	Member Development Group **Tuesday, 26 March 2024** **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).

2. **Recommendation**

   It is RECOMMENDED that Member Development Group:

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

   b) suggests 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**

   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.

4.3. To assist Councillors in completing their mandatory and essential training, individual learning records were developed and these are sent to Councillors annually. In addition, a training expectations document was circulated in May 2023 following the Borough Council Elections.

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 (including substitutes).

4.5. Essential training is designed to keep Councillors and the Council safe and up to date with key budget, and legislative information, and good practice. This training can be face-to-face or is sometimes available as an e-learning module. The Councillor Learning and Development Policy requires that this training is undertaken once in every four-year term of office usually within the first twelve months.

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

Topic	Nature of training	Percentage Complete
Understanding Planning Committee*	Mandatory	95% (100% of committee members)
Understanding Licensing Committee*	Mandatory	36% (63% of committee members)
Understanding Standards Committee*	Mandatory	34% (83% of committee members)
Understanding Employment Appeals Committee*	Mandatory	N/A
Understanding Interviewing Committee*	Mandatory	N/A
Planning for Ward Councillors	Essential	61%
Understanding Scrutiny / Scrutiny Skills*	Essential	62%
Understanding Local Government Finance	Essential	43%
Understanding your responsibilities GDPR and Cyber Crime	Essential	77% (mix of face-to-face, e-learning and evidence)
Understanding and making the most of motions at Council	Essential	36%
Risk Management*	Essential	52% (67% of

		committee members)
Your role as a Councillor – e-learning	Essential	30%
Equality and Diversity – e-learning	Essential	20%
Disability and Discrimination – e-learning	Essential	18%
Section 17: Crime and Disorder – e-learning	Essential	14%
Safeguarding Adults – e-learning	Essential	9%
Safeguarding Children – e-learning	Essential	11%

* only mandatory or essential for those Councillors sitting on specific committees.

4.7. There is a concern that Councillor's understanding of their responsibilities, and those of the Council, in relation to GDPR is a potential risk to the authority with only 77% of Councillors having taken part in the face-to-face training sessions, e-learning module or provided evidence that such training has taken place with another provider (ie in the workplace). The Group is asked to consider if any action is necessary to address this issue.

4.8. The table below shows Councillors' progress towards completing training identified as desirable which is available to help Councillors to be as effective as possible in their roles:

Topic	Nature of training	Percentage Complete
Chairing Skills	Desirable	5%
Getting Tough	Desirable	45%
Emergency Planning	Desirable	45%
Armed Forces Community Covenant – e-learning	Desirable	5%
Chairing Meetings – e-learning	Desirable	11%
Community Leadership – e-learning	Desirable	7%
Managing Information Effectively – e-learning	Desirable	5%
Public Speaking – e-learning	Desirable	11%
Working with the Media – e-learning	Desirable	7%
GDPR 1, 2 and 3 – e-learning	Desirable	11% (already included in above – not additional)
Cyber-crime, phishing, smishing and vishing – e-	Desirable	14%

learning		
Information Classification – e-learning	Desirable	9%
Display Screen Equipment – e-learning	Desirable	7%
Hate Crime – e-learning	Desirable	9%

4.9. The Democratic Services team records and reports upon Councillor engagement in training. In 2023/24, this stands at 52% for in-person training and 15% for e-learning (up to end of February 2024).

4.10. Additional training was offered on: Understanding the Greenbelt (20 attendees), CIL and s106 (16 attendees), Statement of Accounts (13 attendees), Treasury Management (20 attendees).

4.11. In addition to training offered by the Borough Council, Councillors can attend training provided by East Midlands Councils or other external providers. During 2023/24, three Councillors attended training provided by East Midlands Councils.

Current Training Position

4.12. A copy of the current combined training record for all Councillors is at Appendix One.

4.13. 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:

4.14. 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?
- Specifically in relation to GDPR, what is an appropriate next step?

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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