



Democratic Renewal Working Party 2 May 2013

Member Development: Update

1. Setting the 2013/14 Member Development Programme

- 1.1. A total of 19 Training Needs Analysis (TNA) forms have been completed by Members. An analysis of how Members assessed themselves against a range of skills, and their comments, has been compiled (Appendix A). Additional analysis has been carried out from post-training evaluation sheets completed during 2012/13 (Appendix B). Information on attendance at events has also been compiled (Appendix C). The information provided by Members, alongside local and national priorities, will be used by the Learning and Development Advisor to build a Member Development programme for 2013/14.

2. Recommendations

The Working party is asked to:

- 2.1 use the summarised results of the Training Needs Analysis exercise, information provided on course attendance and evaluations, and advice from key officers, to inform the Learning and Development Advisor of the programme for Member Development for 2013/14; and
- 2.2 discuss the use of the Member Development budget and advise whether the budget is being allocated appropriately.

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3. Corporate priorities

3.1 The recommendations meet the following, as contained within the Corporate Plan:

(a) Corporate priority: *'working together for an efficient council'*.

4. Key issues

4.1 At the end of February 2012 all Members were sent electronic and hard copies of: a covering letter, the Training Needs Analysis form (TNA), and a personal attendance report, as requested at the last meeting of the Working Party. The form and a reminder were also sent out via the Members' Bulletin. This was an opportunity for Members to evaluate their own level of skills against those needed in the Member role, to enable the provision of suitable and appropriate training.

4.2 A total of 19 forms were completed, a return of 41%. From these forms a skills analysis based on Members' self-evaluation has been compiled (Appendix A).

4.3 Skills: Those skills assessed as Medium and Low indicate the highest training need. The summary shows any recent training in these skills.

4.4 Suggestions: The comments from Members have been compiled and the summary shows 5 areas that attracted the most suggestions. Requests or suggestions for additional training as recorded in Appendix A were:

- 1) Key issues (Local and National Government and Business);
- 2) One to one ICT training; and
- 3) Use of Social Media including Twitter.

4.5 General feedback relating to delivery of training included:

- 1) Flexibility around the start time for training;
- 2) More participatory training;
- 3) Mandatory training in: development control and LG Finance;
- 4) Briefing sessions; and
- 5) Requests for pre-briefing information and access to post training documentation.

4.6 Officer suggestions include:

- 1) Follow up session on Welfare Reform – one year on would be appropriate for March 2014 with a six month briefing sheet; and
- 2) 'Designated persons' training for July 2013.

4.7 Suffolk County Council is currently looking at region-wide Member development training on Localism which we may want to include within our offer for 2013/14.

5. Other options considered

5.1 The Member Development Programme is a high priority for both councils, and as such will form a key part of the Learning and Development Programme for 2013-15.

6. Community impact

6.1 **Crime and disorder impact** *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 Not applicable.

6.2 **Diversity and equality impact** *(including the findings of the Equality Impact Assessment)*

6.2.1 Not applicable.

6.3 **Sustainability impact** *(including completing a Sustainability Impact Assessment)*

6.3.1 Not applicable.

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 Not applicable.

7. Consultation *(what consultation has been undertaken, and what were the outcomes?)*

7.1 The Democratic Renewal Working Party is consulted on the Member Development Programme, as is the Joint Member Development Group, prior to this being brought through full Council for approval.

8. Financial and resource implications *(including asset management implications)*

8.1 The anticipation is that with the changing legislative landscape around housing, welfare and LG Finance more specialist/independent training may need to be commissioned. With soft skills training such as new media, group facilitation, and chairing meetings, specialist training will need to be procured. The SEBC 2013/14 budget for Member Development is:

Training Expenses	£8,100
Conference Expenses	£2,900

8.2 Clearly delivering joint training with FHDC Members offers an excellent opportunity to save money and maximise resources.

8.3 The following table shows expenditure for 2012/13:

Date	Detail	Cost £
01/04/2012	Public speaking training	£300.00
05/04/2012	Planning training	£2,000.00
08/05/2012	Licensing training	£1,000.00
22/02/2013	Asset management training	£667.00
15/03/2013	Speed and Effective Reading training	£566.67
	Total	£4,533.67
	Balance	£3,566.33

9. Risk/opportunity assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Maintaining knowledge and understanding	Low	Attendance at relevant and focused learning events to increase knowledge and enhance understanding.	Low
Member Engagement	Medium	Clear information on delivery of events communicated via Members' bulletin. Ensure relevance of subject areas and delivery method and times are suitable.	Low

10. Legal and policy implications

- 10.1 The current Member Development Programme maintains up-to-date understanding of legal issues relevant to: New Standards, Data Protection and Freedom of Information (FOI) requirements.
- 10.2 The Programme also ensures good background knowledge to support policy decisions.

11. Ward(s) affected

- 11.1 All

12. Background papers

- 12.1 None

13. Documents attached

- 13.1 Appendix A – Member Training needs analysis and summary 2013/14
Appendix B - Member Training Evaluation – November 2012 to April 2013
Appendix C – Member Development Events and Attendance 2012/13

Appendix A - Summary of TNA Analysis

Skills evaluation

Top 5 areas of training where Members assessed their skill level as "Low" were:

Subject	Score
Emergency Planning	7 Training held 2012
Microsoft Excel	7 Drop in session
Licensing and Regulatory Committee and Licensing Act Sub-Committee	4 Ongoing training delivered
Microsoft Word	4 Drop in session
Any ICT - (from comments social media sites and Twitter)	4

Top 5 areas of training where Members assessed their skill level as "Low" or "Medium"

Subject	Score
Local Government Finance	15 Training held 2012
Handling challenging people and situations	15
Facilitating groups	14
Emergency Planning	14 Training held 2012
Influencing and negotiating skills	13

Areas which scored 12 and 11 points:

Subject	Score
Development Control Cttee	12
The decision-making structure, Constitution and the different roles of Members	12
Licensing and Regulatory Committee and Licensing Act Sub-Committee	12 On going training
Speed reading	12 Training held 2013
Presentation skills	12
Time management/ work-life balance	11 Training held 2013

Suggestions

Top areas of training which attracted the most comments requesting the training were:

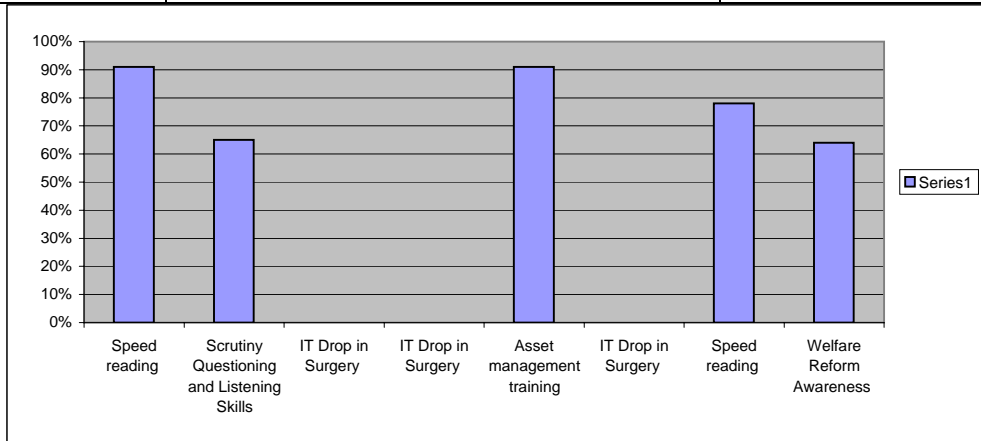
Subject	Score
Any other Committees/Working Parties, please specify	7
Development Control Cttee	6
Licensing and Regulatory Committee and Licensing Act Sub-Committee	5 Ongoing training
The decision-making structure, Constitution and the different roles of Members	3
Understanding the organisation – structures and services	2 training planned 2013

Other areas of training requested by more than one Member were:

Dealing with the media	
Overview and Scrutiny	Training held 2012
Chairing committees and other meetings	

Appendix B_Member Training Evaluation December to March 2013

Date	Event	No. SEBC Attended	Total No Evaluation	Average rating of scores as %
07/12/2012	Speed reading	2	7	91%
29/01/2013	Scrutiny Questioning and Listening Skills	7	14	65%
11/02/2013	IT Drop in Surgery	2		
26/02/2013	IT Drop in Surgery	2		
20/02/2013	Asset management training	8	14	91%
06/03/2013	IT Drop in Surgery	0		
15/03/2013	Speed reading	4	6	78%
26/03/2013	Welfare Reform Awareness	8	12	64%



Appendix C - Member Attendance Analysis by Activity : 31/03/12 - 01/04/13

Summary

Total number of Events	15 SEBC Attended	
Anglia Revenues Partnership	26/06/2012	9
Local Govt Finance (LGF) - STEDSBC	18/07/2012	12
Local Govt Finance (LGF) - FHDC	01/08/2012	0
Data Protection and Freedom of Information	24/09/2012	13
Anglia Revenues Partnership Visit (2nd opportunity)	25/09/2012	4
LGF Update - Localisation of Council tax and Business Rates	10/10/2012	12
Business Process Re-engineering and Customer Access	10/10/2012	
Emergency Planning for Ward Members	22/10/2012	10
New Standards - Code of conduct	27/11/2012	17
Gypsy and Travellers - National awareness training	28/11/2012	11
Speed reading - Officers and Members	07/12/2012	2
Licensing Training	15/10/2013	7
Scrutiny Questioning and Listening Skills	29/01/2013	7
Asset management training	20/02/2013	8
Speed reading - Officers and Members	15/03/2013	4
IT Drop in Surgery	31/01/2012	0
IT Drop in Surgery	11/02/2013	2
IT Drop in Surgery	04/03/2013	0
IT Drop in Surgery	06/03/2013	0
IT Drop in Surgery	26/02/2013	2

Total SEBC Member attended events **120**
Average SEBC attendance numbers at each events **8.0** **17%**