Member Development Steering Group   **16th April 2012**

Report of the Assistant Director Governance and ICT

Member Training & Development Core Programme 2012-13

Summary

1. This report sets out the draft proposed core programme of training and development opportunities for Members for the 2012/13 municipal year.

Background

2. The draft core programme is one of the four key strategic elements of the Member Training and Development Policy agreed by Council in 2009. The draft proposed programme for 2012/13 is set out at **Annex A** to this report for consideration.

3. In May 2011 there were local elections for all Wards in the City. A comprehensive induction programme as well as a core programme with in house additions for the municipal year 2011/12 was provided. The programme for 2012/13 is a little lighter than the 2011/12 one as there are no induction events included.

4. The core programme is regularly supplemented by ad hoc in-house additions; these usually arise when there is new information or practices that Councillors need to be made aware of. The programme is also supplemented by regional events where these are known and available through the regional network of contacts in advance of the programme being produced every year. However, additional regionally held external activities/sessions arising in year will need to be funded through the 'conference budgets' that will, from the new municipal year, be allocated to the individual political groups.

5. There are also a range of reading materials, CDs and e-learning opportunities that are available to Councillors through the Democratic Services office.

<u>The Programme</u>

6. At this stage only the skeleton of the proposed programme is being presented to the Steering Group. There is still much work to do be done to finalise the programme, with dates to be confirmed and trainers' availability established. The provisional timings/dates set out in the programme are, therefore, subject to change.

7. Members will note that there are some new ideas within the programme as well as some familiar ones. The paragraphs below set out some of the highlights of the programme and should set out enough information for the Steering Group to consider approving the draft proposed core programme:

    i. <u>Training on statutory responsibilities</u> – training will be provided for those Members sitting on all three Planning Committees, Corporate Appeals Panel, Gambling, Licensing and Regulatory Committee and Standards Committee

    ii. <u>IT drop in sessions & Social Media Drop in Sessions</u> – there will be an opportunity for Members to attend drop in sessions and ask their own questions on using IT & Social Media

    iii. <u>Chairing Skills & Public Speaking</u> – this was identified as a requirement by several Members in the recent survey on training provision. This will need to be provided by an external trainer and arrangements are yet to be clarified

    iv. <u>Policy Cafés</u> – these are a new addition to the core programme and will, hopefully, be an opportunity for Members to receive information on forthcoming key national policy changes. Discussions still need to take place between officers regarding this but it is envisaged that the cafés will take place every two months and last approximately one hour. Hopefully they will be very discursive

    v. <u>Pre-Council Briefings</u> – there will be four of these throughout the year; subjects to be confirmed although there is likely to be something around Police Commissioners in July 2012

    vi. <u>Key Note Speakers Programme</u> – again, this is a new idea for the programme and it is hoped that we can attract some interesting speakers. It is hoped that these sessions will be very discursive and feature some speakers from both York and beyond. Provisionally five sessions have been added to the programme with speakers and subjects still to be confirmed

vii. 'Back to the floor experiences' – a series of sessions designed to encourage Members to experience what various areas of the Council do

viii. Dealing with the Press and the Media – this was identified via the recently undertaken survey into Councillor training. It is hoped that we can offer this at various levels.

ix. Fundraising – how to attract funds for ward and other projects

x. Council Procedures – primarily aimed at the newer Councillor or as a refresher for the more experienced Councillor this session will cover such things as motions to Council, amendments, speaking limits and portfolio holder reports to Council

8. The programme will also feature briefings and sessions on themes such as Welfare and Benefits, Equalities & Diversity, Being a Trustee & Sitting on Outside Bodies, Challenges in Community Leadership and a visit to the Danesgate Community, which supports children with behavioural difficulties.

9. In order to promote some of the e-learning materials we have access to there are also plans to hold a 'self learning workshop'. This will allow Members to work through a short course of their choice from a range of distance learning and e-learning packages.

Consultation

10. Consultation has taken place with key officers in relation to the contents of the proposed core training and development programme. In addition to this Councillors were asked for their ideas on what should be included via a recent survey on training and development provision.

Options

11. Members can:

i. Approve the draft core programme set out in **Annex A** to this report

ii. Suggest revisions to the draft core programme at **Annex A** to this report

Analysis

12. The Council achieved Member Development Charter Status in September 2010 and the provision of a robust policy and training and development programme are a must for retaining this status.

13. The core programme has been devised to provide a wide range of opportunities for Members. Some of these were identified through the recent Councillor survey on training provision within the Council and others by senior officers, in particular those where there is new statutory or policy information to brief Members on.

14. Wherever possible the cost of providing training is kept to a minimum by using in-house knowledge and expertise. However there are one or two training needs that have been identified this year where external trainers will be required, as yet a cost has not been confirmed for these. In addition, under the new way of managing conference budgets, previously agreed by this Steering Group, each political group will be allocated a pot of monies to spend on conferences as they see fit.

Council Plan 2011-2015

15. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

Implications

16. **Financial** – Any financial costs associated with the core programme 2012/13 will be met from the existing budgets available for Member Development. The majority of sessions within the programme will be provided in-house and will therefore incur little or no cost. However, this year there will be a need to employ external trainers for certain elements of the programme but as of yet the costs for these are unknown. When the costs are fully established, details will be provided to Members of the Steering Group prior to the Core Programme being formally produced.

17. There may also be costs associated with Personal Development Reviews should these go ahead during the municipal year 2012/13. These are discussed within another paper on this agenda as Members had previously requested a review of current practices.

18. There are no known Human Resources, Legal, Equalities or other implications associated with the recommendations within this report.

Risk Management

19. There would be a risk that the organisation would lose its Charter Status for Member Development should they fail to agree an annual core programme.

Recommendations

20. It is recommended that Member's approve the draft core programme for 2012/13 as set out in **Annex A** to this report.

   Reason: To enable arrangements for the delivery of a core programme for the municipal year 2012/13.

Contact Details

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Report Approved ✓ **Date** 10.04.2012
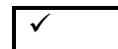
Specialist Implications Officer(s) None

Wards Affected: **All** ✓

For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A   Draft Proposed Core Programme 2012/13