



## Notice of meeting of

### Member Development Steering Group

**To:** Councillors Runciman (Chair), Wiseman and Gunnell

**Date:** Wednesday, 14 October 2009

**Time:** 4.00 pm

**Venue:** The Guildhall

## AGENDA

### 1. **Declarations of Interest**

At this point, Members are asked to declare any personal or prejudicial interests they might have in the business on the agenda.

### 2. **Minutes**

(Pages 3 - 6)

To approve and sign the minutes of the meeting held on 23 June 2009.

### 3. **Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or a matter within the Group's remit can do so. The deadline for registering is **5.00 pm on Tuesday 13 October 2009**.

### 4. **Local Democracy Week Event - A (Pages 7 - 14) Councillor? Who, Me?**

This report advises Members about the forthcoming events for Local Democracy Week.

**5. Draft Member Training and Development (Pages 15 - 30) Policy.**

This report sets out the first draft of the proposed Member Training and Development Policy for 2009/10.

Democracy Officer:

Laura Bootland

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Email: [laura.bootland@york.gov.uk](mailto:laura.bootland@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	23 JUNE 2009
PRESENT	COUNCILLORS RUNCIMAN, WISEMAN AND GUNNELL

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#### 1. **DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

Councillor Runciman declared a personal, non-prejudicial interest in the business generally, as an IDeA Member Peer.

#### 2. **MINUTES**

RESOLVED: That the meeting of the Member Development Steering Group held on 6 May 2009 be approved and signed by the Chair as a correct record.

#### 3. **PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

#### 4. **IDEA MEMBER DEVELOPMENT CHARTER STATUS - IMPLEMENTATION PLAN**

Members received a report that set out a proposed Implementation Plan to work towards achieving Charter Status by October 2010.

It was noted that the Implementation Plan had been endorsed by Group Leaders. A copy of the plan had also been forwarded to Mike Leitch, a consultant to the Yorkshire and Humber Local Government Region, and his feedback was awaited. He would also provide support in reviewing progress on the plan.

Members were pleased to note the variety of training opportunities that were available, including in-house training sessions, the use of external providers and e-learning.

It was agreed that it was important that arrangements were in place to meet individual Members' training needs where necessary, as well as

providing training opportunities that were open to all. Where Members had recently taken up new portfolio responsibilities or had been appointed to committees on which they had not previously served, there may be a need to provide specific training either in-house or from another source.

It was suggested that information should be circulated to Members to advise them as to how they could access the North Yorkshire Partnership Learning Pool and for data on the uptake of this support to be obtained<sup>1</sup>.

A draft Development Plan would be presented to the Working Group at the next meeting and this would then be considered at the Council meeting on 15 October 2009<sup>2</sup>.

Members agreed on the need to ensure that costings were in place. Once Members' development requirements had been identified there would be a need to prioritise how the budget was allocated.

RESOLVED: That the Implementation Plan be approved.

REASON: To provide a clear, consistent framework to meet Members' training and development needs and to work towards achieving Charter status by October 2010.

Action Required

- |  |     |
|--|-----|
| 1. Circulate information to Members regarding access to the North Yorkshire Partnership Learning Pool. Obtain data on take-up. | AEO |
| 2. Draft Development Plan for presentation at next meeting.  | AEO |

**5. MEMBER DEVELOPMENT PROGRAMME 2009/2010**

Members considered a report that set out the final draft of the proposed programme of Member Development Events for 2009/2010. It was noted that it was now intended that the Cross Cutting Scrutiny Committee training sessions would be replaced by the "Exploring the Four Principles of Effective Scrutiny" event that was to be held on 29 July 2009.

It was agreed that there was a need to ensure that all training experiences were recorded, including those that had not been arranged directly by Member Support Services. The PDPs would be a useful tool in recording training activity. It was suggested that electronic certificates could be sent to Members who had attended a number of events.

The Steering Group would carry out an audit and review of training that had been undertaken and would consider factors impacting on the take-up of development opportunities and how cost-effective training sessions had been. It would therefore be helpful if Members were asked to indicate their reasons for declining training opportunities. It was also important for Members to be encouraged to put forward suggestions regarding training sessions.

Consideration was given to the suggestions for additional events. A proposal had been submitted by the Chief Executive and the Leader

regarding ID&eA peer support to members of the three main groups to assist them in better aligning their focus on the Sustainable Community Strategy, the Corporate Strategy and the council's budget process. It was noted that the proposed cost of this support would be £6,400 plus expenses. Discussion took place regarding the proposed allocation of the training to the groups and as to whether it would be possible to obtain the training at a reduced cost. It would also be helpful to ascertain how the training differed to that offered by the LGA and to obtain details of the programme that was to be offered by the Leadership Academy when it came to the York region.

Discussion took place regarding possible events that could be arranged for Local Democracy Week. The promotion of citizenship and community leadership was one of the actions in the Member Development Charter Implementation Plan.

Consideration was given to the commissioning of one or more consultants to undertake the Personal Development Plans (PDPs). Expressions of interest had been received from two consultants and their biographies and details of their fees had been included in the report. Members stressed the importance of ensuring that the process of putting in place PDPs commenced as soon as possible.

- RESOLVED: (i) That the Member Development Programme for 2009/2010 be approved subject to the following additions<sup>1</sup>:
- An additional training session on "Safeguarding Adults" to be arranged for an evening during the Autumn 2009.
  - "Officer Member Relationships" training session to be included in the programme.
  - A pre-council seminar to be arranged on "Understanding CAA and links to the Corporate Plan".
- (ii) That further information be provided on the ID&eA Peer Support training, including more detailed costings (as outlined in Annex 2 that had been omitted from the agenda papers) and details of similar training offered by other providers (including the training offered through the Leadership Academy when it comes to York)<sup>2</sup>.
- (iii) That "A Councillor Who Me?" event be held during Local Democracy Week – the event to be funded from the departmental budget and not the budget allocated for Member development<sup>3</sup>.
- (iv) That the Working Group recommended that Mike Leitch be appointed as external consultant for Members' Personal Development Plans for 2009/10

and that the carrying out of PDPs commence as soon as possible<sup>4</sup>.

- REASONS: (i) To enable arrangements for the delivery of planned events for 2009/2010 to commence.
- (ii) To enable Democratic Services to make a suitable appointment for the provision of PDPs.

Action Required

- |   |     |
|---|-----|
| 1. Update and publish draft training programme to incorporate agreed additions. | AEO |
| 2. Provide Steering Group with additional information as requested              | AEO |
| 3. Arrange training session on "A Councillor - Who Me?"                         | AEO |
| 4. Arrange for M Leitch to carry out PDPs.                                      | AEO |

**6. MEMBER DEVELOPMENT ANNUAL WORK PLAN**

Consideration was given to the revised Member Development Annual Work Plan.

- RESOLVED: (i) That the Member Development Annual Work Plan be approved.
- (ii) That Mike Leitch be invited to attend the next meeting.

Councillor C Runciman, Chair

[The meeting started at 4.10 pm and finished at 5.15 pm].





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## Member Development Steering Group

14 October 2009

Report of the Head of Civic Legal and Democratic Services

### Local Democracy Week Event – A Councillor? Who, Me?

#### Summary

This report informs Members of the forthcoming event 'A Councillor? Who, Me?', one of three Local Democracy initiatives being run in conjunction with the National 'Local Democracy Week' theme. It explains how these initiatives actively contribute to one of the themes required to achieve iDEA Member Charter Status, that being actively encouraging citizenship.

#### Background

##### A Councillor? Who, Me? Event

1. At the last meeting in June 2009, the Steering Group supported the proposal to hold an event to encourage members of the community to become involved in local democracy. The event being 'A Councillor? Who, Me?' would help promote citizenship and community leadership which is one of the actions in the Member Development Charter Implementation Plan.
2. A course facilitator has been organised who delivered training events in the past for City of York Council and successfully run similar events with other Local Authorities including Hull City Council.
3. The seminar is aimed encouraging residents from all walks of life who may wish to consider becoming a councillor in the future to learn more about the role and remit of the Council and its elected members. The seminar will identify some of the barriers faced by prospective councillors and make suggestions as to what steps the Council could take to make the role of a Councillor more 'user friendly'.
4. The programme may include discussion of the following and will be tailored to City of York Council:
  - What is "The Council"
  - What is the role of a Councillor?

- What skills do Councillors require?
- What are the Council's/Councillor's priorities?
- Could you make a difference?

The session will include an opportunity for delegates to hear first hand from current City of York councillors what it's like to be a councillor and what a typical day involves.

5. Marketing and Communications have produced a poster advertising the event which has been displayed on 50 First York service buses and handled a poster and leaflet campaign which has distributed to Council Receptions, Libraries, larger York businesses and medical surgeries.
6. The cost of advertising has been met by the Electoral Administrator who has a delivery service budget set aside specifically for promoting engagement. Other costs are being met by the Democratic Services budget.
7. The event will be held in the Mansion House on 26 October 7pm to 9.30pm.
8. Other events include the official launch of York's 'Youth Council' in the Council Chamber. After the formal business of the launch has taken place, Youth Council Members will take part in a number of activities including a House of Commons debate. Finally, arrangements are underway for a local GCSE student to become 'A Councillors Apprentice' during Local Democracy Week. This would involve shadowing the Executive Member for Children and Young People to enable the student to gain an insight into the role of an elected member.

### **Consultation**

9. Other relevant departments have been consulted on their approach to the events taking place, resulting in the Chair of Member Development Steering Group being asked to corporately present these initiatives.

### **Options**

- 10 To note the report and to add any comments with regard to the running or marketing of the 'A Councillor Who Me?' event.

### **Analysis**

- 11 The event reported above is being presented as part of an extended Local Democracy Week and will contribute towards evidencing the Council's commitment to actively encourage citizenship whilst publicising the role of elected members as community leaders. This and the other events mentioned in this report are aimed at promoting local democracy and encouraging under represented groups to take up office.

## **Corporate Strategy 2009/12**

12 The 'A Councillor? Who, Me? Event fits with the Council's ambitions in its refreshed Corporate Strategy to make York an inclusive City, making sure that all citizens, regardless of race, age, disability, sexual orientation, faith or gender feel included in York.

### **Implications**

13 This report is only directly concerned with the implications arising from the 'A Councillor, Who Me?' event.

- **Financial** – Any financial costs associated with the event will be met by Electoral Services and Democratic Services.
- **Human Resources (HR)** – Any HR issues arising from the event relate to trainers and staff support for the event. These arrangements are now in place.
- **Equalities** – This event is aimed at widening the involvement of under represented groups in local decision making and opening up future potential opportunities for all citizens to become leaders of their communities.
- **Legal** – There are no legal implications associated with this report.
- **Crime and Disorder** – There are no crime and disorder implications associated with this report.
- **Information Technology** – There are no Information Technology implications associated with this report.
- **Property** – There are no Property implications associated with this report.

### **Risk Management**

14 This and the other initiatives outlined will prove invaluable in demonstrating the Council's commitment to achieving Charter Status in Member Development. If the Council were not promoting such initiatives there is a risk that insufficient evidence would be available to demonstrate the Council's and Members commitment to promoting citizenship and community leadership.

### **Recommendation**

15 That Member of the Steering Group note the contents of the report.

**Contact Details**

**Author:**

Laura Bootland  
Democracy Officer

**Chief Officer Responsible for the report:**

Quentin Baker  
Head of Civic Democratic and Legal Services

Dawn Steel  
Democratic Services Manager

**Report Approved**

**Date**

**Specialist Implications Officer(s)**

**Wards Affected:**

All

For further information please contact the author of the report

**Background Papers:**

None.

**Annexes:**

Annexe A – ‘A Councillor? Who, Me?’ Leaflet.

**WANTED**

**Your Council Needs**

**YOU**



CITY OF

**YORK**

COUNCIL

**A Councillor Who Me?**

# Find out what being a Councillor involves

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- **Do you want to improve your local services?**
- **Do you want to make a difference to your community?**
- **Do you want to help local people?**

City of York Council wants to encourage enthusiastic, vibrant people of all ages and walks of life who want to make a difference in their local areas, to consider becoming a Councillor.

You do not have to be a member of a political party and there is no maximum age limit. In fact there are only two conditions you need to meet to be able to apply:

- You must be at least 18 years old.
- You must be a local elector or somebody who has lived or worked in York for a year before you stand for nomination.

# What do I have to do?

Simply come to our FREE event '**A Councillor Who Me?**' at:

**The Mansion House, St Helen's Square, 26 October, 7pm to 9.30pm**

We'll tell you all about the commitment involved; what support and training you'd receive, what the role will mean to you and how you can actually become a Councillor!

**A Councillor?**  
*Yes! You!*



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Then complete the form below and post it to Democratic Services, FREEPOST, NEA11 165, York YO1 9ZA by 16/10/2009 or email us at democratic.services@york.gov.uk alternatively telephone Democratic Services on 01904 552062 and leave your contact details.

## I would like to attend:

Monday 26 October 2009 (7pm to 9.30pm)

**Full Name** (please print).....

**Address**.....

**Daytime telephone number**.....

**Mobile telephone number** .....

**Email address**.....

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

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یہ معلومات آپ کی اپنی زبان (بولی) میں بھی میا کی جا سکتی ہیں۔ (Urdu)

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**Member Development Steering Group****14 October 2009**

Report of the Head of Civic Legal and Democratic Services

**Member Training & Development Policy 2009/2010****Summary**

1. This report sets out the first draft of the proposed Member Training and Development Policy for 2009/2010

**Background**

1. Nationally there is a growing emphasis placed on the development of elected members in both as community leaders and in their varying roles. City of York Council fully recognizes the key role its Elected Members have in contributing to the successful delivery of the wide variety of functions provided by the Council and to its corporate aims.
2. The attached Member Development Policy (Appendix1) outlines the proposed approach which the Council will take in the future with regard to developing its elected Members.
3. Having a Member Development Policy in place is an essential requirement if the Council is to successfully achieve its ambition in having Charter status in relation to supporting and developing its elected members.

**Member Training and Development Policy 2009/2010**

4. Attached is the draft policy 2009/2010 (Annex A) on which members comments and suggestions are welcome. The policy will be brought back to the next meeting of the Steering Group with further revisions for final approval.

**Consultation**

5. Consultation has taken place with the Council's contact at Local Government Yorkshire and Humber and their response will be made available at the meeting.

## Options

6. (a) To approve the draft Policy as set out in Annex A

or

(b) To approve the draft Policy as set out in Annex A with further suggestions/revisions

## Corporate Priorities

7. The provision of a Member Development Policy is consistent with the priority actions included in the Council's refreshed Corporate Strategy. In particular the provision of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## Implications

8. The following implications have been considered:

- **Financial** – Any financial costs associated with the Member Development Policy will be met from the existing £10K Member Development budget managed and monitored by the Senior Member Support Officer.
- **Human Resources (HR)** – Any HR issues arising from the policy relate to trainers & staff support for member development
- **Equalities** – The policy addresses equality and diversity issues on a number of levels from the provision of a range of accessible training options to supporting individual members with specific needs.
- **Legal** – There are no Legal implications associated with this report.
- **Crime and Disorder** – There are no crime and disorder implications associated with this report.
- **Information Technology (IT)** – Any IT implications associated with this report relate to the provision of ITT equipment, ITT training and ITT support currently available to members
- **Property** – There are no property implications associated with this report
- **Other** – There are not other implications associated with this report.

## Risk Management

9. If members do not agree on Policy for delivering Member Training and Development, there is a substantial risk that the Council will fail to achieve either Charter Status or to improve development opportunities for Members.

## Recommendation

10. It is recommended the Member Development Steering Group approve the Member Training and Development Policy

## Contact Details

**Author:**

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Senior member Support Officer

**Chief Officer Responsible for the report:**

Quentin Baker  
Head of Civic Democratic and Legal Services

Dawn Steel  
Democratic Services Manager

Report Approved

Date 28 April 2009

## Specialist Implications Officer(s)

Wards Affected:

All

For further information please contact the author of the report

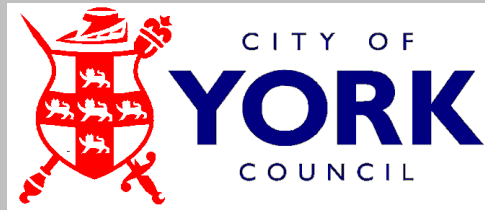
**Background Papers:**

None.

**Annexes:**

Annex A – Draft Member Training & Development Policy 2009/2010

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MEMBER TRAINING  
AND DEVELOPMENT POLICY  
2009-2010

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## A Commitment

The Member Development Steering Group (MDSG) has overseen the production of this strategy which aims to promote training and development opportunities for York's elected members.

It is essential that we have well trained and effective Members to act as Community Leaders, fulfilling their varying roles and furthering the Council's values and priorities set out in the refreshed Corporate Strategy for 2009-2012.

Member training and development plays an essential part in improving our effectiveness as an organisation and for this reason Member Training is identified as a key area in the Council's Improvement Plan.

The Council has signed up to Local government Yorkshire & Humber's Regional Member Development Charter and in doing so aims to improve the Council's approach to Member Training and Development and promote best practice.

To underpin the Council's commitment to developing members, the MDSG has developed a policy formed around the following principles of the Charter.

- developing elected members as effective community leaders
- adopting a member lead strategic approach to member development
- having a member learning and development plan in place that clearly identifies the difference development activities can make
- ensuring that learning and development is effective in building capacity
- addressing wider development matters to promote work-life balance and citizenship

Through working together and listening each to the other the Council, MDSG and Members will ensure that:

- All members and co-opted members have equality of access to an annual core programme of training and development activities providing the skills and knowledge required to be effective both in their communities and their varying roles
- A planned and structured approach to training and development allowing equal access to development activities and maximising engagement at all levels
- members take responsibility for their own development needs and fully participate in training and development activities
- Information on training and development activities are communicated in such a way as to give sufficient notice to attend
- adequate provision of resources is made available within budget for training and development opportunities
- all members undertake a Personal Development Review with the aim of identifying and prioritising current training and development needs

- Where appropriate shared training for members, senior officers and partners both within and across authorities is explored, to foster healthy working relationships and to make best use of resources
- There will be no physical, social, religious or cultural barriers to Members participating in training and development activities
- evaluation and feedback relating to development activities to be effectively monitored and reviewed ensuring the future provision of training and development remains relevant and to a high standard
- learning and development opportunities maximise members contribution to achieving our shared vision for the City.

This policy provides a framework for delivering learning and development in a diverse and engaging manner, making it easier for members to access what they need, when they need it.

Councillor Carol Runciman  
Chair of Member Development Steering Group

Councillor Sian Wiseman  
Member Development Steering Group

Councillor Julie Gunnell  
Member Development Steering Group



## **Member Training & Development Policy**

### **Introduction**

It is vital that members on the Council are supported in all their diverse roles on the Council and this policy sets out the Council's commitment to providing a consistent and structured approach towards developing and supporting members in:

- Carrying out their existing roles efficiently and effectively
- Preparing for future roles on an individual basis
- Undertaking their specific duties and responsibilities
- Keeping up to date with new legislation and changing policies

### **Being Corporate**

City of York Council's revised Corporate Strategy sets out the Council's new strategic priorities for the period 2009/2012. As well as demonstrating to the city as a whole the work we are doing for our communities, it also gives all teams in the council, however different in their day to day work, a shared purpose.

The Corporate Strategy has eight themes:

- Thriving City – supporting York's successful economy
- Sustainable City – focussing on reducing our impact on the environment
- Safer City – reducing crime rates
- Learning City – providing local people with the opportunities to develop their skills and aspirations
- Inclusive City – making sure all citizens regardless of race, age, disability, sexual orientation, faith or gender feel included in the life of York
- City of Culture – inspiring residents and visitors to explore their creative talents
- Healthy City – providing healthier lifestyle choices and responsive health and social care provision
- Effective Organisation – Improving further its organisational standards to become a modern council and a great place to work

The council recognises that one of the many factors in achieving its shared vision for the City in the provision of good quality training and development opportunities for both officers and members and these are identified as key areas for improvement in the Council's single improvement plan.

## A Councillor's Role

Once elected a councillor must represent the best interests of their residents, the Council and the City working in partnership. In addition to being a ward councillor and leader of their community a councillor may be appointed to:

- a) The Executive
- b) Scrutiny
- c) Planning
- d) Standards or governance committees
- e) Outside Bodies
- f) Local Strategic Partnerships (LSP) Boards

This policy is built around supporting all councillors in their particular roles, taking account of their diverse needs.

## The Aims

- To ensure that support is available enabling individuals to acquire and develop a full range of skills to maximise their ability and capacity to deliver
- To encourage councillors to take responsibility for their continuing professional development whilst reinforcing that they are key to enabling the Council to achieve its aims and objectives
- To clearly define corporate responsibilities for officers in relation to member training and development, including a named officer with a co-ordinating role
- To identify adequate resources to meet the objectives of the learning and development programme

In fulfilling these aims the following **key principles** will be observed:

- Provide a planned approach to Member Development
- Involve Councillors in their learning and development, from planning the learning programme through to delivery and evaluation
- Maximise development opportunities for Councillors through partnership with other organisations and neighbouring authorities
- Ensure that the contribution that member learning and development makes to meeting the Council's aims is evaluated and recognised
- Support individual learning and development valuing and recognising the skills and experiences that councillors bring with them
- Identify individual development needs through a focussed approach to personal development
- Adopt a Member Development Programme with clear objectives and links to the aims of the Council, the roles and functions of members and the key changes affecting the Council's priorities
- Deliver training and development in innovative ways to make the best use of the resources available to the Council;
- Every member will take responsibility for their own learning and self development

- Being flexible about the delivery of training and development, taking into account the diverse needs of individual councillors
- Support mentoring both within party groups 'buddying' and by use of I&DeA peer mentors
- Members with caring responsibilities will be supported

### **Supporting the Aims**

The following resources and support will assist in delivering the aims and key principles of the Member Training & Development Strategy

#### **The Member Development Steering Group (MDSG)**

The MDSG is a cross party body and is made up of representatives from the Executive, Scrutiny and Shadow Executive who will oversee all Councillor training and development on behalf of the Council and will lead on the development of relevant strategies, policies and programmes for councillors.

Each member of the MDSG will act as an ambassador for training and development and positively support and encourage other Councillors to identify training needs and take advantage of development opportunities.

In particular the MDSG will:

- Ensure that a comprehensive induction programme in all appropriate Council functions and services is made available to all newly elected Councillors
- Ensure that all Councillors are encouraged to take part in a Personal Development Review (PDR)
- Ensure that an annual programme of development opportunities is provided meeting the identified needs through the PDR process and that delivery reflects individual learning style preferences
- Facilitate new approaches to learning and development and to encourage a culture of lifelong learning
- Review the Member Development Policy annually to ensure that it remains fit for purpose and continues to support the Council's aims and the needs of Members
- Encourage the Council and all councillors to actively promote citizenship
- Encourage the Council to promote community leadership and Councillors to develop their roles as community leaders

### **Member to Member Support**

Elected and co-opted members will be encouraged to be involved in the development of fellow Members, where appropriate, by leading workshops, sharing knowledge and skills through buddying new members, becoming accredited peer mentors and using their expertise to speak at external seminars etc. Such activities can be explored through members Personal Development Reviews and successful completion of such activities will count as credits on their personal development profile.

### **Officer Support**

Democratic Services will support training and development by:

- Providing the main support officer for all Councillor training and development, who is the Senior Member Support Officer, and ensuring that all members are clearly aware of training and development opportunities in good time;
- Providing officer support in relation to the preparation of agenda and minutes relating to meetings of the MDSG
- Providing one2one support to newly elected members as part of their planned induction programme
- Devising and delivering in consultation with the MDSG a programme of induction training for new Councillors
- Devising and delivering, in consultation with the MDSG, a comprehensive annual training and development programme for all Councillors based on the needs identified through PDR's and other essential training;
- Provide administrative support for all training and including communication with Members and provision of feedback to providers;
- Managing the member training budget;
- Advising and assisting the MDSG in carrying out their role

## ITT Resources and Support

**ITT equipment:** is made available to each member upon election to enable:

- More effective communication with residents, the Council and it's partners
- The opportunity to explore e-learning/distance learning
- Self development opportunities e.g. researching information on the internet

**Broadband Connections:** are either paid on behalf of members or reimbursed on a monthly basis depending on choice of broadband package.

**ITT support:** is made available via the Council's ITT helpdesk including out of hours assistance. Members also have access to the ITT on-line help facility.

## Budget Resources

The Council allocates a Member development budget each year against which the MDSG monitors spending. In addition, from time to time regional funding is made available for specific areas of training and development, e.g. IT, mentoring etc. Where appropriate training and development opportunities will be opened up to neighbouring Council's at a nominal charge to help maximise resources.

Expenses incurred by members attending training and development events will be reimbursed under the Members Scheme of Allowances.

## Delivering Our Aims

Elected members and co-opted members have a diverse range of development needs and learning preferences which will be delivered through a range of options to both provide and promote that diversity. In many cases training can be through the Council's own resources, however, where necessary the council will identify and secure the services of specialist external training providers to deliver quality training to members.

Training & Development will be delivered in a variety of ways:

- Core programme courses
- Pre-Council Seminars, in-house briefings and workshops
- External conferences and seminars
- Written learning materials
- Peer mentors, political group/officer buddying
- E-Learning packages
- Visits to other Councils or relevant partners

- Shadowing opportunities
- Sharing knowledge with other elected and co-opted Members
- Leadership development opportunities

Specifically, the following will be provided:

#### **Induction:**

- A **comprehensive induction programme** for every newly elected Councillor, enabling them to 'fast track' learning about the organisation. This includes:
  - a **one2one** with the Senior Member Support Officer to discuss the support available to them and to identify any individual needs or concerns confidentially;
  - an **induction pack** setting out the entitlements, support and guidance available, together with other useful information about the Council and its processes;
  - an **induction day** to meet key senior Councillors and Officers and learn more about corporate and constitutional processes

#### **Personal Development Reviews:**

- A **personal development review (PDR)** for all Councillors to identify individual needs in a safe and confidential environment with a trained consultant. A confident Councillor will naturally be more effective in taking forward the Council's improvement agenda and ensuring the delivery of strategic aims and priorities;
- An **annual PDR review** to check how the outcomes from the PDR have progressed and review individual development or training needs as a result of changes in roles, lifestyle or working practices;
- An **annual review by MDSG** relating to the personal development review process.

Such a review will look at outcomes from the process and actual reviews undertaken and identify any key themes which need to be fed into the Annual Core Training & Development Programme for Councillors.

### **Core Annual Training & Development Programme for Councillors:**

An annual core programme will be developed in consultation with the MDSG based on:

- identified needs from Councillor PDR's;
- the requirements of new legislation and emerging corporate themes;
- the Corporate Strategy and emerging corporate themes;
- ethical and governance requirements and changing standards;
- the impact of any scrutiny recommendations in terms of changing corporate practice;
- emerging themes or developments from partners

### **Seminars and External Conferences**

- Attendance at seminars and conferences to inform learning on specific and specialist subjects, for instance as an Executive or Scrutiny Member or serving on a particular Committee;
- A commitment from each groups elected representative on the Steering Group (MDSG) to gain feedback from group Councillors attending conferences etc, to assist in future proofing conferences/seminars;
- A protocol to manage attendance at external conferences/seminars will be overseen by the Steering Group (MDSG) to ensure the Member Development Budget is spent appropriately

## **Communicating and Raising Awareness**

Communicating the commitments set out in this policy is essential to delivering successful training and development for Members. This will be achieved through:

- The role of the Steering Group (MDSG) in helping to create an environment in which all Members feel able to take part in and take control of their own learning and development
- The role of Council Management Team in reinforcing the Council's commitment to developing officers and Members alike and raising the profile and awareness of this policy and the commitments within it;
- The Senior Member Support Officer in providing advance notification of the core programme and events, involving and informing Members as early as possible and proactively seeking their engagement;

- IT&T, in terms of using the intranet and other means to provide ongoing information on the policy, the core programme and on what's happening.

## **Monitoring & Evaluation**

To be of benefit, any training has to match the needs of Members, the objectives of the organisation and what is required to achieve the shared vision, with others, for the City. It is essential therefore that all provision is reviewed for relevance and effectiveness. This must be an honest and constructive assessment, so that any necessary improvements/enhancements can be made to future delivery. The delivery and provision of the Training and Development will be monitored and evaluated throughout to ensure it promotes continuous improvement.

This will be supported by:

- An evaluation framework
- The Member Development Steering Group
- The Standards Committee
- Self regulation

## **Looking to the Future**

This policy is intended to be a common framework for the provision of all elected member training and development. The Policy will be reviewed annually by the Member Development Steering Group to ensure that it continues to meet the needs of the organisation and its Members