

# FAREHAM

## BOROUGH COUNCIL

### **Report to Audit and Governance Committee**

**Date**                    **21 September 2015**

**Report of:**            **Director of Finance and Resources**

**Subject:**             **REVIEW OF MEMBERS' TRAINING AND DEVELOPMENT AND  
DETERMINATION OF PROGRAMME**

#### **SUMMARY**

The Audit and Governance Committee is charged with monitoring the arrangements for members' training and development to ensure that the capacity of members to provide effective governance and community leadership continues to develop. This report proposes a framework for the programme of development for 2015/16 and reviews the new member induction package which was first introduced in May 2013.

#### **RECOMMENDATION**

The Committee is recommended to:

- a) approve the framework for the 2015/16 programme as set out in Appendix A;  
and
- b) approve the new Member induction programme as set out in Appendix B.

## **INTRODUCTION**

1. In 2003, the Council adopted a strategy for members' training and development which the Audit and Governance Committee monitors to ensure that the capacity to provide effective governance and community leadership continues to develop. This report invites the Committee to note the training programme provided and the programme for 2015/16
2. In March 2013, this committee recommended that a new approach to new member induction training be approved in a modular form to provide on-going support to new members.
3. From May 2014, a total of 13 Training / briefing sessions have been run with an aggregate attendance of 184 – giving an average of 14 members at each session.

## **THE STRATEGY**

4. The committee is reminded of the main provisions of the Council's training and development strategy which contributes to the Council's aims and objectives and underpins good practice.
5. The strategy aims to provide members with opportunities for developing a range of skills and a depth of knowledge which will equip them to fulfil their roles and provide effective community governance. It recognises that these skills and knowledge are developed through a variety of means, not just through formal training events. Thus, members skills and knowledge may be equally developed through informal arrangements such as personal reading and research, newsletters and briefing reports; interaction with other members, officers, constituents, joint working with other authorities and with partners; shadowing, coaching and mentoring.
6. The strategy recognises that in the main, members' development can be managed by the individual members themselves; however, in order to establish a development framework, an annual programme of training events which reflects more precisely the needs of Fareham Councillors would be established. As local elections will be held in May 2016, all members will be invited to complete a schedule of training needs in June 2016 to enable them to identify the skills or knowledge which needs to be developed. This information will feed into a programme of training events to deliver key elements on general topics and a breadth of service related training. In addition, individual needs will be addressed wherever possible and a variety of development methods offered to suit the individual member. In addition, new members will receive a Member Induction package as described in the following paragraphs.
7. A framework for the programme for 2015/16 is attached as Appendix A for the Committee's consideration and approval. Further topics will be added to the programme following the results of the training needs questionnaire to accommodate member needs together with new legislation or service developments as appropriate.
8. The majority of knowledge-based training can be delivered in-house within existing budgets. Where externally led training does need to be provided, priority will be given to those topics which benefit a number of members. Where budget permits, lower priority items will be delivered. Where external trainers are used, they are chosen for their knowledge of the subject as well as experience in training delivery.
9. Members are informed of training opportunities available to them in the following ways:

- Members are invited to training sessions by email invitation which enables members to accept or decline and the session is immediately in their diary;
- Members Newsletter;
- Flyers;
- Email invites for specialist training such as licencing panel members; and
- Links to partner organisations such as South East Employers and Local Government Improvement and Development.

## **NEW MEMBER TRAINING MODULES**

10. During previous consultations, members raised issues regarding the form of training provided for new Councillors following their election to office. A new form of training which included an introduction session followed by a number of modules covering the Council's constitution, financial regulations, budget, code of conduct and role of members was approved by this committee at the meeting held on 11 March 2013. As a result of local elections held in 2014, only one new councillor was elected therefore the new training modules have not been robustly tested.
11. It is suggested that new members will continue to be supplied with a briefing pack on election night summarising the functions of the council and the role of members. This will include an invitation to an introduction session followed by a number of modules as suggested as Appendix B for consideration and approval.

## **RISK ASSESSMENT**

12. The decision the committee is asked to make presents minimal risk but considerable opportunity. Failure to adopt a programme of training and development which is responsive to Members' needs is likely to restrict the capacity of the Council to fulfil its responsibilities of community leadership and local governance. In contrast, the opportunities presented by developing members are considerable.

## **CONCLUSION**

13. The committee is invited to :
- (a) approve the framework for the 2015/16 programme
  - (b) approve the new Member Induction programme, as revised

Appendix A – Programme for 2015/16

Appendix B – New member training programme

### **Background Papers:**

None

### **Reference Papers:**

**Enquiries:**

For further information on this report please contact Elaine Wildig. (Ext 4587)

**FRAMEWORK FOR MEMBERS' DEVELOPMENT PROGRAMME 2015/16**

KNOWLEDGE / SKILLS AREA	Comments
Democratic / constitutional matters	Ongoing updates and refreshers on corporate governance and ethical standards. Session on the constitution, democratic process, standing orders and questions to Council
Portfolio areas and service operations	Refresher training on work undertaken and updates on new developments
Licencing	Continuing skills training for committee members
Finance and budgets	Greater understanding of local government finance required. General awareness of budgets and financial management, including funding
Procurement	An update on current arrangements
IT skills	Use of M Drive, spread sheet improver courses and use of calendar. 1:1 sessions on use of applications as required and group courses
Planning Policy	On going updates on large projects and government policies
Role of Monitoring Officer and seeking advice	Update on new developments and refresher courses
Public speaking, presentation and chairing meetings	Some demand for these areas
Facebook, twitter and creating web pages	Some demand for these areas. Introduction to social media.
Working with legislation	Briefings explaining how Data Protection, Human Rights, Freedom of Information and Social inclusion impact on decisions
Understanding new funding streams	Continuing skills training on obtaining grants and funding from other sources.
Dealing with constituents' enquiries	Update / refresher.

- Development of the Members' newsletter to include top tips for using IT software, FAQs in service operations and promoting good news items in addition to the usual forthcoming committee meetings and training available. Regular updates on service responsibilities and who to contact as changes occur
- Copies of presentations to be available on M Drive
- New Member Induction training sessions to be available to all members as a refresher..

**NEW MEMBER INDUCTION TRAINING**

Elected Thursday/Friday – letter to accept office given immediately with request for bank details, car registration and declaration of interests form

Mayor making / Annual Council meeting following Thursday- come in for photo for ID badge

Friday induction training

**Module 1 - Introduction**

- 1.1. Establish how would like to be addressed for business cards
- 1.2. What is my role / LGA handbook / ward profile / political makeup / training programme
- 1.3. How does committee system work – establish whether papers received electronically or paper – Newsletter – location of pigeon holes
- 1.4. On which committees do I sit and when are meetings held
- 1.5. Organisational structure and details of the Management Team. Who are my main contacts and where do I find them
- 1.6. Claiming allowances
- 1.7. Declaration of interests
- 1.8. ICT provided
- 1.9. Group rooms

**Module 2 – what is the scope of my committee work**

1. Set up meetings with relevant Director / Head of Service to give presentation of work undertaken, explain forward plan / Vanguard

**Module 3**

1. Presentation by Monitoring Officer – roles and responsibilities
2. Council's Constitution including Standing Orders and Financial Regulations
3. Corporate Strategy and key objectives
4. Committee Structure, scrutiny, motions to Council, petitions, code of conduct
5. Equality and Inclusion
6. Freedom of Information and Data Protection
7. Overview of budgets and financial information (further training to follow)
8. Meet the Chief Executive and "Walk the Ward" meeting to be arranged

**Module 4 - ICT**

1. Visit from ICT to home address to explain usage policy and areas
2. Finding your way around the website and filing structure
3. Communication tools - Social media, media and personal web pages
4. Use of Freephone number

**Module 5 – 3 months later**

1. How am I doing?
2. I don't understand.....

3. What further training do I need?

Module 6 – 6 months later

1. I don't understand.....
2. Feedback questionnaire on induction programme