1.0 PURPOSE OF REPORT
1.1 To provide a summary on Year one (2018/19) of the Member Learning and Development Strategy and to gain approval for Year two (2019/20) of the Member Learning and Development Strategy.

2.0 RECOMMENDATIONS
2.1 That the Committee note the attendance figures and feedback for Year one of the Member Learning and Development Strategy.

2.2 That the Member Learning and Development Programme for 2019/20, Year two of the Member Learning and Development Strategy, be approved.

3.0 RECOMMENDED REASONS FOR DECISIONS
3.1 The Member Learning and Development Strategy was approved by Council in May 2018. As part of the Strategy it was agreed that the General Purposes Committee would receive an annual report on attendance and feedback information. It was also agreed that that Council would approve the annual plan for Member learning and development.

3.2 It is good practice to have a Member Learning and Development Strategy as it allows Member to carry out their roles to the highest possible standard.

4.0 ALTERNATIVE OPTION/S CONSIDERED AND RECOMMENDED FOR REJECTION (Must be used for reports to Cabinet & Cabinet Members)
4.1 To not report back on year one of the Member Learning and Development
Strategy. This has been rejected as it was part of the Strategy that was agreed by Council.

4.2 To not produce a Member Learning and Development Programme for Year two of the Strategy. This has been rejected as it was agreed by Council that a Member Learning and Development Programme would be produced for each of the four years covered by the Strategy.

5.0 THE REPORT

5.1 Background
In May 2018 the Member Learning and Development Strategy was approved by Council and aimed to provide an overall programme of training for elected members that would allow them to carry out their duties to the best of their abilities. The Strategy was planned in accordance with a four year cycle, with a plan for each municipal year being presented to Council in April. Each year of the cycle had a different theme; year one was essential training and year two was progression and development.

5.2 Year One – Essential Training
Appendix 1 to the report is the Member Learning and Development Programme that took place in 2018/19. Below is a summary of the feedback received on some of the events that took place and the details of non-attendance for the mandatory events.

5.2.1 New Member Induction:
The New Member Induction was attended by nine out of the ten newly elected Members in June 2018. The Member that was unable to attend received all of the necessary training and information at a later date.

The results from the questionnaire on the induction day were positive overall and can be seen on request. The suggested improvements have been noted and will be taken into account when planning the 2022 induction day.

5.2.2 Member Training Evenings:
There were two different training evenings, each held twice to ensure maximum attendance. Attendance at the training evenings was considered mandatory due to the inclusion of the equalities training and the ethical standards training. Other topics covered at the training included standards of behaviour, prevent/safeguarding, customer service and welfare reform. A further training evening was held in early 2019 that just covered equalities and ethical standards.

At the point of writing this report the following Members had not received the stated training:

- Councillor Bernard Bateman (equalities and ethical standards)
- Councillor John Ennis (equalities)
- Councillor Pauline McHardy (equalities)
- Councillor Robert Windass (equalities and ethical standards)
5.2.3 GDPR Training:
GDPR training was originally held in October 2017. A further session was held in July 2018. Both of these sessions were run by external trainers. In order to ensure that all Councillors were trained on this important topic, the Council’s Information Officer ran additional sessions.

At the point of writing this report the following Members had not received the training:

- Councillor Rebecca Burnett
- Councillor Nigel Middlemass

5.2.4 Chair Training:
The Chair Training was delivered by an external trainer in November 2018. Chairs of the all the Committees, with the exception of Cabinet, were consulted before the training was arranged to find a date that suited all. The following Members did not receive the training:

- Councillor Bernard Bateman *(Mayor)*
- Councillor Sam Gibbs *(Chair of the Voluntary and Community Sector Liaison Group)*
- Councillor Steven Jackson *(Chair of General Purposes Committee)*
- Councillor John Mann *(Chair of Planning Committee)*

5.2.5 Committee Specific Training:
All new Members of the Human Resources Committee received the necessary training.

All new Members and substitute Members of the Planning Committee received the new member planning training.

Training for new Members of the Licensing Committee was held in June 2018. To date, Councillor Sue Lumby has not received the training.

Planning update training was held in November and December 2018. Councillor Ennis (substitute for Planning Committee) could not attend the training and as such was disqualified from sitting on the Planning Committee.

Initial planning training was also given to Councillor Richard Cooper and Councillor Paul Haslam which qualified them to sit as members of the Planning Committee.

5.2.6 Summary of Other Events:
A training feedback form was sent out after training events (not including briefings.) Although there were a limited number of responses, the responses that were received were generally positive and are attached to the report at Appendix 2.

5.3 Year Two – Progression and Development
As stated in the Strategy, by year two it was hoped that Members would have started to embrace the culture of learning and would therefore have more of an input into the programme. In January 2019 an email was sent to
all Members that requested details of any training events that they would like to see in the programme for 2019/20. An email for requests was also sent to the Chief Executive, Directors and Heads of Service. The following requests were received:

5.3.1 ICT Training – Member Request:
Members will be invited to attend 1-to-1 training sessions to develop their ICT abilities. The sessions will be run by Democratic Services and ICT.

5.3.2 Housing Briefing – Member Request:
An all Councillor briefing will be held covering, amongst other things, affordable housing and other social housing provision; the processes used for neighbour mediation and steps taken to deal with “bad” neighbours.

5.3.3 Customer Service Workshop – Member Request:
Members will be invited to a customer services workshop that will focus on raising issues and understanding the processes customer services use to deal with those issues. There will also be an open invitation for Members to visit the customer service centre to see those processes in action.

5.3.4 Constitution Briefing – Member Request:
An all Councillor briefing will be held towards the latter end of 2019 regarding the Constitution. A review of the layout of the Constitution is due to be undertaken in Summer 2019 and the briefing will inform Members of the updates and highlight key sections.

5.3.5 Media Training – Member and Officer Request:
A briefing/workshop session will be held for all Members. This will include how to issue press releases/deal with press enquiries and the use of social media.

5.3.6 Local Government Ethical Standards Report Briefing – Officer Request:
In January 2019 the Committee on Standards in Public Life released a report on local government ethical standards. Members will be given a briefing on the key elements of the report.

5.3.7 Commercialism Briefing – Officer Request:
Members will be given an update on the Council’s commercialism projects.

5.3.8 Committee Specific Training:
As in previous years, a programme of committee specific training will be undertaken. This includes training for the Planning Committee, Audit and Governance Committee, Licensing Committee, Human Resources Committee and the Overview and Scrutiny Commission.

5.3.9 The draft programme for 2019/20 is attached at Appendix 3 to the report. Ad-hoc events will be added as and when they arise.

5.4 Review of the tablet roll-out
The report that accompanied the Strategy gave details on the proposed tablet handover and assistance clinics. The handover was successful and a number of assistance clinics were held. The vast majority of Members now use the tablets for all Council business, such as replying to emails and
accessing committee documents. A questionnaire was sent to Members requesting their feedback on the tablets. The results of this are attached to the report at Appendix 4.

Additional training has taken place following the replacement of the Council’s committee management system. Members have been invited to have the modern.gov app installed on their tablets which should allow Members better access to committee documents. As stated above, additional training will be provided for any member that requests it.

6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

6.1 The following were considered: Financial Implications; Human Resources Implications; Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

7.0 CONCLUSIONS

7.1 It is good practice to note the performance of the Member Learning and Development Strategy. By continuing with the Strategy Members will be able to continue their development which will benefit them, their residents and the Council as a whole.

Background Papers – Member Learning and Development Strategy

Appendices –

Appendix 1 – 2018/19 Member Learning and Development Programme
Appendix 2 – Training Feedback Results
Appendix 3 – Proposed 2019/20 Member Learning and Development Programme
Appendix 4 – Tablet Feedback

OFFICER CONTACT: Please contact Samantha Stonebanks, Democratic Services Officer, if you require any further information on the contents of this report. The officer can be contacted at Legal and Governance, POX Bo 787, Harrogate, HG1 9RW, 01423 500600 x58068 or by e-mail – samantha.stonebanks@harrogate.gov.uk