

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

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| Date of Meeting | Tuesday, 13 June 2023 |
| Report Subject | Member Workshops Briefings and Seminars Update |
| Report Author | Democratic Services Manager |

EXECUTIVE SUMMARY

It has previously been the practice for this committee to receive a progress report on any Member Development and Engagement events which have taken place.

Following the induction programme last year and the subsequent 'settling in' period, focus will move to developing a training and development schedule for Members.

RECOMMENDATIONS

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| 1 | That a 'training needs analysis' is undertaken of all Members by the Democratic Service Manager to better inform future development programmes. |
| 2 | That if Members have any suggestions for future development, they are invited to contact the Democratic Services Manager to discuss them. |
| 3 | That a draft training and development plan is brought back to the Committee meeting in September. |

REPORT DETAILS

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| 1.00 | MEMBER WORKSHOPS, BRIEFINGS AND SEMINARS |
| 1.01 | It has previously been the practice for this committee to receive a progress report on any Member Development and Engagement events which have taken place. An update report will be brought to the committee on a quarterly basis. |

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| 1.02 | Local authorities are required to provide reasonable training and development opportunities for its members. Following the May 2022 elections, a comprehensive induction programme was provided to new and returning members. |
| 1.03 | <p>The induction programme was intended to provide new and returning Members with an overview of how the Council operates, including the rules and regulations, the role of elected Members and the role of Officers.</p> <p>The programme was designed to be 'high-level' in order that Members could undertake their role as a Councillor as quickly as possible.</p> <p>It is appropriate to therefore consider more specific 'themes' and/or topics for Members to receive training on.</p> <p>The report is intended to seek the views of Members on any areas they feel should be included in the training 'curriculum'.</p> |
| 1.04 | <p>It is intended that some of the topics covered during the induction programme last year will be revisited, and refresher sessions provided.</p> <p>Appendix 1 provides examples of some of the sessions that could be revisited.</p> |
| 1.05 | <p>As well as revisiting some of the topics covered during the induction, and any specific need identified from the training needs analysis, a 'curriculum' of items will be considered as part of Member development proposals.</p> <p>These could include:</p> <ul style="list-style-type: none"> • Equality & Diversity • IT security • Social Value • Carbon Literacy • Social Media • ICT skills (Office applications) • Information & Data Handling • Working with the media • Safeguarding • Work on outside bodies • Working as a school governor • The role of scrutiny • Corporate Parenting • Health & Safety • Council finance |
| 1.06 | <p>Sessions need to be appropriate and relevant to ensure Members are receiving the right type of training. Therefore, rather than produce an arbitrary list of courses for Members to pick and choose from, it is suggested that a '<i>training needs analysis</i>' is undertaken of all Members. This will help identify topics and themes, to ensure any training is relevant to what Members want and need, whilst also addressing any skills shortages that may exist across the Council.</p> |

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| 1.07 | <p>Where possible, workshops, seminars and briefings will be offered on more than one occasion, including evening sessions where appropriate.</p> <p>They will be delivered in the most appropriate manner, whether that be in-person, remote or hybrid. The delivery will be determined by the topic and who is delivering the session(s).</p> |
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| 2.00 | RESOURCE IMPLICATIONS |
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| 2.01 | <p>Training sessions will, where possible be provided by the Council's own officers to minimise costs.</p> <p>Where relevant, this will be supplemented by external bodies as required, such as the WLGA.</p> <p>Some sessions may be hosted 'remotely' to mitigate costs.</p> |
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| 3.00 | CONSULTATIONS REQUIRED / CARRIED OUT |
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| 3.01 | <p>This report has been prepared to consult the Members of this Committee on any training items that it feels may be needed in the coming year.</p> <p>The Chief Officer Team will also be consulted on topics for inclusion relevant to specific portfolios / services.</p> <p>A 'Training Needs Analysis' will then be undertaken during the summer with elected Members to determine topics for training / awareness / information sessions, and to bring a final report to this committee in September.</p> |
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| 4.00 | RISK MANAGEMENT |
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| 4.01 | <p>The Member Development Programme will be designed to mitigate risk by providing councillors with the knowledge and skills to carry out their roles effectively.</p> <p>Any potential risks will be included in the scoping for the training sessions.</p> |
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| 5.00 | APPENDICES |
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| 5.01 | Appendix 1 – Draft Councillor Development Plan 2023 |
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| 6.00 | LIST OF ACCESSIBLE BACKGROUND DOCUMENTS |
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| 6.01 | None |
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| 7.00 | CONTACT OFFICER DETAILS |
| 7.01 | Contact Officer: Steven Goodrum, Democratic Service Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk |

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| 8.00 | GLOSSARY OF TERMS |
| 8.01 | WLGA – Welsh Local Government Association. |