

## CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 15 <sup>th</sup> March 2023
<b>Report Subject</b>	Member Workshops, Briefings and Seminars Update
<b>Report Author</b>	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.

However, since the induction programme last year, there has been little/no training or development events provided for Members.

Members have now been in post for nearly 12 months so it is important that developmental sessions are now offered, and start to take place.

### RECOMMENDATIONS

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 June.

## REPORT DETAILS

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.
1.02	There has been little/no formal training sessions offered since the first two phases of the induction programme ended in June last year.
1.03	<p>During phases 1 and 2 of the induction programme, sessions were delivered on a range of topics, including:</p> <ul style="list-style-type: none"> <li>• Introduction to the Council (History; governance structure; introduction to portfolios);</li> <li>• Meeting structure and Chairing Skills (How the five Overview &amp; Scrutiny Committees operate and inter-relate. Introduction to effective chairing and recognition of the chair's role);</li> <li>• Constitution, Code of Conduct, the Flintshire Standard and Group leader roles (Explaining 'the rules' so that new and returning Members are aware of them from May 2022);</li> <li>• How Members work (Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward. Cabinet and Committee roles. Social media profile.);</li> <li>• How we work (Chief and statutory officers gave details of their portfolios, who their key officers are, their roles in delivering on Council plan themes);</li> <li>• Planning Committee Members' training (Role of the Members of the Planning Committee in determining planning applications);</li> <li>• Strategic Finance (Size of budget, how it is made up, sources of income, members role in setting budget etc.);</li> <li>• Planning for non-Committee members (explain the Planning system for non-Committee members; their role in consultation and representation)</li> <li>• Governance &amp; Audit Committee (Support and promote efficient and economic use of resources; effective control of expenditure and review audit performance, and signing off Annual Accounts);</li> <li>• Licensing Committee (how the Committee and sub-Committees work to deal with individual applications, delivered by an external provider).</li> </ul>
1.04	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. The programme was designed to be 'high-level' in order that Members could undertake their role as a Councillor as quickly as possible.
1.05	As Members have settled into their roles, it is appropriate to consider how Members can be supported in their development over the next 4 years.
1.06	Training should be designed to be incremental and for the specific audience it is intended, i.e. Members of Flintshire County Council.

	There will be generic topics that cover behaviour and standard items that are applicable to all Councils and Members (e.g. Code of Conduct), but their also needs to be other, more focussed considerations.
1.07	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 ensure any training is relevant to what Members want and need, whilst also addressing any skills shortages that may exist across the Council.
1.08	As well as revisit some of the topics covered during the induction, and any specific need identified from the training needs analysis, a 'curriculum' of items may also be appropriate and considered as part of Members development. These could include: <ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> <li>• IT security</li> <li>• Social Value</li> <li>• Carbon Literacy</li> <li>• Social Media</li> <li>• ICT skills (Office applications)</li> <li>• Information &amp; Data Handling</li> <li>• Working with the media</li> <li>• Safeguarding</li> <li>• Work on outside bodies</li> <li>• Working as a school governor</li> <li>• The role of scrutiny</li> <li>• Corporate Parenting</li> <li>• Health &amp; Safety</li> <li>• Council finance</li> </ul>
1.09	Elected members today face increasing challenges. There are heightened expectations on them to undertake a diversity of roles ranging from that of community leader to their special responsibilities within the Council. We should be providing the best possible support for our members to enable them to meet these challenges. This can take the form of skill and knowledge development, support facilities, and support services.
1.10	Where possible, workshops, seminars and briefings will be offered on more than one occasion, including evening sessions where appropriate.
1.11	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).

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	Training sessions will, where possible be provided by the Council's own officers to minimise costs.

	<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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<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
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>A 'Training Needs Analysis' will then be undertaken during the Spring with elected Members to determine topics for training / awareness / information sessions for the next 12 months.</p>

<b>4.00</b>	<b>RISK MANAGEMENT</b>
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. Any potential risks will be included in the scoping for the training sessions.</p>

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	None.

<b>7.00</b>	<b>CONTACT OFFICER DETAILS</b>
7.01	<p><b>Contact Officer:</b> Steven Goodrum, Democratic Service Manager  <b>Telephone:</b> 01352 702320  <b>E-mail:</b> <a href="mailto:steven.goodrum@flintshire.gov.uk">steven.goodrum@flintshire.gov.uk</a></p>

<b>8.00</b>	<b>GLOSSARY OF TERMS</b>
8.01	<b>WLGA</b> – Welsh Local Government Association.