EMPLOYMENT COMMITTEE

Date: 13 Feb 2013

Agenda Item: 4

Contact Officer: Cathy Pepper & Mandy Linthwaite
Telephone Extension: 01543 308112

REPORT ON ELECTED MEMBERS' LEARNING AND DEVELOPMENT PLAN FOR 2013/14

1.	**Purpose of Report**

1.1 To provide information to the Committee on the results of the Elected Members' Learning and Development Needs Analysis - LDNA (which was carried out during October 2012).

1.2 For the Committee to consider the views of the Elected Members with regards to the identified learning & development needs.

2.	**Recommendation**

2.1 That the Committee agrees the identified learning / training priorities of Elected Members for the next twelve months.

3.	**Details of Report**

3.1 Elected Members' Learning and Development is a key factor in Lichfield District Council's continuing performance as a good council.

3.2 To ensure the training and development events meet the needs of the Members, we asked the Committee to guide us on the content of the Learning and Development Needs Analysis and how best to communicate it to Members and continue to improve completion rates by member.

3.3 Since introducing the new approach to LDNA through this committee we have tried various means to encourage, support and promote member development. The personalised LDNA was sent to all Members with the request that everyone complete the form and at the very least send in a nil return. This year has seen the highest return rate of 66%- up from 53.5% last year.. An overview of next years planned approach is contained in **Appendix 1.**

4.	**Consultation**

4.1 This Committee has been consulted with throughout the process.

5.	**Financial Implications**

5.1 A budget of 5K for Member development has been allocated and will be used to fund learning and development in a way that meets the priority needs of the majority of Members and the council.

6.	**Strategic Plan Implications**

6.1   Learning and development will continue to specifically address corporate priorities and issues highlighted in the Strategic Plan.

7.	**Human Rights Issues**

7.1   There are no direct implications.

8.	**Risk Management Issues**

The risks are identified below.

Description of Risk	likelihood/ impact	Risk Status	Countermeasures	Responsibilities
Members availability to attend relevant training events	Medium/Low	Tolerable	Continue to explore flexible means of delivering training.	Members, Employment Committee and officers allocated to support Member training
The risk of Members failing to engage / attend planned training.	Medium/Medium	Material	Need to find ways of ensuring Members engage with their own personal Development	Members, Employment Committee and officers allocated to support Member training.
Waste of resources /costs effectiveness associated with none attendance.	Low/Low	Tolerable	Encouraging members to attend events or make the training compulsory	Members, Employment Committee and officers allocated to support Member training.

ELECTED MEMBER LEARNING & DEVELOPMENT PROPOSAL
April 2013 to March 2014

1. Background

A modern and effective Local Government organisation requires an Elected Member development programme that ensures Members can fulfil their responsibilities to the local community and provide clear leadership and effective scrutiny of local Council functions.

This requires a planned approach to Elected Member development and the analysis of the feedback from Members will support the formulation of a development plan.

2. Learning and Development Programme

Set out is a breakdown of the analysis of the feedback received from the Members' recent LDNA.

The essential training along with the development areas selected by Members will form the basis of the Member Development Plan for the year ahead, and be supported by an individual training record for each Councillor that identifies both training undertaken and specific training that has been requested.

Localism was by far the most popular topic requested. We have prioritised the other subject areas; given that there are only 5 Member training dates allocated (and a limited budget) we will need to be innovative in our approach. To this end we are suggesting more e-learning, issuing of briefing notes and Members to coach other Members.

Members' Learning and Development Analysis 2013/4

Returns 2012	%	Returns 2011	%	Returns 2010	%
37/56(8 nil returns)	66.1	30/56 (1 nil return)	53.5	26/56 (8 nil returns)	46.4

Key Priorities of the Council	Comments	Actions/Delivery
Planning	Planning Committee Members and Members	To be determined – quarterly sessions arranged
Audit	Audit Committee Members	To be determined
Fraud Awareness	All Members	Awareness session to be arranged – Joy Ordidge
Equality and Diversity	All Members	All members should be aware of Equality and Diversity Policy. The Equality and Diversity Officer will promote the online modules through STEP via the County.
Overview and Scrutiny	All Members	Further O&S session required on personal skills and appreciating the role of scrutiny and cabinet was also raised.
Regulatory and Licensing	Regulatory and Licensing Committee	To be determined.

Key Priorities Identified by Members	Numbers expressing interest	Comments	Actions/Delivery	Responsible Officer
Localism	14	With the Government developing the Localism agenda, many councillors returning the LDNA felt the need for greater understanding of the impact of Localism at district level. Eg. Neighbourhood Planning	Options will be considered as to the type of training event offered.	R King
Responding to emergencies	11		Training can be made available – work with CCU and other authorities to identify suitable training	N Walker/R Plant
Overview and Scrutiny skills	10	Two sessions on procedures took place in 2011.	Further Training to be identified on role of O&S and chairing and questioning skills	R King
Data Protection and FOI	9	Understand current legislation, its impact on the Council and members' responsibilities	The Data Protection lead officer will address this via a briefing	B Nahal
Safeguarding	6	A further session to explore the Council's role in Safeguarding	Session will be held in Feb/ March 2013.	H Spearey/ L Bovington
IT Skills	5	Of the Members replying, all are using e-mail now. The range of training requirements is now from developing basic IT skills to developing Outlook use and setting up blogs.	Follow-up small group work at OMCC. Some would prefer 1-1 on own equipment. IT skills have generally improved. Several members were enquiring about being able to access e-mail on mobiles.	K Sleeman
Community Safety	3	Will be covered in 2012/13 calendar	Session is planned 15 April 2013 to cover Community Safety Partnership, Police and Crime Commissioner links and section 17 requirements	J Coleman
Handling Casework	3	Meeting the needs of constituents, dealing with difficult people. Particularly for newer Members	Councillor workbooks via Local Government Association	M Linthwaite
Carbon Reduction	3	Carbon Reduction targets and how these will affect the Council	Sessions have been held in 2011 and 2012.	R Plant
Managing Time effectively	2	Members have to learn to juggle multiple demands on their time	This need will be met individually, either by e-learning or coaching	M Linthwaite
Equality and Diversity	1	All members should be aware of Equality and Diversity Policy.	The Equality and Diversity Officer will promote the online modules through STEPP	D Morgan

Additional Areas requested	Comments
ALL members to train in O/S	3 members felt training should be for all, not just O&S members
Public Speaking	To be included in next year's LDNA
Chairing Skills	To be included in O&S session
A "New Members Only" Training group	A support group for new members, led by an experienced member to keep mentoring on-going.
R&L for non committee members	To be investigated
Finance and legislation updates for all members not just those on particular comms	To be investigated
Planning for non-members of Planning Committee	To be referred to S Coghlan
Planning Enforcement	To be referred to S Coghlan