TRAFFORD COUNCIL

Report to: Standards Committee
Date: 25 March 2021
Report for: Information and Decision
Report of: Corporate Director of Governance & Community Strategy

Report Title

Member Development – Core Training Delivery

Summary

A review of Core Training Delivery has recently been undertaken and reported on to the cross party Member Development Steering Group with a view to making training more accessible effective and relevant to members and to improve current take up levels. This paper sets out some of the suggested ways in which the regime could be improved and seeks views from this Committee on the proposals

Recommendations

The Standards Committee are asked to agree the recommendations set out in the   body of the report

Contact person for access to background papers and further information:

Name: Alexander Murray
Extension: 4250

Background Papers: None

1.0   Background

1.1   Member Development and Training is important to ensure that Members understand their roles within the Local Government structures and are fully equipped to tackle the complex range of issues which are likely to come their way in order to enable them to become effective representatives for their respective wards and the Borough of Trafford.

1.2 To support Member Learning & Development a range of measures are proposed that aim to offer a clear pathway that will empower Members to take ownership of their own learning and improve access to development sessions. This includes a self-assessment tool, a regular development slot and updated online content access. It is hoped that these measures will support Members to feel enabled in making choices around the menu of development available to them in Trafford.

2.0 Regular Scheduled Training slot

2.1 To offer some regularity to face to face/virtual training offered it is proposed that an hour's development slot is scheduled to take place before each full Council meeting. This would then ensure that Members could diarise these regular development opportunities with the aim of increasing attendance and improving accessibility. This could also help to reduce the number of evenings Members are required to set aside for council business which again should help to increase uptake.

2.2 This would create six pre-ordained slots for training over the year, for generic training, refreshers or to meet specific corporate priorities. It is proposed that the session is run from 5:30 till 6:30 pm so Members have the opportunity for a break before the Council meeting at 7pm. If a particular development session is not needed, the meeting can simply then be stood down in Members' diaries.

2.3 It is recognised that not all Members will be able to make the earlier start time due to work or caring commitments. It is therefore proposed that the training sessions should be recorded so that they can also be accessed by members outside the scheduled times.

To agree – the scheduling of a one hour core development slot for all Members to take place before each Council meeting.

3.0 Annual review Process and Timeline

3.1 To support Members to manage their own development needs, it is proposed that training requirements and suggested member development opportunities are set out in a schedule as outlined in the table in Appendix A. This aims to clearly articulate all training identified as either 'core' or 'optional' for Members and supports their self-assessment requirements alongside gathering any further training needs data.

3.2 This should enable Members to choose development opportunities and courses relevant to themselves and their interests whilst also ensuring they are supported to deliver the requirements of their role effectively.

3.3 This Member Development Schedule could also be used by Group leaders as a tool to aid appraisal discussions around development. Once the appraisal has been completed it would be sent to the HR Learning and Development team to ensure any further training needs are captured and a record of each Member's

training is collated. This data will then be shared with the Member Development Group.

3.4   The word 'core' has been used rather than mandatory as training cannot be mandated for members. However, by developing the Member Development Schedule it is hoped that the Schedule will help boost training and that Members can be supported to be effective in their role.

3.5   The core Member training will also inform the programme for Member induction to be offered in May. It is proposed that we review the training recommended in the plan after 6 months to ensure it meets member's needs without being too large a time commitment.

To agree – Implementation of the core training pathway Member Development schedule as outlined in appendix A and review of training schedule after 6 months.

4.0   Member Development Standards

4.1   It is hoped that by promoting and supporting training in accordance with the Member Development Schedule, Members and the public can be assured that elected members in Trafford are working safely and are well informed in their roles. To that end it is suggested that upon completion of the Member Development Schedule members receive a certificate and a logo or kite mark to mark this. This logo could then be displayed with other member information on our internet pages. The aim of this is to raise with all members the importance of accessing development alongside offering the public the assurance discussed previously.

To agree – Develop a training kite mark/logo for those members who have completed the core training programme in appendix A.

5.   Member Development Intranet page update

5.1   To further support Members and to enable and empower them to access relevant development, the HR Service OD & Skills team in liaison with the Governance Team will update the current intranet pages.

5.2   There is a wealth of blended learning available to Members and these E-learning opportunities can be accessed at a time and location convenient to Members. This makes this development offer a real asset to our busy member community. Once the Intranet pages are revised, it is proposed that a communications plan is developed to raise awareness of these opportunities and that this is kept under continuous review as new modules and sessions become available over the next 12 months.

Appendix A - Member Continuing Professional Development record

Name…………………………… **Party Lead……………….…………**

Date elected……………………. **Ward…………………………………..**

Course	Delivery	Date complete	Refresher	Date complete
Core Induction Programme – Virtual/face to face				
Trafford Member Induction: - Council services & structures - Standards/Code of Conduct - Decision Making & Scrutiny - Local Government finance - Introduction to planning - Communication training (media & social media)	Internal virtual/face to face programme following election		No	
The Role of the Councillor	LGA – elearning			
Councillor induction	LGA – elearning			
Supporting your constituents	LGA – elearning			
Stress management and personal resilience	LGA – elearning			
Scrutiny for councillors	LGA – elearning			
Core Modules				
Values based recruitment	Internal session		Yes	
Equality Diversity & Inclusion	Internal session		Yes	
Adults safeguarding level 1	Internal elearning		Yes	
Children's safeguarding level 1	Internal elearning		Yes	
GDPR & Information Governance	Internal elearning		Yes	
Licensing and regulation	LGA – elearning			
Planning	LGA – elearning			
The effective ward councillor	LGA – elearning			
Optional Modules (depending on area of speciality/interest)				
Equality and diversity	LGA – elearning			
Police and crime panels	LGA – elearning			
Commissioning of services	LGA – elearning			
Community engagement & leadership	LGA – elearning			
Other development				

Cllrs may also have special interest areas such as 'Welfare Officer' or 'Digital Champion'. Or they may have development needs around public speaking, influencing skills, conflict management etc. Please use this section to record any other development undertaken.

Development	Delivery	Date