

Appendix 3

Proposals for a member training and development programme for 2020-2024

Introduction

1. The current arrangements for member training date from 2014 with some adjustments in 2016. In 2018 it was agreed that the existing arrangements for member training should continue until the all-out Council elections in May 2020.
2. This is regarded as an opportune time to introduce new training and development arrangements to meet the needs of a new Council. Planning and preparation for such a holistic review of member development and training needs to start now and will place a significant demand on Council resources, initially in terms of officer in time and Committee/Council business.
3. It is recommended that the Council goes back to first principles to:
 - Identify the required competencies and desirable skills and behaviours to be an effective councillor
 - Identify best practice examples of training and development programmes from other Local Authorities and from other organisations
 - Undertake a skills audit of existing councillors
 - Canvass views of existing councillors and senior management
 - Commission professional advice where appropriate
4. This information would form the basis on which to develop a comprehensive member training and development programme for delivery over the 4 period 2020-2024.

Project team

5. It is proposed that a small project team is tasked with taking this initiative forward. The team would consist of:
 - Cllr Chapman, as Chair
 - Anita Bradley , Head of Law & Governance
 - Helen Bishop, Head of Business Improvement
 - Mish Tullar, Corporate Policy, Partnership and Communications Manager
 - Chris Harvey, Organisational Development Manager
 - Andrew Brown, Committee & Member Services Manager
 - Catherine Phythian, Committee & Member Services

Stakeholders

6. The following stakeholder groups would be consulted on the proposals:

Council	Officers
Leader of the Council	Chief Executive
Political group leaders	Directors
Standards Committee	Service Heads
Councillors	“special interest” officers

Appendix 3

Proposals for a member training and development programme for 2020-2024

Decision

7. Full Council would make the final decision on the proposals for a member training and development programme on the basis of a recommendation from the Standards Committee.

Project plan

8. The indicative timescale for the project is:

When	What	Who
25 February 2019	Agree proposals for project approach to deliver a Member development and training programme 2020-24	Standards Committee
April /May / June	Research into best practice Consultation with stakeholders Detailed development of the proposals for the structure / format / content of a 4 year Member development and training programme 2020-24	Project team
24 June 2019	Agreement of Member development and training programme 2020-24 (principles)	Standards Committee
July	Approval of Member development and training programme 2020-24 (principles)	Council
16 September 2019	Progress report on 2019 programme	Standards Committee
Oct / Nov	Detailed development of course content programme for 2020 Commissioning of external courses for 2020 delivery	Project team
2 December 2019	Progress report	Standards Committee
Jan / Feb 2020	Final preparations on course content and materials for 2020 programme	Project team
2 March 2020	Sign off on 2020 programme	Standards Committee
May 2020	Go live date for Member development and training programme 2020	