delayed as a result of different priorities, for both Councillors and Officers, during the Covid-19 pandemic.

1.2. This report provides information against the Councillor Development Charter Self Assessment Document. The aim is to provide context for a discussion about the future direction of the Member Development Group at Rushcliffe and not as a precursor to submitting the Self Assessment to qualify for Charter status.

1.3. Charter Plus status is also available but has been excluded for the purposes of this exercise as it builds upon the principles of Charter status.

1.4. A copy of the Self Assessment Document is provided at Appendix One.

2. Recommendation

It is RECOMMENDED that Member Development Group:

a) Discusses the findings of the Officer Self Assessment and makes any additional observations

b) Decides what, if any, action it wishes to take as a result of these discussions.

3. Reasons for Recommendation

3.1. It is important that the Member Development Group takes the opportunity to reflect on Councillor Development and identifies if it can improve the development offer by learning from other authorities or bodies such as East Midlands Councils.

4. Supporting Information

4.1. According to East Midlands Councils, the Councillor Development Charter exists to:

- "Encourage councils to develop (or build on) an effective strategy or approach to councillor development.
- Recognise those councils that have developed an effective approach.
- Encourage councils to continue that development and share their experiences and learning.
- Support the continuous professional development for councillors.

The emphasis is on ensuring that all councillors are appropriately developed and supported so that they can be effective in their roles. Many councils are already doing great work - the Charter is a chance for this to be recognised".

4.2. East Midlands Councils have identified the following benefits of the organisation holding Charter status on Councillors:

- "The quality of councillor development is improved.
- New councillors are better prepared for their roles and responsibilities.
- Councillor progression is better enabled.
- Helps ensure councillors can operate at their most knowledgeable, skilled and effective.
- Increases councillors' competence and confidence.
- Helps councillors navigate the ever more complex and demanding role and local government landscape.
- Self-care and reflection for councillors through development and growth".

4.3. The Charter Self Assessment Document is included for information at Appendix One. It contains three criterion and eleven sub-sections. An officer assessment of where the Council is against each of these sub-sections has been provided below to act as a springboard for discussion. A number of reflective questions have also been provided at paragraph 4.4 (after the tables).

Criterion 1 - a clear commitment to councillor development and support		
Elements	**Requirements for Charter**	**Evidence**
1.1 Political and managerial leadership is committed to the development of councillors	**Clear commitment from the top political and managerial leadership** • Cross-party councillor development group that meets regularly	Member Development Group meets at least annually and is politically proportionate
	• Clear councillor development strategy which is embedded into practice and regularly reviewed	A Councillor Learning and Development Policy was approved at Council July 2021; will be reviewed on a three-year cycle
	• Named councillor/s and officer/s responsible for councillor development	Portfolio Holder for Finance and Customer Access has responsibility for Member Development Service Manager – Corporate Services has responsibility for Member Development

Criterion 1 - a clear commitment to councillor development and support

Elements	Requirements for Charter	Evidence
1.2 The council actively promotes democratic participation, publicises the role of councillors as community leaders, and proactively engages with underrepresented groups.	**The council holds a range of activities and events to encourage people to become councillors**	Actions undertaken prior to 2019 elections included: • Publication of a 'Be a Councillor Guide' • Events for prospective Borough, Town and Parish Councillors Intention to repeat these activities in 2022 as well as a coordinated social media campaign including video materials.
1.3 The council is committed to ensuring equal access to learning and development for all councillors	**Statistical analysis of cultural and personal circumstances** • Timing of councillor development takes account of cultural and personal circumstances	In terms of face-to-face training, early evenings suit our Councillors better in general, but e-learning is available at all times. Requests for training at other times would be considered
	• All councillors have equal access to development	All councillors are invited to the majority of training sessions. Some sessions are specifically targeted at committee members (such as treasury management training for members of the Governance Scrutiny Group) – others could attend if they requested it.
	• The development programme includes a range of delivery methods to meet different learning styles	Variety of different delivery methods Training is delivered by officers and external training providers using a variety of different formats. Virtual training sessions and e-learning have also been introduced in recent years. Councillors also have access to external training provided by East Midlands Councils / other Councils / the LGA for example
	• Councillors are regularly updated on councillor development activities	An annual training programme is published and events (internal and external) are publicised via direct email and in the weekly Councillors' newsletter
	• Access to existing and/or necessary new learning continues in challenging times or disruption to business as usual.	All face-to-face councillor development was put on hold during the pandemic; initially at councillor request to allow them to allow them to focus on meeting the needs of the community – virtual training opportunities were provided later in the pandemic and e-learning was available throughout
1.4 The council has designated resource and	**Appropriate and adequate officer resources are in place to support councillor development**	Councillor Learning and Development supported by the Democratic Services Team. A Councillors' training budget is

Criterion 1 - a clear commitment to councillor development and support

Elements	Requirements for Charter	Evidence
budget for councillor development which is adequate to meet priority development needs	• Budget is explicit and clearly identified and monitored • Budget reports	identified each year and monitoring takes place internally on a monthly basis. Spend against the Councillors' training budget has been reported to Member Development Group previously, within the context of reports concerning the proposed training programme for the year, but this is not done on a regular basis. **Does the Group feel that this should be taking place?**

Criterion 2 - a strategic approach to councillor development

Elements	Requirements for Charter	Evidence
2.1 The council has councillor development strategy in place	**The strategy is developed and monitored by the cross-party councillor development group** • Strategy identifies priority development needs and makes stated and clear links with council's corporate/strategic objectives as well as risk management processes for challenging times or disruption to business as usual • The strategy is regularly reviewed (at least once every three years) by the cross-party councillor development group • The strategy includes an induction process that is evaluated after each election	The Council adopted a new Learning and Development Policy in July 2021. This is the third Policy the Council has adopted. It is reviewed every three years (the last review was delayed by 15 months due to Covid-19) by the cross-party Member Development Group and approved at Council. The Policy contains links to the comprehensive induction programme the Council runs after each Borough Council election. It does not link to the Council's Corporate objectives. **Does the Group feel that this should be taking place?**
2.2 The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives	**A process exists to identify individual development needs in the form of a Training Needs Analysis (TNA) or Personal Development Plans (PDP) and is working effectively** • The council is able to quickly to assess any new and different needs in challenging times or disruption to business as usual and be able to offer any new learning and development needed	There is no structured process for identifying individual learning needs **Does the Group feel that this should be taking place?**
2.3 The various councillor roles are clearly defined and outline how	**Councillors demonstrate an understanding of the skills and knowledge required in their ward and council wide roles**	

Criterion 2 - a strategic approach to councillor development

Elements	Requirements for Charter	Evidence
they contribute to the achievement of community, political and council objectives	• Councillor role descriptions exist and are maintained for all key roles including the ward councillor • Councillors are clear about what the council is trying to achieve and the key role they play in this as councillors	There are role descriptions for Scrutiny Chairmen / Vice Chairmen and Cabinet positions. Not all roles on committees are defined and the role of a ward councillor is also not defined As well as presentations from the Chief Executive during the induction programme, Councillors are involved in the development of the corporate strategy every four years and annual budget workshops
2.4 The council has a structured process for assessing current and future leadership and executive team development needs	**Structured process to assess current and future leadership development needs** • This takes into account corporate risk management planning for any challenging times or disruption to business as usual • A development plan is in place that supports the top political and management teams in learning about each other and working effectively together • Leadership development is used to support future succession planning	As far as officers are aware, there is no structured process to assess current and future leadership development needs Whilst the top political and management teams do hold occasional away days to foster effective working relationships, these are not regular or part of a development plan. **Does the Group feel that this should be taking place?**
2.5 There is a corporate councillor learning and development plan in place	**The plan links to council's corporate objectives and the development of councillors** • The plan includes individuals, committees and political leadership needs	There is an approved Councillor Learning and Development Policy and a training plan is published annually. This does not link to the Council's corporate objectives **Does the Group feel that this should be taking place?**

Criterion 3 - Learning and development is effective in building skills and knowledge

Element	Requirements for Charter	Evidence
3.1 Investment in learning and development is regularly evaluated and improvements implemented	**Evaluation strategy is in place to analyse the cost and benefits of councillor development** • Evaluation and improvement processes take into account corporate risk management and reviews taken during/after any times of in challenging times or disruption to business as usual • Political and managerial leadership display a good understanding of both the costs and benefits of development activities	Individual training events are evaluated (in the form of a short SurveyMonkey questionnaire) but there is no evaluation strategy to analyse the cost / benefit of councillor development **Does the Group feel that this should be taking place?**

	• Councillors can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their various roles • Continuous improvement in the approach to developing councillors is identified and implemented	
3.2 Learning is shared with other councillors and, where appropriate, with officers and stakeholders to encourage capacity building and a culture of learning across the council and externally	**Knowledge and learning are shared with councillors' peers, officers and others as with other councils and organisations and particularly in challenging times or disruption to business as usual**	As far as officers are aware, there is no formal or informal sharing of learning from training. **Does the Group feel that this should be taking place?**

4.4. The Group are asked to consider in discussing this item:

- Is the officer's assessment against the criteria listed above correct and would members of the Group like to add anything?
- What areas of deficiency exist and does the Group believe that action should be taken to rectify this situation?
- What actions are necessary to continually improve the Councillor Learning and Development offering at Rushcliffe Borough Council?
- Who is responsible for these actions and when should they be achieved by?

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Background papers available for Inspection:	
List of appendices:	Appendix One – the East Midlands Councils Councillor Development Charter

Councillor Development Charter and Charter Plus Self-Assessment Template

Criterion 1 - There is a clear commitment to councillor development and support.						
Elements	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
1.1 Political and managerial leadership is committed to the development of councillors	Clear commitment from the top political and managerial leadership • Cross-party councillor development group that meets regularly • Clear councillor development strategy which is embedded into practice and regularly reviewed • Named councillor/s and officer/s responsible for councillor development	Clear commitment from the top political and managerial leadership to share development opportunities across local government tiers (including with parish and town councils). • Strategic approach to forward planning of councillor development				
1.2 The council actively promotes democratic participation, publicises the role of councillors as community leaders, and proactively engages with underrepresented groups.	The council holds a range of activities and events to encourage people to become councillors	The council takes action to encourage people to become councillors, particularly from underrepresented groups and evaluates the impact and success of the activities. • The council provides information on democratic and electoral processes.				

		• The council builds links with local businesses and employers to promote the role of the councillor				
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
1.3 The council is committed to ensuring equal access to learning and development for all councillors	Statistical analysis of cultural and personal circumstances. • Timing of councillor development takes account of cultural and personal circumstances. • All councillors have equal access to development. • The development programme includes a range of delivery methods to meet different learning styles • Councillors are regularly updated on councillor development activities • Access to existing and/or necessary new learning continues in challenging times or disruption to business as usual.	Impact analysis of access is monitored, reviewed and actioned				

Element	Requirements for Charter	Requirements for Charter+	Evidence	Action	By whom	By when
1.4 The council has designated resource and budget for councillor development which is adequate to meet priority development needs	Appropriate and adequate officer resources are in place to support councillor development • Budget is explicit and clearly identified and monitored • Budget reports	Councillor Development and support staff have their own skills development programme. • The officer/s are involved in regional and national learning networks to support continuing professional development (CPD). • The budget is properly reviewed, set and prioritised by the cross-party councillor development group				

Criterion 2 - The council has a strategic approach to councillor development.						
Elements	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
2.1 The council has councillor development strategy in place	The strategy is developed and monitored by the cross-party councillor development group. • Strategy identifies priority development needs and makes stated and clear links with	The cross-party councillor development group leads the evaluation of the strategy and implements improvements				

	council's corporate/strategic objectives as well as risk management processes for challenging times or disruption to business as usual • The strategy is regularly reviewed (at least once every three years) by the cross-party councillor development group • The strategy includes an induction process that is evaluated after each election					
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
2.2 The council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives	A process exists to identify individual development needs in the form of a Training Needs Analysis (TNA) or Personal Development Plans (PDP) and is working effectively. • The council is able to quickly to assess any new and different needs in challenging times or disruption to business as usual and be able to offer	All councillors are offered PDPs and more than half of councillors take them up. • Council has a process for individual councillor reviews to reflect on strengths and support progression				

Element	Requirements for Charter	Requirements for Charter +	Evidence	Action	By whom	By when
	any new learning and development needed.					
2.3 The various councillor roles are clearly defined and outline how they contribute to the achievement of community, political and council objectives	Councillors demonstrate an understanding of the skills and knowledge required in their ward and council wide roles. • Councillor role descriptions exist and are maintained for all key roles including the ward councillor. • Councillors are clear about what the council is trying to achieve and the key role they play in this as councillors	Role Descriptions are used for the recruitment and selection of candidates and to identify and prioritise development needs. • Role descriptions are used to support succession planning. • Evidence that councillors are clear about: ◦ the role of partner bodies ◦ the role of other stakeholders ◦ their own role on partner bodies ◦ their own role in relation to other stakeholder bodies				
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
2.4 The council has a structured process for assessing current and future leadership and executive team development needs	Structured process to assess current and future leadership development needs. • This takes into account corporate risk management planning for any challenging times or	Leaders, cabinet members and chairs have identified and undertaken development appropriate to their responsible area. • A programme to develop the next generation of leaders is in place as part of the				

		council's approach to succession planning				
	disruption to business as usual. • A development plan is in place that supports the top political and management teams in learning about each other and working effectively together. • Leadership development is used to support future succession planning					
2.5 There is a corporate councillor learning and development plan in place	The plan links to council's corporate objectives and the development of councillors. • The plan includes individuals, committees and political leadership needs	The plan clearly prioritises learning and development that supports the corporate objectives				

Criterion 3 - Learning and development is effective in building skills and knowledge						
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
3.1 Investment in learning and development is regularly evaluated and improvements implemented	Evaluation strategy is in place to analyse the cost and benefits of councillor development. • Evaluation and improvement processes take into account corporate risk management and reviews	Evaluation strategy is in place to analyse the impact of councillor development activities. • Some form of impact assessment at the corporate and community level exists and is used to evaluate the				

			Evidence	Action	By whom	By when
	taken during/after any times of in challenging times or disruption to business as usual. • Political and managerial leadership display a good understanding of both the costs and benefits of development activities. • Councillors can describe why they did certain activities, what they learnt and what difference it has made to them carrying out their various roles. • Continuous improvement in the approach to developing councillors is identified and implemented.	impact of development (e.g. feedback from partners is actively sought). • Case studies of how learning and development has impacted on individual and corporate performance. • There are links to an evaluation strategy. • Evaluation outcomes inform change and drive continuous improvement. • A quality assurance process is in place				
Element	**Requirements for Charter**	**Requirements for Charter+**	**Evidence**	**Action**	**By whom**	**By when**
3.2 Learning is shared with other councillors and, where appropriate, with officers and stakeholders to encourage capacity building and a culture of learning across the council and externally	Knowledge and learning are shared with councillors' peers, officers and others as with other councils and organisations and particularly in challenging times or disruption to business as usual	There is an effective process in place for disseminating, sharing and exchanging knowledge and learning				

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