	Member Development Group **Wednesday, 12 October 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 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?

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Background papers available for Inspection:	Councillors Learning and Development Policy – July 2021
List of appendices:	Appendix One – current combined Councillor training record