When telephoning, please ask for: Emma Richardson
Direct dial   0115 914 8511
Email   democraticservices@rushcliffe.gov.uk

Our reference:
Your reference:
Date: Tuesday, 4 October 2022

To all Members of the Member Development Group

Dear Councillor

A Meeting of the Member Development Group will be held on Wednesday, 12 October 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 see the video appear.

Yours sincerely

Gemma Dennis
Monitoring Officer

AGENDA

1. Apologies for Absence

2. Declarations of Interest

3. Minutes of the Meeting held on 19 May 2022 (Pages 1 - 4)

4. Single Sign On for Training

5. Councillor Training - Update (Pages 5 - 10)

   Report of the Service Manager – Corporate Services

6. Draft 2023 Councillor Induction Programme (Pages 11 - 22)

   Report of the Service Manager – Corporate Services

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.

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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.

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MINUTES
OF THE MEETING OF THE
MEMBER DEVELOPMENT GROUP
THURSDAY, 19 MAY 2022
Held at 6.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford

PRESENT:
Councillors R Mallender (Chairman), T Combellack, G Dickman, B Gray, A Phillips, K Shaw and Mrs C Jeffreys

OFFICERS IN ATTENDANCE:

C Caven-Atack	Service Manager - Corporate Services
G Dennis	Legal Services Manager
T Coop	Democratic Services Officer
E Richardson	Democratic Services Officer

APOLOGIES:
Councillors B Buschman, D Mason and G Williams

20   **Declarations of Interest**

There were no declarations of interest.

21   **Minutes of the Meeting held on 28 February 2022**

The Minutes of the meeting held on 28 February 2022 were approved and signed by the Chairman.

22   **Become a Councillor Guide and Events**

The Service Manager – Corporate Services reminded the Group that at its meeting in February 2022, the Group were asked to consider the 'Be a Councillor Guide' and had made a number of suggestions in respect of the 2022 Guide. They also considered the supporting events and media campaign that runs alongside the publication of the 'Be a Councillor Guide'.

The Service Manager – Corporate Services provided the Group with a draft version of the 'Become a Councillor Guide' information pack for 2022 to take away to consider and provide comment within the week enabling the document to be published in early June.

The Group were informed of a Become a Councillor event for potential new Councillors, which is expected to be delivered on 14 July 2022. The event is expected to bring the 'Be a Councillor Guide' document alive with a Q & A session, short videos and a social media campaign.

The Group requested the document be sent electronically and did not provide any comments at the meeting.

It was **RESOLVED** that the Member Development Group endorse the campaign and Become a Councillor Guide for 2022.

23   **Review of Councillors Community Support Scheme**

The Service Manager - Corporate Services provided a report in respect of the Councillors' Community Support Scheme which is due for review prior to the Borough elections in May 2023 and were advised that the last review was undertaken in 2016 with the current version of the scheme going live in April 2017.

The Service Manager - Corporate Services explained that during the early phase of the Covid-19 pandemic the scheme was adjusted to allow Councillors to draw-down a proportion of their allocation for a swifter distribution to meet community needs. The scheme has since reverted back to normal administration which better meets public transparency and audit requirements.

The Group were informed that applications are approved by the Council's Monitoring Officer and that she has made suggested changes to the Scheme Guidance and Application Form to reduce the number of applications not meeting the Schemes criteria.

The following changes have been proposed by the Monitoring Officer:

- Clarify the arrangements with regard to the Scheme during the pre-election period (including by-elections)
- Details about the annual audit and requirements to submit suitable evidence with the application
- Additional criteria to ensure funds are not misappropriated where there is a more appropriate source of funding (such as a school PTA or equivalent)
- A number of references to the need to demonstrate broad community benefit
- Measures to identify and limit multiple applications from the same applicant through different councillors so that the benefit of the scheme may be widely allocated
- Clarification regarding the use of this Scheme for individual grants where other sources of funding are available
- The requirement to sign the guidance before accessing the Scheme

The Group were asked to review these changes and discuss any further improvements.

The Chairman expressed that the changes suggested by the Monitoring Officer were acceptable and the Group agreed they would provide better public transparency and meet audit requirements.

Members suggested a system where at the end of the financial year any unspent money could be opened up to Councillors to apply for extra funding for their parishes so that the funds allocated for the Councillor Community Support

Scheme are used in full at the end of the year and not paid back to Corporate Council Reserves. The Service Manager - Corporate Services advised that unspent money from 2021/22 was used to support Parish Jubilee celebrations.

The Group noted that in respect of unspent money Councillors in wards where there were two or more ward Councillors advised that they work together to spend the money allocated to them in full and also to prevent multiple applications from the same applicant.

Members asked whether the form could be submitted electronically without having to print and wet sign the application form. The Service Manager - Corporate Services explained that an ink signature is a requirement of the audit process, but explained that she would continue to raise this with the auditors.

It was **RESOLVED** that the Member Development Group:

a) Approve the changes suggested by the Monitoring Officer

b) Discuss any additional improvements with officers present at the meeting.

The meeting closed at 6.24 pm.

CHAIRMAN

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	Member Development Group
	Wednesday, 12 October 2022
Rushcliffe Borough Council	**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 and February 2022. These were updated in September 2022 to ascertain whether Councillors had undertaken mandatory or essential training – both in person and online.

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	100%
Training for Licensing Committee members	Mandatory	80%
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	49%
ELearning: Your role as a Councillor	Essential for all	16%
ELearning: Equality and Diversity	Essential for all	16%
ELearning: Disability and Discrimination	Essential for all	16%

ELearning: Safeguarding Adults	Essential for all	23%
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	13%
ELearning: Information Classification	Essential for all	18%
ELearning: Display Screen Equipment	Essential for all	13%
ELearning: Section 17: Crime and Disorder	Essential for all	16%
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.   Since the last report in February 2022, additional planning training has been undertaken for all Councillors, together with individual training, and now all members of the Planning Committee have received the necessary training. Scrutiny training took place in February and May, and licensing in September. Councillors also had the opportunity to attend Defibrillator and CPR training at the Arena and a virtual Cyber Security Workshop run by East Midlands Councils. Risk Management training has been arranged for all members of the Governance Scrutiny Group in November, and Budget Briefings are arranged for December, with Treasury Management training likely to be scheduled for January 2023. In addition, members of Governance Scrutiny Group are undertaking a skills audit in line with new Transparency Code requirements to ensure the necessary skills are present within the Group.

E-learning – Single-Sign-On

4.9.   E-learning Single-Sign-On is being trialed, with members of the Member Development Group being given the opportunity to see how it works. It is hoped to roll-out the initial set up to all Councillors soon, with a proposal to ask a Councillor to volunteer to take part in a short 'how-to' video. Once set up, the roll out of e-learning courses will be via a monthly email, requesting Councillors to complete that training module. Any Councillor who has already completed a

module will not be expected to complete it again. A timetable for the next six months will also be circulated to Councillors.

4.10. The main purpose of this secondary roll-out of e-learning is to establish whether this is a viable training method moving forward post Induction 2023 – ie will Councillors undertake e-learning if the logging in process is made easier. It should be noted that if these essential courses were held in person, it would place an additional financial burden on the Council and would require an extra time commitment from Councillors.

Current Training Position

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

4.12. 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:

4.13. 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
List of appendices:	Appendix One – current combined Councillor training record

Combined Training Record 2019-2023

Session	Dates	R A Adair	S P Bailey	B Bansal	M Barney*	K Beardsall	N Begum	A Brennan	B Buschman	R Butler	N Clarke	T Combellack	J E Cottee	G Dickman	A Edyvean	M Gaunt	P Gowland	B Gray	L Healy	L Howitt	R Inglis	C Jeffreys	R Jones	R Mallender	S Mallender	D Mason	G Moore	J Murray	A Phillips	F Purdue-Horan	S Robinson	K Shaw	D Simms	J Stockwood	M Stockwood	C Thomas	R Upton	D Virdi	J Walker	R Walker	L Way	G Wheeler	J Wheeler	G Williams	A Major	R Hetherington	Vicky Price*
I've been elected- what happens next	7 May 2019			✓	✓		✓	✓						✓		✓	✓	✓	✓	✓		✓	✓	✓	✓			✓				✓	✓			✓		✓	✓					✓	✓	✓	
How it works and making decisions	13 & 14 May 2019		✓	✓	✓		✓	✓		✓	✓			✓		✓		✓	✓	✓								✓				✓	✓			✓		✓	✓	✓	✓			✓			
Being a modern councillor	15 May 2019				✓		✓	✓						✓	✓	✓		✓	✓		✓							✓				✓						✓	✓	✓	✓			✓	✓		
Understanding your role - Planning Committee	28 May, 3 June & 7 June 2019		✓		✓		✓	✓		✓		✓		✓		✓	✓	✓	✓	✓			✓		✓			✓				✓				✓		✓	✓	✓	✓		✓		✓		
Understanding your role - Scrutiny Group	04 June 2019				✓		✓	✓			✓	✓		✓			✓	✓							✓			✓				✓				✓			✓		✓		✓	✓	✓	
Understanding your role - Licensing/Standards Committee	06 June 2019		✓		✓		✓	✓						✓			✓		✓	✓	✓		✓									✓		✓		✓		✓	✓	✓			✓	✓	✓		
Our Partners and Services	14 June 2019			✓	✓		✓	✓								✓		✓								✓	✓		✓	✓		✓				✓			✓	✓							
Town & Parish Councils and where you can help	19 June 2019		✓		✓			✓								✓	✓		✓	✓						✓			✓			✓				✓	✓		✓					✓	✓		
Licensing Training	26 June 2019	✓	✓															✓	✓	✓			✓										✓						✓					✓			
EMC Scrutiny Training	17 July 2019			✓			✓	✓		✓	✓		✓	✓			✓	✓			✓	✓	✓	✓		✓		✓	✓	✓	✓	✓			✓	✓	✓		✓			✓	✓				
Budget Update for Newly Elected Cllrs	25 July 2019						✓																									✓				✓		✓									
Additional Planning Training	05 September 2019																									✓	✓		✓							✓		✓									
Licensing Training	16 September 2019			✓			✓		✓																													✓									
Developer Contributions	18 November 2019						✓		✓	✓	✓		✓									✓	✓					✓	✓								✓		✓	✓	✓						
Finance Skills	27 November 2019		✓							✓					✓											✓	✓		✓	✓		✓		✓	✓	✓			✓		✓						
Budget Briefing	16 & 17 December 2019		✓	✓				✓		✓	✓		✓	✓		✓	✓				✓	✓	✓	✓	✓	✓	✓			✓		✓	✓	✓		✓	✓	✓		✓			✓		✓		
Emergency Planning	15 January 2020		✓					✓		✓				✓	✓	✓		✓		✓		✓						✓	✓			✓				✓	✓	✓		✓	✓						
e-learning	22 January 2020		✓					✓	✓									✓				✓						✓				✓				✓				✓							
Effective Public Speaking	28 January 2020							✓		✓								✓							✓													✓									✓
Personal Resilience	27 February 2020							✓										✓		✓	✓															✓	✓									✓
Budget Briefing	7 & 8 September 2020	✓	✓	✓					✓	✓	✓	✓		✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓						✓	✓	✓	✓	✓	✓	✓	✓		✓		
Budget Briefing	30 Nov & 2 Dec 2020	✓	✓	✓				✓		✓	✓			✓			✓	✓		✓			✓	✓	✓	✓	✓	✓		✓			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Risk Management Training	02 September 2020	✓												✓					✓									✓			✓	✓	✓			✓											
Asset and Treasury Investment Strategy Update	04 September 2019		✓	✓			✓	✓			✓			✓		✓		✓				✓				✓	✓	✓	✓	✓	✓	✓			✓	✓		✓				✓	✓		✓		
Asset and Treasury Investment Strategy Update	09 December 2020	✓	✓					✓		✓				✓	✓		✓				✓				✓	✓				✓						✓	✓	✓	✓			✓					
Virtual Communications Training	21 January 2021		✓					✓		✓	✓	✓			✓		✓	✓				✓			✓	✓	✓			✓		✓			✓		✓	✓				✓	✓				
Media Training	01 May 2021						✓																															✓									
The Role of the Civic Head	01 May 2021																								✓																						

Session	Dates	R A Adair	S P Bailey	B Bansal	M Barney*	K Beardsall	N Begum	A Brennan	B Buschman	R Butler	N Clarke	T Combellack	J E Cottee	G Dickman	A Edyvean	M Gaunt	P Gowland	B Gray	L Healy	L Howitt	R Inglis	C Jeffreys	R Jones	R Mallender	S Mallender	D Mason	G Moore	J Murray	A Phillips	F Purdue-Horan	S Robinson	K Shaw	D Simms	J Stockwood	M Stockwood	C Thomas	R Upton	D Virdi	J Walker	R Walker	L Way	G Wheeler	J Wheeler	G Williams	A Major	R Hetherington	Vicky Price*
Planning Training	03 August 2021				✓																																											
Planning Training	09 September 2021		✓															✓	✓				✓					✓																	✓	✓	✓	
Climate Change: Behavioural Change through Carbon Literacy	01 October 2021							✓																		✓																					
Chairing Skills East Midlands Council	18 June 2021																																							✓							
Motions Training	September 16 2021				✓							✓												✓	✓			✓								✓				✓							
Motions Training	November 18 2021							✓		✓	✓	✓		✓			✓		✓	✓	✓		✓					✓				✓									✓						✓
Treasury Management	22 November 2021	✓	✓		✓			✓		✓		✓		✓	✓	✓	✓				✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓			✓	✓			✓						✓
Budget Workshop	30 November 2021							✓							✓						✓						✓		✓			✓	✓			✓	✓		✓		✓	✓					
Budget Workshop	01 December 2021	✓	✓							✓		✓		✓			✓		✓		✓	✓	✓	✓	✓	✓		✓		✓				✓	✓			✓		✓		✓	✓				✓
Individual One to On Planning Training	15 December 2021													✓			✓		✓																					✓							✓
Planning Training	19 January 2022	✓	✓		✓			✓		✓	✓	✓		✓	✓		✓		✓		✓	✓	✓	✓	✓			✓		✓		✓	✓	✓	✓	✓	✓	✓		✓							✓
Scrutiny Training	23 February 2022				✓			✓		✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓			✓		✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓
Additional Planning Training - Cllr Purdue-Horan & Cllr Bansal	06/04/2022 & 08/07/22			✓																										✓																	
Enforcement Training (Dev Services and Planning)	26 April 2022		✓		✓					✓	✓	✓		✓		✓					✓	✓			✓		✓	✓	✓	✓	✓	✓			✓	✓		✓		✓	✓						
Scrutiny Matrix Briefing	05 May 2022		✓		✓								✓	✓			✓				✓		✓					✓	✓					✓		✓							✓				
De-Fib & CPR Training	18 May 2022										✓	✓		✓		✓					✓		✓					✓	✓	✓						✓	✓			✓	✓						
EMC Cyber Security Workshop	27 May & 8 June		✓																									✓																			
Licensing Training	05-Sep-22		✓					✓	✓				✓						✓					✓				✓			✓									✓							
Planning Training	28-Sep-22		✓	✓						✓	✓	✓		✓					✓				✓	✓	✓	✓		✓	✓	✓				✓	✓					✓							

	Member Development Group
	Wednesday, 12 October 2022
	Draft 2023 Councillor Induction Programme

Report of the Service Manager – Corporate Services

1.   Purpose of report

1.1.   The next Borough Council Elections are on Thursday, 4 May 2023. Following the local elections, the Council has a responsibility to ensure new councillors are adequately prepared for their new roles and returning councillors are provided with opportunities to update essential skills. There is also paperwork to complete, and the induction provides both councillors and officers with the opportunity to start building important working relationships.

1.2.   This report provides members of the Group with an overview of the 2019 Induction Programme (as a reminder), and the proposals developed by officers for the 2023 events. It invites members of the Group to discuss the proposals and help officers shape the content and format of the sessions.

2.   Recommendation

It is RECOMMENDED that the Member Development Group:

a)   Discuss the proposals that officers have put forward for the 2023 Induction Programme.

b)   Put forward any ideas or suggestions to officers at the meeting to increase councillor engagement in the Induction Programme.

3.   Reasons for Recommendation

3.1.   The Induction Programme is for new and returning councillors. Therefore, it is important for existing councillors to be involved in its development to ensure the content and format meet the needs and expectations of the target audience.

4.   Supporting Information

4.1.   The Induction Programme is primarily aimed at new councillors elected at the May 2023 Borough Council Election. Its purpose is to share information about how the Council works, inform them about their new role and responsibilities, and to ensure they have the knowledge and skills needed to carry out their new roles effectively. It also provides the opportunity for both new and

returning councillors to complete necessary paperwork and for returning councillors to update their knowledge and skills in key areas.

4.2. The 2019 Induction Handbook contained information on the following topics:
- Introduction from the Chief Executive and a map of the Borough
- Introduction to RBC
- Key officers – role and contact information
- Contact details for Democratic Services
- Contact details for Lead Specialists
- Working together to deliver what's right for Rushcliffe
- What you can expect from us and what we'd like in return
- How the Council works – an overview
- Know your Council – services delivered by RBC / NCC
- How to get an issue resolved
- Essential information about accessing information, meetings and making decisions
- Diary of meetings for the first three months
- Overview of the induction programme
- Details about individual sessions
- E-learning
- The annual training programme.

4.3. It is proposed that the 2023 Induction Handbook takes the same format and contains updated information. Does the Group have any additional content ideas for the Handbook?

4.4. The 2019 Induction Programme contained 12 face-to-face training sessions delivered over a seven-week period following the election in early May 2019. Some sessions were targeted primarily at new councillors and for some both new and returning councillors were encouraged to attend. Some training sessions are important to hold before meetings take place (Council, planning and scrutiny), and some paperwork is essential to enable councillors to access systems and for their new roles to be publicised.

4.5. Attendance at the sessions on the 2019 Induction Programme started reasonably high at 22 attendees (17 new councillors) but had dropped to 12 attendees (8 new councillors) by the last session of the Induction Programme in mid-June 2019. It is important to remember than not all sessions were targeted at all councillors and so 100% attendance is not a realistic goal. The Induction Programme is followed up each year with a Councillors Training Programme. This was launched in September 2019, and by December it was clear that the Council was experiencing a problem with Councillor engagement in training. Anecdotal evidence at the time pointed towards training fatigue as a result of the very long and intensive Induction Programme – the content was excellent but was just too much to absorb as a new councillor and there was no break allowing new councillors to find their feet and adjust to their new roles.

4.6.   Do members of the Group have any feedback on the 2019 Induction Programme or its subsequent effect on training engagement in the following three years?

4.7.   It is clear to officers that there is an art to balancing the induction process – the volume and breadth of content that needs to be imparted, the length of the induction process, and the ability of councillors to absorb information and integrate their new roles into existing responsibilities.

4.8.   Therefore, the proposals for the 2023 Induction Programme focus on three sessions immediately following the May 2023 election with a medium and longer term training programme to follow-up. The 2023 Induction Programme is outlined in detail in Appendix One and summarised below:

- **Session One – Admin and Logistics**
  When: Wednesday 10 May 2023 – 5-8pm (drop-in session)
  For: New and returning Councillors
  Summary: Opportunity for new Councillors to meet returning Councillors and key officers; Admin to be taken care of at earliest opportunity; Refreshments to be provided.
  Specific activities: Sign Official Acceptance of Office; Access Advice and Complete Register of Interests; Complete Starter Form including Contact Information, Bank Details, Next of Kin, Vehicle Registration; Have photo taken for ID Card; Register for Councillor Email account; Have InTune installed on device.

- **Session Two – The Fundamentals**
  When: Saturday 13 May 2023 – 9.30am-3.30pm (lunch included)
  For: New Councillors (though returning Councillors are welcome to attend)
  Summary: Everything you need to know about the Borough, the Council and its governance arrangements in advance of Annual Council (25 May).
  Specific activities: Detailed presentations and handouts where appropriate; opportunities for returning councillors to share insight of particular roles / responsibilities; practical exercises where these can be effective in the time available.

- **Session Three – The Bigger Picture**
  When: Wednesday 17 May 2023
  For: New Councillors (though returning Councillors are welcome to attend)
  Summary: Presentations from each Director (supported by their Service Managers) on the different functions / teams within the Council (like we do for our staff inductions) of 10 minutes each and a 20-minute presentation on Town and Parish Councils focusing on how our Councillors can support / link with them. A 'partner' exhibition at the rear of the Council Chamber for new Councillors to explore before and after the brief presentations. Additional exhibition style displays on the Council's key projects.

4.9.   The Group is asked to provide officers feedback in the meeting about the following points:
- The length and timing of the Induction Programme

- The breadth of content of the Induction Programme
- The format of the Induction Programme.

4.10. The medium-term follow-up Training Programme aims to impart vital information about the role of a Councillor and the skills they will need to be an effective Councillor. It has been timed to run between June and December 2023 allowing a few weeks between the Induction Programme and the start of the more in-depth Training Programme for Councillors to take a break and also for Annual Council to take place meaning that Councillors will know what groups and committees they have been nominated to so that training can be targeted. The full Training Programme is outlined in Appendix Two and summarised below:

- Planning for Ward Councillors
- Understanding Planning Committee
- Understanding Scrutiny / Scrutiny Skills
- Understanding Licensing Committee
- Understanding Standards Committee
- Understanding Local Government Finance
- Understanding your responsibilities
- Using technology in meetings
- Understanding and making the most of motions at Council
- Chairing Skills.

4.11. Member Development Group are asked to consider the content of this medium-term programme and whether the sessions should be in any particular order or delivered by any specific point in time.

4.12. The longer-term Training Programme runs from January 2024 onwards and contains topics as set out in Appendix Two. It also features the annual Budget Briefing sessions for Councillors. Officers have also highlighted a small number of areas where a short video or printed materials would help reinforce or replace the need for additional training. Have the Group got any further suggestions or observations to make which might assist officers when pulling the training programme together?

4.13. All Councillors will also have access to e-learning modules which will be activated on a bimonthly basis – Councillors will be notified via email there is a module to complete, and completions will be reported to this Group and Group Leaders twice a year.

4.14. Councillors can help promote engagement in the Induction Programme and ongoing Training Programme by speaking positively about training and the benefits of participation in Group meetings and with their fellow Councillors. Can members of the Group suggest any additional ways officers can encourage engagement in the Induction programme and ongoing training?

4.15. A number of questions and discussion points have been raised by officers in the report above. For ease these are summarised below:

- Does the Group have any additional content ideas for the Handbook? (para 4.3)
- Do members of the Group have any feedback on the 2019 Induction Programme or its subsequent effect on training engagement in the following three years? (para 4.6)
- The Group is asked to provide officers feedback in the meeting about the following points:
  - The length and timing of the Induction Programme
  - The breadth of content of the Induction Programme
  - The format of the Induction Programme (para 4.9)
- Member Development Group are asked to consider the content of this medium-term programme and whether the sessions should be in any particular order or delivered by any specific point in time (para 4.11)
- Have the Group got any further suggestions or observations to make which might assist officers when pulling the training programme together? (para 4.12)
- Can members of the Group suggest any additional ways officers can encourage engagement in the Induction programme and ongoing training? (para 4.14).

5. Risks and Uncertainties

5.1. There are significant risks associated with Councillors not participating in training. These include damage to the Council's reputation as well as the potential for unconstitutional decisions to be made. Therefore, it is important that every effort is made to encourage Councillors to participate in training.

6. Implications

6.1. Financial Implications

The Council has a Councillors' Training budget that is profiled over the four-year term. This covers training that officers organise on the Councillors behalf but also allows for Councillors to attend training provided by other organisations such as East Midlands Councils.

6.2. Legal Implications

There are no legal implications contained within the recommendations of this report.

6.3. Equalities Implications

The Council provides training in both day and evening slots, as well as face-to-face and e-learning formats to cater for different learning styles.

6.4. **Section 17 of the Crime and Disorder Act 1998 Implications**

There are no Section 17 implications contained within the recommendations of this report.

7. **Link to Corporate Priorities**

Quality of Life	An effective and targeted Induction Programme is essential to provide Councillors with the skills and knowledge they require to support the Council's priorities in their work.
Efficient Services	
Sustainable Growth	
The Environment	

8. **Recommendation**

It is RECOMMENDED that the Member Development Group:

a)   Discuss the proposals that officers have put forward for the 2023 Induction Programme.

b)   Put forward any ideas or suggestions to officers at the meeting to increase councillor engagement in the Induction Programme.

For more information contact:	Charlotte Caven-Atack Service Manager - Corporate Services ccaven-atack@rushcliffe.gov.uk
Background papers available for Inspection:	
List of appendices:	Appendix One – The draft 2023 Induction Programme Appendix Two – Forward looking Training Programme

Proposed Induction Programme for New and Returning Councillors – May 2023
Election and Count 4/5 May 2023

Session One – Admin and Logistics
When: Wednesday 10 May 2023 – 5-8pm (drop-in session)
For: New and returning Councillors
Summary: Opportunity for new Councillors to meet returning Councillors and key officers; Admin to be taken care of at earliest opportunity; Refreshments to be provided.
Specific activities: Sign Official Acceptance of Office; Access Advice and Complete Register of Interests; Complete Starter Form including Contact Information, Bank Details, Next of Kin, Vehicle Registration; Have photo taken for ID Card; Register for Councillor Email account; Have InTune installed on device.
Officers in attendance: Democratic Services; MO and DMO; Media; ICT; possibly Finance; possibly EMT / SMs if available.
Timings: Likely to take returning Councillors 10-15 minutes to complete all tasks (not all are necessary for returning Councillors) – will be encouraged to chat to new Councillors but not expected to hang around for the whole 3-hour session. Likely to take new Councillors 45-60 minutes to complete all tasks depending on complexity of personal circumstances and staff availability. Refreshments, returning Councillors and key officers available to bridge any gaps. Also provides social opportunity to enable people to get to know each other.

Session Two – The Fundamentals

When: Saturday 13 May 2023 – 9.30am-3.30pm (lunch included)
For: New Councillors (though returning Councillors are welcome to attend)
Summary: Everything you need to know about the Borough, the Council and its governance arrangements in advance of Annual Council (25 May).
Specific activities: Detailed presentations and handouts where appropriate; opportunities for returning councillors to share insight of particular roles / responsibilities; practical exercises where these can be effective in the time available.
Officers in attendance: EMT and Service Managers; MO, DMO, Democratic Services
Timings:
9.30-10.15 – Welcome to Rushcliffe Borough Council [including introduction to the Borough; structure and workings of the Council; introduction to EMT; summary of Council services; key priorities, challenges and opportunities; and financial standing]
10.15-11 – Being a Rushcliffe Borough Councillor [including skills and attributes of a modern councillor; role and responsibilities; community leadership; being a ward councillor; the councillor / officer protocol (working together); support for councillors; how to get an issue resolved; essential reading]
11-11.30 – Comfort break
11.30-12 – The Constitution and Code of Conduct [what it says on the tin!]
12-1 – All about meetings – Council [including what to expect (room layout); role of the Mayor; technology; agenda; citizens' questions; motions (and amendments); councillors' questions; points of order; voting; a practical exercise]
1-1.30 – Lunch break
1.30-1.50 – All about meetings – Cabinet [including what to expect (room layout); agenda; citizens' questions; opposition group leaders' questions; confidential items; forward plan; key decisions; shared experience from a returning councillor (portfolio holder)]
1.50-2.10– All about meetings – Scrutiny [including what to expect (room layout); agenda; structure; matrix; witnesses; call-in; insight from current chairmen; link to more focused training later in training programme]
2.10-2.30 – All about meetings – Planning Committee [including what to expect (room layout); agenda; committee workings and responsibilities; public speaking; ward councillor responsibilities; insight from current committee member / chairman; links to more focused training later in training programme]
2.30-2.45 – All about meetings – Licensing Committee [including what to expect (room layout); agenda; committee workings and responsibilities; ward councillor responsibilities; insight from current committee member / chairman; links to more focused training later in training programme]
2.45-3 – All about meetings – Standards Committee [including what to expect (room layout); agenda; committee workings and responsibilities; links to more focused training later in training programme]
3-3.15 – All about meetings – Other meetings and groups
3.15-3.30 – Wrap-up and further training opportunities

Session Three – The Bigger Picture
When: Wednesday 17 May 2023
For: New Councillors (though returning Councillors are welcome to attend)
Summary: Presentations from each Director (supported by their Service Managers) on the different functions / teams within the Council (like we do for our staff inductions) of 10 minutes each and a 20-minute presentation on Town and Parish Councils focusing on how our Councillors can support / link with them. A 'partner' exhibition at the rear of the Council Chamber for new Councillors to explore before and after the brief presentations. Additional exhibition style displays on the Council's key projects.

Officers in attendance: EMT and Service Managers; Partners (Parkwood, Mitte, Metropolitan, Wise, Community Safety Partnership, xxx)
Timings: 5.30-7.30pm (presentations 6-7pm)

Proposed Training Programme for 2023-2024

To follow-up Induction Programme (taking place in the three / four months following the election)

- Planning for Ward Councillors – for all councillors making them aware of their responsibilities in terms of responding to planning consultations and speaking at planning committee (can this be covered in a 45-minute pre-Council session?)
- Understanding Planning Committee – for members of the planning committee and those that may substitute for colleagues (two sessions – pm and eve – 2-hours in length – to be made clear that this is prerequisite for sitting on this committee and that it needs to be completed every four years as a minimum)
- Understanding Scrutiny / Scrutiny Skills – for members of scrutiny committees and those that may substitute for colleagues including the structure of scrutiny, submitting a topic for consideration on the matrix, identifying key lines of enquiry and good scrutiny questions (two sessions – pm and eve – 2-hours in length)
- Understanding Licensing Committee – for members of the licensing committee – potentially a re-run of external training taking place in September 2022 (one session – eve – 2-hours in length – to be made clear that this is prerequisite for sitting on this committee and that it needs to be completed every four years as a minimum)
- Understanding Standards Committee – for members of the standards committee (one session – eve – 2-hours in length – to be made clear that this is prerequisite for sitting on this committee and that it needs to be completed every four years as a minimum)
- Understanding Local Government Finance – for all councillors in advance of the autumn budget briefings (two sessions – pm and eve – 2-hours in length)
- Understanding your responsibilities – GDPR and Cyber Crime – for all councillors to ensure basics have been conveyed – to be followed up with e-learning modules (one session – eve – 2-hours in length)
- Using technology in meetings – a practical session to familiarise councillors with the use of microphones in the Council Chamber with the aim of improving the sound quality of meetings on the You Tube recordings – including voice projection, positioning of the microphones, and direction of address (ie the microphone not the room (ie the mayor) (a 45-minute pre-Council session)
- Understanding and making the most of motions at Council – a rerun of practical training delivered in 2022 (one session – eve – 2-hours in length)
- Chairing Skills – hopefully delivered by East Midlands Councils as it has been in the past – open to all current and aspiring Chairmen (one session – eve – 2-hours in length)

Regular training opportunities (taking place in the six to twelve months following the election)

- Budget Briefings – consultation with Councillors re the budget – not really training but always included on the programme
- Asset and Treasury Management – annual training for Governance Scrutiny Group members
- Risk management – annual training for Governance Scrutiny Group members
- Getting Tough – increasing Councillor awareness of what can be done by our planning and EH enforcement teams
- Emergency Planning – increasing Councillor awareness of who does what in an emergency and how they can help
- Unauthorised Encampments – increasing Councillor awareness of what can be done by our ?? and how they can help

Well-attended training opportunities (for future years)

- Personal safety
- Dealing with difficult people and situations
- Influencing skills
- Personal resilience
- Effective public speaking

Training but done differently

The following have previously been offered as training sessions, but we believe these would be better worked up into a video and factsheet before they are needed.

- Getting the most out of the Learning Pool

[This maybe a suitable option for training that is delivered early in the cycle for either new members or by way of a reminder such as GDPR or Emergency Planning]

Essential E-Learning

- Your role as a Councillor
- Equality and Diversity
- Disability and Discrimination
- Safeguarding Adults
- Safeguarding Children
- Hate Crime
- GDPR 1, 2 and 3
- Cyber-crime, phishing, smishing and vishing
- Information Classification
- Display Screen Equipment
- Section 17: Crime and Disorder

Desirable E-Learning

- Armed Forces Community Covenant
- Chairing Meetings
- Community Leadership
- Managing Information Effectively
- Public Speaking
- Working with the Media