Standards Committee – 22nd October 2018

Annual Update Elected Member Development 2017/18

1.0 **Summary of report**:

1.1 The report is to provide information to Elected Members in respect of implementation of the refreshed learning and development programme offered to Elected Members 2017/18.

2.0 **Background papers:**

Appendix 1 - Focus Group Outputs
Appendix 2 - Learning and Development Programme 2017/18
Appendix 3 - Record of 'face to face' training attended by Members in 2017/18
Appendix 4 - Learning Champion Role Outline

3.0 **Recommendation:**

3.1 To note the content of the report and associated appendices.

4.0 **Background**

4.1 In early 2017 it was identified that a review needed to be carried out of the elected Member professional development programme. The programme had not undergone a refresh since 2004 post government intervention. Elected Members were consulted about this and fully supported their development programme being refreshed. On 11th March, 2017, a focus group was held comprising, in the main, longer standing elected Members across the various political parties with the aim of identifying elected Member learning and development needs going forward (appendix 1). Once identified these needs would inform the future Learning and Development Programme The programme was refreshed and it will be kept under annual review being monitored through the Standards Committee. Training/access to wider development opportunities is a vital component in upholding standards followed by elected Members (appendix 2).

4.2 The HR Learning and Development Team have produced a number of reports that outline the participation of Elected Members in a number of learning events held during the last 12 months (excluding any e-learning undertaken), and the feedback received from the same. The Programme has included provision of face to face learning events delivered by external and internal trainers with opportunities for self-directed and e-learning to supplement this (appendix 3). There is also funding to support Elected Member attendance at external learning events/conferences etc. Learning Champions have been identified from within each political group to support their fellow group Members (appendix 4)

4.3   There are still some key areas for the Council to consider in terms of Elected Member Development such as induction and support for newly Elected Members and whether or not certain training should be mandatory. At present the main mandatory courses are in relation to planning committee and employment appeals committees where elected Members are required to attend training before they sit on the said committees. Other mandatory training includes Information Governance.

5.0   **Resource and Legal considerations**:

5.1   None directly related to this report Under s27 Localism Act 2011 local authorities are required to uphold and promote standards of elected Members.

6.0   **Performance and Risk Management issues:**

6.1   Performance and risk management are a feature of all Council functions. It is important that Council policies and procedures are reviewed and updated on a regular basis. If the Council fails to do this there is an increased risk that the Council will be subject to legal challenge or litigation.

6.2   In terms of performance it is important that Elected Members both have a clear framework of standards to follow in delivering services to the community, and training to support them in effectively fulfilling their roles as community leaders. The Council, at annual Council on 23rd May, 2018, approved an amended Code of Conduct for Elected Members.

7.0   **Equality Implications:**

7.1   In maintaining an up to date programme of learning for Members, which includes knowledge and awareness of equality legislation and public sector duties, the Council will ensure that services are delivered fairly in an open and transparent manner. There are specific requirements in both codes that elected Members and officers observe equalities. This also supports the Council's Public Sector Equalities duty under the Equality Act 2010

8.0   **Consultation:**

8.1   There is no requirement to consult on this report.

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Focus group outputs to

Inform the Elected Member Development Programme 2017/18

Lisa Koc

Learning and Development Manager

March, 2017

Introduction

A focus group was held on 11th March, 2017 and consisted of some of the more long standing Elected Members. These Members were selected as it was felt they had the ability to champion learning and would be able to reflect on previous Elected Member Learning and Development Programmes (what had worked well and what not so well) and would have an in-depth understanding of the issues facing the Council and therefore how they could be better supported to undertake their role as effective community leaders. The focus group lasted 90 minutes and was facilitated by Lisa Koc, Leaning and Development Manager and Lucy Truman, Transformation Lead. Context was provided i.e., to gather the views of Elected Members to inform the content of the Elected Member Development Programme and delivery of the Council's Corporate Plan 2017-2020.

The Ground Rules were shared as follows:

- We want **you** to do the talking
- We would like **you** to participate
- **Everyone's** view is valid and valuable
- There are **no** right or wrong answers
- We want to hear a **wide** range of opinions
- We want to capture **everything** you want to say
- We **don't** identify anyone by name in our report, you **will** remain anonymous
- We want to **conclude i**n 90 minutes

1. **What do you consider to be the skills, knowledge and support required by existing Elected Members?**

   Chairing meetings

   ICT capability

   Strategic planning and thinking

   Safeguarding and Child Sexual Exploitation

   Planning law

   Social Media

   Media

   Communicating effectively and appropriately with the public

   Employment Law

   Equality and Diversity

   Data Protection

   Briefings on the constitution, understanding the rules and protocols of the Council Chamber

   Assertiveness

   Confidence

   Code of Conduct including proper use of Council resources, respect for officers and the role of the Mayor

   The Council's finances

   Effective casework

   Effective partnership working

2. **What do you consider to be the skills, knowledge and support required by new Elected Members?**

   Shadowing

   A buddy system

   Expectation should be set even before individuals become Elected Members so they are aware of their responsibilities

Nurturing of new Elected Members – a supportive culture

Basics including how to use the microphones etc

Should be read in conjunction with all the above

3. **What has worked well in the past/what might work well in future?**

Having choices over times/dates
Roundtable talks such as today
Undertaking a skills scan of new and existing Members to understand what they have already and what they might be able to share
Access to regular CPD via e-learning – might even suggest recommended number of hours per year to be undertaken

4. **What has not worked so well in the past?**

Lack of flexibility with regards to dates and times

5. **What skills, knowledge and behaviours do the workforce need?**

As members we need to be able to tap into all the knowledge and experience which exists at all levels ie both staff and managers.

Due diligence – a recent experience whereby preparation of papers for employment appeals was not accurate causing delay and frustration for the Committee.

We need honesty and transparency – if I ask a question but perhaps do not phrase it correctly, officers sometimes don't provide the right or required answer which only partially answers the question.

We have lost much of the historical experience and in certain areas we have cut too far in the operational areas

6. **Additional suggestions**

Information Governance arrangements are often unclear
Some issues with ICT compatibility of devices
Need to have more cross party collegiate working
Need to engage better with the public and ensure we are representing them correctly – scrutinising the things they would want us to
Need to horizon scan/benchmark with others – no need to re-invent the wheel – less navel gazing

Need to be flexible

Need to set out the expectation to all Members ie to have read papers in advance and to have conducted necessary research

Need to re-set scrutiny and overview – needs more overview

Need to see what opportunities we can draw down from the LGA and hold cross Council learning events whereby we can share our approaches and knowledge

Need to set the expectation of self-directed learning – ie undertake reading and research

Need to split the casework from the strategy

Delivery of the corporate plan should be project managed to achieve outcomes and budget savings – corporate plan should be a live document and scrutinised at every meeting

We need to engage the 3rd sector more

Scrutiny is too adversarial and we should prioritise for overview the big issues which are causing concern like the rising number of Looked After Children

We are too reactive and do not plan ahead enough

We need to see buildings such as libraries as community assets which provide more than books ie reduces social isolation

Prevention is really important as investment in this whether it be health or social care/childrens will avoid cost further down the line

Next Steps

A further focus group will be held early May for new Elected Members. The suggestions received will be used to inform the Elected Member Learning and Development Programme 2017/18.

Elected Member Learning and Development Programme 2017/18

'Making a positive Difference'

Supporting our Workforce Strategy

Summer, 2017

Learning and Development

'Making a positive difference'

This Programme has been compiled by Democratic Services with support from the corporate Learning and Development Team within Human Resources. It includes development opportunities that aim to support our Elected Members to carry out their roles, making a positive difference to the lives of Walsall citizens.

Our commitment to Elected Member development

'We recognise the important role our Elected Members play in establishing and delivering the ambitions of our corporate plan. We recognise their professionalism and commitment to delivering quality services in increasingly challenging financial circumstances. In order to support the Council's core purpose of serving the people and communities of Walsall by representing and working with them to protect and improve the quality of life for all, particularly the most vulnerable, we need to ensure that our Elected Members like our workforce are effectively supported and appropriately skilled and trained to fulfil their increasingly challenging roles.

This learning and development Programme has been designed with this in mind. We know there is a direct link between an organisation's investment in its people and how well the organisation performs. Our elected members will be the key to leading the Council's overarching priorities and to its overall success'.

Lifelong health, wealth and happiness

Safe, resilient and prospering communities

Sustainable change and improvement to all

Tony Cox, Head of Legal and Democratic Services

Introduction

The development of this Programme has been overseen by the Head of Legal and Democratic Services with support from officers in Democratic Services and the Learning and Development Team within HR. It is aimed at promoting learning and development opportunities for Walsall Council's Elected Members.

Here in Walsall we are committed to:

- Identifying the individual and collective learning needs of our Elected Members and prioritising them accordingly
- Ensuring that any learning programmes reflect Council and national objectives
- Promoting learning and development opportunities through traditional and electronic communication methods
- Disseminating learning and development to Members within each political group in a timely fashion
- Monitoring the implementation of the Annual Learning and Development Plan for Elected Members and reporting take up to Standards Board/individual Groups
- Evaluating learning and development programmes and reviewing the outcomes
- Practicing accessibility, promoting equality and valuing diversity

We believe Member development is essential if local government is to thrive and prosper. This programme is designed to build Elected Member capacity and is therefore based upon the principles of:

- Developing Electing Members as effective community leaders
- Adopting a strategic approach to Member development which has the backing of all parties
- Having a Development programme in place that clearly identifies the difference development can make
- Ensuring that learning and development is effective in building capacity
- Addressing wider development matters to promote work-life balance and citizenship

The role of Democratic Services

The Team will work with you to identify your learning needs. They will administer the Programme and be your key point of contact in respect of booking onto face to face learning opportunities and initial resolution of any difficulties you may have with accessing your e-learning account.

Members will be encouraged to share their knowledge and expertise with fellow Members where appropriate by:

- Supporting newly elected Members (mentoring)
- Sharing knowledge from attendance at external conferences and seminars
- Engaging in peer mentoring

Officer support

- Provide support through Democratic Services for all member learning and development, ensuring all Members are aware of learning and development opportunities in good time
- Provide 1-2-1 support to newly elected members as part of their planned induction programme
- Devise and deliver a programme of induction training for new and returning Members
- Devise a learning and development programme for individual members based on needs identified at a personal review meeting with a Peer Member or a Senior Officer. To access this service individual members should contact Democratic Services for an initial discussion.
- Provide administrative support for all learning and development events including communication with Members and the provision of evaluation and feedback on providers

 Your key contacts are:

Tony Cox, Head of Legal and Democratic Services, telephone 654822

Sarah Read, Legal Secretary, telephone 654824

Neil Picken, Senior Democratic Services Officer, telephone 654369

Craig Goodall, Senior Democratic Services Officer, telephone 654765

The role of the corporate Learning and Development Team

The team is led by Lisa Koc, Learning and Development Manager. Lisa and the team are committed to providing high quality learning and development solutions that are pragmatic and innovative and offer value for money. Our aim is to provide a responsive service that reflects the needs of the organisation as articulated in the Corporate Workforce Plan, the various Directorate workforce plans; supporting staff and our Elected Members to achieve our goals in challenging times. Lisa also manages the Workforce Development Team supporting Adult Social Care; this means our customers are able to draw upon a wider skills and knowledge base than was previously the case. As a result new topics will be introduced into the corporate employee and Elected Members programmes which may benefit a wider

audience, examples include: mental health awareness, healthy hearts and minds, managing personal resilience, dementia and deaf awareness plus much more. To contact Lisa or the wider Learning and Development Team, telephone 650350 or email:

learningandorganisationaldevelopment@walsall.gov.uk

What you will find in this brochure

The learning opportunities in this Programme have been developed or commissioned to meet the changing needs of the organisation and increasingly demanding roles of our elected members. They will be continually reviewed and evaluated to assess their relevance and value for money, and unless stated under 'target audience' are open to all elected members.

Some of the events are designed as development workshops aimed at equipping Members with the necessary knowledge and skills to fulfil their roles, while others might take the form of briefings, 1-2-1s or facilitated sessions whereby Members can share their knowledge and experience. Alongside this is the opportunity to access our catalogue of e-learning topics for personal growth. Our e-learning platform may be accessed outside of normal office hours thereby offering maximum flexibility to you the learner. For Members who would benefit from some 1-2-1 support in order to access our e-learning platform we can offer the opportunity to use a computer within HR on the 3rd floor where someone will be on hand to provide support.

Elected Member Induction

There is a comprehensive induction programme for all members whether newly elected or returning Members. In addition to the New Member Training facilitated by the Head of Legal and Democratic Services, there will also be the opportunity to meet with other Members and key senior officers and learn more about corporate and constitutional processes. Each Member will be provided with an Induction Pack setting out the support and guidance available together with other useful information about the Council. Members will also be allocated a buddy/mentor from within their own Group. To complement Member Induction, the e-learning package – 'Your role as Councillor' should also be completed. The Induction Process will also identify any gaps in skills or knowledge which need to be developed and this will form the basis of a development plan to accompany the recommended and mandatory learning set out in this brochure.

Core Annual Learning and Development Programme

An annual core programme will be developed in consultation with Elected Members. It will include the requirements of new legislation and emerging corporate themes, ethical and governance requirements and changing standards and the impact of any scrutiny recommendations in terms of changing corporate practices. It will also include emerging themes and developments from partners. Examples may include: your role as a corporate parent, disclosable pecuniary interests, chairing meetings, protecting information training, Prevent training, safeguarding children and adults awareness and training related to specific roles you may have with regards to servicing planning, licensing or employment appeals/interview panels. Some topics have been designated as mandatory learning.

Learning for Personal Growth and Development

There are a vast amount of additional learning modules that are available to all Members. These modules are aimed at enhancing knowledge and providing useful information about a wide range of topics to help Members learn more about their role, the Council directorates, the borough of Walsall and developing core skills. In the light of the tragic events which saw the murder of MP Jo Cox we have also included within the programme 'Personal Safety and Lone Working' alongside other health and safety related topics.

Personal Growth to enhance an individuals skills or knowledge

Core skills - all or specific Members servicing particular committees/panels or Boards - e.g. could be new legislation

Induction Level - all new and returning members
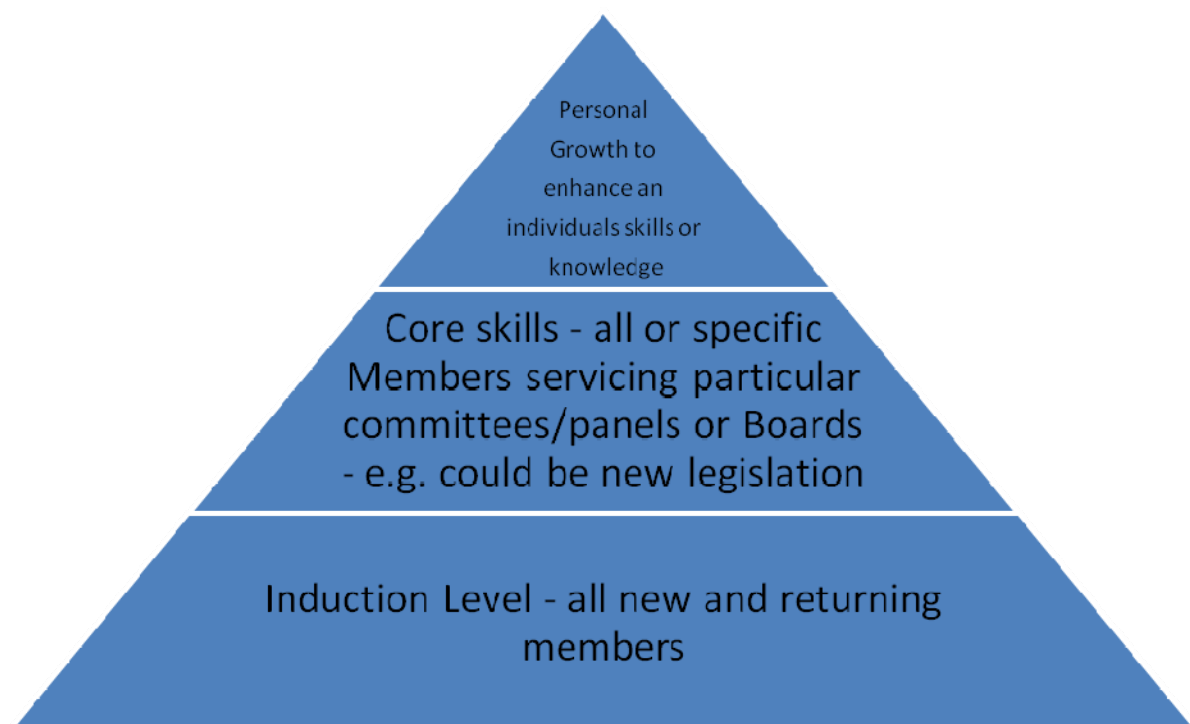
External Opportunities

Democratic Services often receive notification of events being held regionally or by other Councils that may be of interest to Members here at Walsall. These will be circulated to:

- All Members if appropriate
- Members who have identified the topic as an area for development
- Members who would directly benefit from attending due to their specific role

Those wishing to take advantage of these events should notify Democratic Services who will in turn evaluate the request in line with business need and available budget. Decisions will be shared in an open and transparent way.

Promoting the Dissemination of Learning

Promoting the dissemination of learning is something we strongly encourage. Attendance at external events is a valuable way of acquiring information about a wide range of issues including new and innovative practice, new legislation and other regional and national developments.

Members who attend external events should make any course material available to others by placing a copy in the Members/Group Rooms. Members may also be required to pass on this learning in other ways such as producing a short written report or briefing to their peers.

How to book onto a face to face course

Democratic Services Officers will advise you of the dates of the face to face learning opportunities which will be scheduled at key points during the Municipal Year and not less than quarterly. You are asked to contact them in order to indicate your interest in attending. They will then send you the necessary joining instructions e.g the date, the venue, timings, any pre-course reading etc.   In advance of the training you may also wish to consider the following questions:

- What do I want to be able to do or do better?
- How will I recognise success?
- How will I review and measure my improvement?
- What methods will I use to achieve my learning objectives?
- How will I practice and apply what I learn?

Learning and Development for all

Democratic services and the corporate learning and development team are committed to the active promotion and support of equality of opportunity in the way their respective services are managed and delivered. We aim to ensure that:

- The marketing and booking process for development activities ensures fair access to all
- All learners have equal access to the development activities offered
- Where Members have identified a support need in relation to their attendance at a learning event i.e., large print hand outs, interpreters – then all such reasonable adjustments will be provided
- Individuals wishing to undertake any accredited programmes are selected on the basis of business need, merit and ability

Cancellation policy

In order to run a cost effective service and maximise the opportunities for all to attend the training they have identified, we ask that you provide us with as much notice as possible of any cancellations.

On the rare occasion when we might have to cancel a course, delegates will be notified at the earliest opportunity. Wherever possible delegates will be offered replacement course dates at their convenience.

Evaluation

To be of real benefit, effective learning and development has to try to match the needs of Members, the objectives of the Council and its partners in achieving a shared vision for Walsall.

It is essential therefore that all provision is reviewed for relevance and effectiveness with all Members attending any event being required to complete an Evaluation Form post event. Monitoring and evaluation processes and outcomes will:

- Be open and constructive, enabling any necessary enhancements to be made to future delivery
- Be regularly monitored by the Democratic Services and Learning and Development Teams and Standards Board to ensure delivery of objectives and continuous improvement
- Be clearly communicated to Members through the various group Leaders
- Ensure Member achievements are recognised and acknowledged both individually and within political groups

- Encourage Members to be self-aware in recognising their strengths and weaknesses

Recording Learning

Your learning, whether face to face or via e-learning, will be captured on your individual learning profile held on the Councils HR database iTrent. If you attend any training outside of these more formal arrangements then we would also like to add these learning events to your learning profile.

Feedback and Complaints

We aim to provide an excellent service that is responsive to the needs of the organisation and individual learners. All our programmes are demand led and continually monitored for quality, suitability and value for money.

In order to help us deliver the service you want please let us have your feedback, good or bad, as often as possible. We review all course evaluation forms and follow up any issues raised.

If you are dissatisfied in any way please feel free to contact any member of the Democratic Services or Learning and Development Teams directly.

We will treat your concerns seriously, deal with them promptly, and use your feedback to inform and improve our service.

Equally if you have received an excellent service/support/benefitted greatly from one of our learning opportunities we would also like to hear from you.

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Induction

Subject	Face to Face	e-learning	Status
New Councillor Training including rules for debate			**Mandatory**
Your role as Councillor			**Mandatory**
Introduction to Local Government			**Mandatory**
Our Council - induction			**Mandatory**
Code of Conduct for Councillors			**Mandatory**

Core Skills

Subject	Face to Face	e-learning	Status
Declarations of Interest	✓		Mandatory
Chairing Meetings	✓		Highly recommended
Protecting Information Level 1		✓	Highly recommended
Protecting Information Level 2		✓	Optional
Prevent		✓	Highly recommended
Planning Committee	✓		Mandatory for some
Licensing Committee	✓		Mandatory for some
Dismissing Officer	✓	✓	Mandatory for some
Interview Skills Training for Appointments Board	✓	✓	Mandatory for some
Safeguarding children and adults awareness		✓	Mandatory
The Council's finances/budget setting/medium term financial planning	✓	✓	Highly recommended
Effective partnerships working		✓	Optional
Briefing to include protocol and use of Council Chamber	✓		Highly recommended
Social Media – do's and dont's	✓		Highly recommended
Unconscious Bias	✓		Highly recommended
Public Speaking/getting the best from the Media	✓		Highly recommended
Effective Case Work	✓		Optional
Strategic Thinking	✓		Optional
The role of the corporate parent	✓		Mandatory
Equality and Diversity Foundation Course	✓	✓	Mandatory

Personal Growth

Subject	Face to Face	e-learning	Status
Meeting skills		�	Optional
Presentation Skills		�	Optional
Spelling and Grammar		�	Optional
Introduction to coaching		�	Optional
Introduction to finance within Walsall		�	Optional
Introduction to Walsall Council's Contract Rules		�	Optional
Mental Health First Aid	�		Optional
Display Screen Equipment (DSE)		�	Optional
Fire Safety Awareness (all other buildings)		�	Optional
Fire Safety Awareness and annual briefing (Civic Centre)		�	Optional
Fire Safety Awareness and annual briefing (Council House)		�	Optional
Fire Safety Overview		�	Optional
Personal Safety and lone working	�		Highly recommended
Blackberry basics* to be deleted and replaced in relation to new technology		�	Optional
Computers Don't Bite	�		Optional
Email for Beginners		�	Optional
Excel		�	Optional

Subject	Face to Face	e-learning	Status
Word processing for beginners			**Optional**
Introduction to e-learning		▨	**Optional**
Introduction to changes in Office 2010		▨	**Optional**
Information Technology for beginners		▨	**Optional**
Outlook Basics	▨		**Optional**
Assertive communication		▨	**Optional**
Confidence and Assertiveness		▨	**Optional**
Effective Time Management		▨	**Optional**
Facilitation Skills		▨	**Optional**
Managing your priorities		▨	**Optional**
Stress awareness		▨	**Optional**
Resilience through Change	▨		**Optional**
Learning to Learn		▨	**Optional**
Self Development		▨	**Optional**
Carer aware (guided e-learning)		▨	**Optional**
Equality and Diversity Induction		▨	**Optional**
Equality and Diversity Legislation		▨	**Optional**
Code of Conduct for Employees		▨	**Optional**
Debt Management and Collection		▨	**Optional**
Falls Prevention		▨	**Optional**
Introduction to Agile Working – generic		▨	**Optional**
Introduction to sustainability and carbon management		▨	**Optional**
Passport to procurement		▨	**Optional**

Subject	Face to Face	e-learning	Status
Making Every Contact Count			Optional
Our Partners			Optional
Dementia Awareness			Optional

Record of Face to Face Training attended by Members in 2017/18 including where available evaluation/feedback.

Title of Learning Event	Dates	Trainer
Equalities Training	3 sessions offered on 6th, 16th and 29th March 2017	Irena Hergotova/Anthony Cox

All Member audience

Attendees	
Councillor A Underhill	Councillor A A Nawas
Councillor I C Robertson	Councillor E A Hazell
Councillor T J Jukes	Councillor S F Fitzpatrick
Councillor Ditta?	Councillor G S Sohal
Councillor M Longhi	Councillor J Fitzpatrick
Councillor S. R. Craddock	Councillor J Murray
Councillor K Chambers	Councillor E F Hughes
Councillor L J Rattigan	Councillor Nazir?
Councillor D Barker	Councillor D T Hazell
Councillor E B Russell	Councillor K Ferguson
Councillor B A Douglas-Maul	Councillor I Shires
Councillor R V Worrall	
Councillor C D D Towe	
Councillor J Rochelle	

Feedback highlights

No written feedback is available from this learning event.

NB   For Councillors Ditta and Nazir we do not have a first name recorded.

Title of Learning Event	Dates	Trainer
Motor Neurone Disease Awareness Training	3 sessions offered on 26.9.17	Jackie Dornford-May

Mixed audience of staff and Members

Attendees	
Councillor I C Robertson	Councillor E A Hazell
Councillor J Murray	Councillor J Fitzpatrick
Councillor L J Rattigan	Councillor B Allen
Councillor D Barker	Councillor D T Hazell

Feedback highlights

Learning event considered relevant considering some of our constituents may be affected – could have dovetailed in with other conditions people suffer from ie Parkinsons.

Raised my knowledge.

Interesting to find out about MND – always helpful.

Time very well spent – this is a subject I knew nothing of.

Members cited – difficulty in diagnosing MND and services being inadequate.

Title of Learning Event	Dates	Trainer
People not Politics	2 sessions offered on 29.1.18	L Gill from the Democracy Think tank

Mixed audience of staff and Members and Members from neighbouring authorities

Attendees	
Councillor M A Bird	Councillor M J Ward
Councillor I Shires	Councillor A A Nawas
Councillor I C Robertson	Councillor k Ferguson
Councillor E. B. Russell	Councillor M R Burley
Councillor A Ditta	Councillor J Fitzpatrick
Councillor K Chambers	Councillor S Ditta for part
Councillor D Barker	
Councillor B A Douglas-Maul	
Councillor C D D Towe	
Councillor J Rochelle	
Councillor R A Martin	
Councillor K Phillips	

Feedback highlights

Very informative, useful for ward work.

Interesting to hear the views of other areas.

The trainer made the subject engaging – it made us think.

Perhaps more time in future.

Better acoustics could be an advantage.

Groups sitting closer together.

Really useful given where we are at with our localities model.

Sandwell MBC – has given me food for thought.

Disappointing that elected members left early. Also low numbers – an officer viewpoint.

Disappointing that the numbers were low from Councillors, would have liked examples of good practice from other authorities – an officer viewpoint.

Knowledgeable trainer.

Need the heating on before as the training room was cold.

Title of Learning Event	Dates	Trainer
Chairing Skills	3 sessions offered on 5.2.18	LGA

Mixed audience of staff and Members

Attendees	
Councillor I Shires	Councillor A A Nawas
Councillor I C Robertson	Councillor k Ferguson
Councillor L J Rattigan	Councillor S F Fitzpatrick
Councillor K Chambers	Councillor L D Jeavons
Councillor D T Hazell	Councillor E A Hazell
Councillor B A Douglas-Maul	
Councillor C D D Towe	
Councillor S R Craddock	
Councillor R A Martin	
Councillor K Phillips	

Feedback highlights

No written feedback is available from this learning event.

Title of Learning Event	Dates	Trainer
GDPR	3 sessions offered on 19.3.18	In house IG Team

All Member audience

Attendees	
Councillor I Shires	Councillor E B Russell
Councillor I C Robertson	Councillor k Ferguson
Councillor A Ditta	Councillor J Fitzpatrick
Councillor J Rochelle	Councillor D Barker
Councillor A G Clarke	Councillor M A Bird
Councillor S R Craddock	Councillor M J Ward
Councillor R A Martin	Councillor N Z Gultasib
Councillor K Phillips	Councillor D Hazell
Councillor J Murray	Councillor C Bott
Councillor P Bott	Councillor G S Sohal
Councillor E A Hazell	Councillor S Fitzpatrick
Councillor L A Harrison	Councillor L J Rattigan
Councillor A A Nawaz	Councillor H S Sarohi
Councillor S Coughlan	Councillor D Coughlan

Feedback highlights

No written feedback is available from this learning event.

Title of Learning Event	Dates	Trainer
Employment Appeals	1 session	In house HR Team

Specific session for Members who will service a specific Board/Panel

Attendees	
Councillor K Phillips	Councillor J Fitzpatrick

Feedback highlights

No written feedback is available from this learning event.

Title of Learning Event	Dates	Trainer
Personal Safety and Lone Working	3 sessions offered 25.10.17 8.11.17 and 9.11.17	In house L&D Team – Terry Hassall

All Member audience

Attendees	
Councillor S K Ditta	Councillor J Fitzpatrick
Councillor E A Hazell	Councillor D Barker
Councillor D T Hazell	Councillor M J Ward
Councillor G S Sohal	Councillor N Z Gultasib
Councillor K Chambers	Councillor T S Wilson
Councillor J Murray	Councillor I C Robertson
Coucnillor B A Douglas-Maul	Councillor K Ferguson
Councillor C Jones	Councillor A J Hickin
Councillor A Ditta	

Feedback highlights

Need to do more risk assessments.

I will put my new knowledge into practice.

A better understanding of personal safety.

I will pass on to friends and family.

To become more aware of situations that I need to be mindful of to keep myself safe.

Improved my knowledge of personal safety and lone working.

I commend the course to fellow Councillors.

Tips on how to be personally safe when alone.

Follow up where Councillors stand with procedures.

Title of Learning Event	Dates	Trainers
Standards Training	3 sessions offered on 27.11.17	Javed Iqbal and Jonathan Goolden

Mixed audience of staff and Members and Members from neighbouring authorities

Attendees	
Councillor A D Harris	Councillor K Hussain
Councillor A A Nawaz	Councillor k Ferguson
Councillor A J Hicken	Councillor A J A Andrew
Councillor P Bott	Councillor D Barker
Councillor C Bott	Councillor M A Bird
Councillor S R Craddock	Councillor G S Sohal
Councillor K Phillips	Councillor M R Burley
Councillor J Murray	Councillor A Underhill
Councillor D T Hazell	Councillor E A Hazell
Councillor A Ditta	
Councillor T S Wilson	
Councillor H S Sarohi	
Councillor I C Robertson	
Councillor B A Douglas-Maul	

Feedback highlights

Very interesting.

An excellent overview.

Very interesting.

Thank you and interesting afternoon.

Very good training, presented with good humour.

Session really informative.

Very informative and interesting.

Very useful/good.

A very useful learning experience.

Well worth attending. Comprehensive and well presented.

Good/interesting and useful.

Useful – might have been more engaging to commence with scenarios first.

Very informative and well presented.

Informative and interesting, very good and helpful.   **Very helpful.**

Title of Learning Event	Dates	Trainer
Social Media Training	3 sessions offered on 27.9.17, 1.9.17 and 8.11.17	Internal Communications Team

All Member audience

Attendees	
Councillor A J Hicken	Councillor A J A Andrew
Councillor S Ditta	Councillor D Barker
Councillor R A Martin	Councillor M A Bird
Councillor S R Craddock	Councillor G S Sohal
Councillor j Fitzpatrick	Councillor M R Burley
Councillor J Murray	Councillor A Underhill
Councillor D T Hazell	Councillor E A Hazell
Councillor A Ditta	Councillor I Shires
Councillor L J Rattigan	Councillor t T J Jukes
Councillor H S Sarohi	Councillor M Longhi
Councillor I C Robertson	Councillor N Z Gultasib
Councillor B A Douglas-Maul	Councillor C D D Towe
Councillor K Chambers	Councillor E B Russell
Councillor R V Worrall	Councillor B C Allen
Councillor C D D Towe	
Councillor S Fitzpatrick	
Councillor C Jones	
Councillor A Kudhail	

Feedback highlights

Don't become the headline!

We need clarity in relation to the media etc.

Maybe a bit longer session on this.

A useful warning on how social media can get Councillors into trouble.

Session was focussed and the handouts were very useful reference documents.

Time well spent.

Very good and very informative.

Understand the pitfalls for the future.

Extremely appropriate and relevant – make it mandatory for all Councillors.

Well done on putting together a great training session.

Title of Learning Event	Dates	Trainer
Safeguarding Training	3 sessions were offered 4.1.17 16.1.17 7.2.17	Internal Childrens Services Team

All Member audience

Attendees	
Councillor A J Hicken	Councillor A J A Andrew
Councillor S Ditta	Councillor T S Wilson
Councillor M J Ward	Councillor M A Bird
Councillor S R Craddock	Councillor G S Sohal
Councillor J Fitzpatrick	Councillor B C Allen
Councillor E Hughes	Councillor A Underhill
Councillor D T Hazell	Councillor E A Hazell
Councillor A Ditta	Councillor I Shires
Councillor A G Clarke	Councillor t T J Jukes
Councillor H S Sarohi	
Councillor B A Douglas-Maul	
Councillor M Follows	
Councillor O D Bennett	
Councillor K Ferguson	
Councillor S Fitzpatrick	
Councillor C Jones	
Councillor P Bott	
Councillor A S Nazir	
Councillor P Washbrook	

Feedback highlights

No written feedback is available from this learning event.

Title of Learning Event	Dates	Trainer
Licencing Training	1 session on 18.1.17	Internal

Mixed audience of staff and Members

Attendees	
Councillor j Fitzpatrick	Councillor A A Nawaz
Councillor D T Hazell	Councillor D Barker
Councillor S Ditta	
Councillor A G Clarke	
Councillor H S Sarohi	
Councillor K Hussain	
Councillor R V Worrall	
Councillor K Sears	
Councillor S Fitzpatrick	
Councillor C Bott	

Feedback highlights

No written feedback is available for this learning event.

Elected Member Learning Champion

Role Outline

For the Municipal Years 2017/19 these will be:

Councillor I Shires

Councillor K Chambers

Councillor C Towe

Councillor D Hazel

As Learning Champion your role will be to:

- Promote the Elected Member Learning and Development Programme, ensuring each Member within the political group you are representing achieves a minimum of 12 hours learning per year (this can include relevant self-directed learning)

- Act as a vital link between your political group and the Democratic Services and Learning and Development Teams in terms of any barriers to Members' participation in learning and development activity

- Disseminating and promoting information regarding potential learning opportunities

- Supporting colleagues to be more proactive about recognising and developing their learning needs

- Encouraging the use of e-central, the Council's e-learning platform as appropriate

- Supporting colleagues in planning and managing their learning where appropriate

- Providing Feedback to the Democratic Services and Learning and Development Teams identified learning needs to be met for their group

- Attending relevant meetings with Democratic Services and Learning and Development Team where Member development is the focus

- Reviewing the annual Member Learning and Development Programme in conjunction with Democratic Services and Learning and Development Teams

- Encouraging a culture of mentoring whereby the more experienced Members share their knowledge and expertise with fellow and particularly new Members – to include participation in any induction processes

- Ensuring the sharing of knowledge from attendance at external conferences and seminars to include the compilation of a short report and sharing the learning material/resources in Members Group rooms

- Encouraging Members to be reflective/self aware and to take part in personal review meetings designed to explore their learning and development needs

- Contribute to discussions at Standards Board on a quarterly basis concerning take up of the Learning and Development Programme

- Work with Democratic Services and Learning and Development Teams to acknowledge Member achievements in respect of learning and development

Lisa Koc/

Anthony Cox

November, 2017