

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 24 January 2024
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.

Delivery of this programme will be reported back to the Committee at regular intervals through the year.

RECOMMENDATIONS

1	That the Committee agrees to categorise the 12 sessions listed in Para. 1.05 as 'mandatory' and the remaining sessions as 'discretionary'.
2	That if Members have any suggestions for future development 'topics', they are invited to contact the Democratic Services Manager to discuss them.
3	That the Committee receives a quarterly report of attendance at each of the sessions delivered.

REPORT DETAILS

1.00	MEMBER WORKSHOPS, BRIEFINGS AND SEMINARS
1.01	<p>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.</p>
1.02	<p>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.</p> <p>An update report of sessions delivered will be brought to the committee on a quarterly basis and will be included within the Committee's Forward Work Programme.</p> <p>This will also reflect details of scheduled sessions ahead of the next update report.</p>
1.03	<p>The induction programme provided 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>The programme will now focus on specific 'themes' and/or topics for Members to receive training on. It is intended that some of the topics covered during the induction programme last year will be revisited, and refresher sessions provided. These are identified in Appendix 1.</p>
1.04	<p>Officers have access to a number of training courses, where some are specific to their individual roles and others that are classed as 'mandatory'.</p> <p>The 'mandatory' courses include Cyber Security; Equality Act 2010; Equality in The Workplace; Hate Crime; Safeguarding Tackling Modern Slavery; Think Before You Click; VAWDASV; and, Welsh Language Awareness.</p> <p>It is therefore proposed to move to a similar 'model' for elected Members and identify courses specific to the role of a Councillor that can be tailored according to their role across the Council (e.g. according to Committee membership or whether they are a Chair / Vice-Chair).</p> <p>Some of these would be marked as 'Discretionary' – though it is recommended that Members should attend in case there is any change to the information being provided.</p>
1.05	<p>There are certain Committees that require elected Members to have received appropriate training before they are able to sit on them: Planning; Licensing; and Governance & Audit Committee. These are already 'mandatory', as is attending the Code of Conduct session.</p>

	<p>It is suggested that the following training sessions should also become 'mandatory' for all elected Members to attend, similar to those of Officers.</p> <ul style="list-style-type: none"> • Constitution, Code of Conduct, the Flintshire Standard and Group leader roles. • Chairing Effective Meetings • Planning Committee • Licensing Committee • Governance & Audit Committee • Cyber Ninja • Information management, security & Data protection • Equalities • Safeguarding • Corporate Parenting • Health & Safety • Lone Working
1.06	<p>Appendix 1 shows the proposed list of training sessions / workshops that will be made available to Members during 2024.</p> <p>It is split into two sections. Section 1 reflects the sessions / workshops suggested as being 'mandatory' and Section 2 those that are 'discretionary'.</p> <p>The list will be used to provide a reporting tool that will be brought to this committee on a quarterly basis for review and consideration. This will provide high level information about attendance at the sessions for monitoring purposes.</p>
1.07	<p>Sessions need to be appropriate and relevant to ensure Members are receiving appropriate training. A '<i>training needs analysis</i>' will be undertaken of all Members which will help identify topics and themes, to ensure any training is relevant to what individual Members want and need, whilst also addressing any skills shortages that may exist across the Council.</p> <p>Any topics that are not currently on the list that are identified from the responses will be included and reported back to the committee.</p> <p>This will be completed by the end of February in order that the findings can be presented to the Committee's March meeting.</p>

2.00	RESOURCE IMPLICATIONS
2.01	<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 method of delivery will be determined by the topic and who is delivering the session(s).</p>

	<p>Training sessions will, where possible be provided by the Council's own officers to minimise costs. Where relevant, this will be supplemented by external bodies as required, such as the WLGA.</p> <p>There are some courses that can only be delivered by an external provider and these will attract a cost that will be met from existing budgets.</p> <p>Some sessions may be hosted 'remotely' to help mitigate costs.</p>
--	---

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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 have been consulted on topics for inclusion relevant to specific portfolios / services.</p> <p>A 'Training Needs Analysis' will then be undertaken during February 2024 with elected Members to determine topics for training / awareness / information sessions. These will be reported to this committee in March.</p>

4.00	RISK MANAGEMENT
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>

5.00	APPENDICES
5.01	Appendix 1 – Draft Councillor Development Plan 2023

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None.

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

8.00	GLOSSARY OF TERMS
8.01	<ul style="list-style-type: none"><li data-bbox="320 203 1046 237">• WLGA – Welsh Local Government Association.