

Report to: Audit & Governance Committee Meeting  
27 September 2023

Director or Business Manager Lead: Sue Bearman - Assistant Director Legal & Democratic Services and Monitoring Officer

Lead Officer: Nigel Hill - Business Manager Elections & Democratic Services, Ext. 5243

<b>Report Summary</b>	
<b>Report Title</b>	Councillor Training and Development
<b>Purpose of Report</b>	To review the May/June 2023 induction training programme for Councillors and consider ongoing training and development for Councillors.
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1) That further training be delivered for Councillors as soon as practicable, in relation to the role and responsibilities of the councillor and meeting procedures; and</li> <li>2) That Councillors be made aware of the Local Government Association online training offer, and the training materials available on the Members Intranet.</li> </ol>
<b>Reason for Recommendation</b>	To ensure Councillors are provided with the training and development opportunities they need to undertake their roles effectively.

## **1.0 Background**

1.1 Following the District Council election on 4 May 2023, an induction and training programme was delivered for all Councillors, between 10 May and 29 June. The following events were delivered:

- Welcome event
- Bus tour of the District
- Modern Gov (the software used to publish all meeting agenda, reports and minutes)
- Code of Conduct
- Introduction to the Council's financial context
- Housing and Housing Revenue Account
- Governance, Cabinet and Scrutiny

- ICT – cyber security, data protection and introduction to devices
- Planning and the Planning Committee
- Audit & Governance Committee
- Licensing Committee
- Policy and Performance Improvement Committee
- Safeguarding awareness

Recordings of the sessions, presentations, and materials are available on the Members Intranet. Following completion of the programme, a feedback survey was issued to all Councillors, which also asked for suggestions for ongoing training and development. A summary of feedback is attached as the **Appendix** to this report.

- 1.2 The Council also took advantage of the East Midlands Councils training offer, with the Chair and Vice Chair of the Council attending ‘The Role of the Civic Head’, and new councillors being given the opportunity to attend ‘Hitting the Ground Running – New Councillor Workshop’.
- 1.3 Going forward, the Council is rolling out climate awareness training for all staff, and the same training is being made available for Councillors. The workshop involves individuals working as part of a group to ‘piece together’ the journey of climate change from cause to effect. Workshops enable participants to take ownership of the subject matter and gain further insight and knowledge into the climate change agenda. The workshops are delivered by the LAEP (Nottinghamshire and Derbyshire Local Authorities' Energy Partnership). Invitations are due to be issued shortly by Democratic Services.
- 1.4 The Council is also rolling out equality and diversity training for all staff and Councillors. It is anticipated that the training will be delivered for Councillors by the end of the year. Topics covered will include use of inclusive language, and understanding how Equity, Equality, Diversity and Inclusion (EEDI) may apply in relation to Councillors’ day-to-day responsibilities.
- 1.5 The Council’s Committees, including Audit & Governance Committee, will continue to agree and arrange tailored ongoing training and development as necessary.

## 2.0 **Proposal/Options Considered**

- 2.1 In light of feedback received in relation to the Member Induction Programme, it is proposed for some further training to be delivered for Councillors as soon as practicable, in relation to the role and responsibilities of the councillor and meeting procedures. This training will be available for all Members, but will particularly be helpful for newly elected Councillors.
- 2.2 The Local Government Association also offers a programme of e-learning modules including knowledge and skills-based topics. Many of these have been covered in the

Induction Programme, but Members may be interested in some of the skills-based topics such as: -

- Community engagement and leadership
- Corporate parenting
- Facilitation and conflict resolution
- Handling intimidation
- Influencing skills
- Stress management and personal resilience
- Supporting mentally healthier communities
- Supporting your constituents with complex issues
- The effective ward councillor

2.3 It is proposed to promote the LGA offer for Councillors and raise awareness of the materials available on the Members Intranet.

### **3.0 Implications**

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

#### **Financial Implications - FIN23-24/5185**

3.1 There is a £3,000 budget for member training with currently £2,600 remaining, it is envisaged that member training requirements can be contained within the budget remaining. However, if there is any additional budget required for further training a further report will be brought to the relevant committee for approval.

#### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.