

CONSTITUTION AND DEMOCRATIC SERVICES COMMITTEE

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| Date of Meeting | Wednesday, 20 March 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

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| 1 | That the Committee notes the training programme provided as Appendix 1. |
| 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 |
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| 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>Following consideration of proposals to introduce a similar 'model' for elected Members, the following topics were identified as 'mandatory':</p> <ul style="list-style-type: none">• Cyber Security• Equalities• Environment & Carbon Reduction• Safeguarding and Modern Slavery• Corporate Parenting• Violence Against Women and Domestic Abuse Awareness |

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| 1.05 | 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. |
| 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 identified as being 'mandatory' and Section 2 those that are 'discretionary'.</p> <p>Each section has been sorted to show courses / sessions that are available on the Council's training platform. Members will be provided with access to the site, meaning the courses / sessions can be taken at a convenient time.</p> <p>There will still be the option for courses / sessions to be delivered as they currently are: a daytime session with attendance in-person, and an evening session where attendance is remote.</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> <p>A training 'brochure' will be developed for Members that provides details of the sessions / courses, including the delivery method, length of session, aims and objectives, and how to book attendance.</p> |
| 1.07 | 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 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. |

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| 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 online. 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. Members will be provided with access to the Council's online training toolkit software.</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> |

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| | Some sessions may be hosted 'remotely' to help mitigate costs. |
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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 have been consulted on topics for inclusion relevant to specific portfolios / services.</p> <p>A 'Training Needs Analysis' will then be undertaken during Spring 2024 with elected Members to determine topics for training / awareness / information sessions. These will be reported to this committee in March.</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 2024 |
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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 |
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| 7.01 | <p>Contact Officer: Steven Goodrum, Democratic Service Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk</p> |
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| 8.00 | GLOSSARY OF TERMS |
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| 8.01 | <ul style="list-style-type: none"> • WLGA – Welsh Local Government Association. |
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