

MEMBER LEARNING AND DEVELOPMENT PROGRAMME 2017/18 – MID-PROGRAMME REVIEW

1 PURPOSE OF REPORT

- 1.1 This report contains the mid-programme review of the 2017/18 Member Learning and Development Programme.

2 INTRODUCTION

- 2.1 Member training sessions are arranged in two phases each year – May to September (phase 1) and October to November (phase 2).
- 2.2 The mandatory training courses in respect of membership of the Development, Licensing and Appeals Committees have been achieved for phase 1 of the Programme. Following these courses two Members of the Licensing Committee have not met the mandatory requirement and as a result cannot be a voting Member of the Licensing Committee and will be unable to sit on Licensing hearings for the remainder of the Municipal Year. All Members of the Development Committee have fulfilled the mandatory requirement; three potential substitute Members of the Council, however, have missed two consecutive training sessions and therefore will not be permitted to substitute on the Committee. All Members of the Appeals Committee have fulfilled the mandatory training requirement.
- 2.3 The mandatory Development Committee training in May focussed on matters of urban design and the historic environment and was delivered by Essex County Council, with support from Rochford District Council planning officers.
- 2.4 The mandatory Licensing Committee training was delivered by a specialist Licensing consultant, who provided an overview of alcohol and entertainment licensing, as well as an interactive session in the Council Chamber on the role of the Licensing Committee Member in the licensing process.
- 2.5 Mandatory Appeals Committee training was delivered by the Council's Licensing and Legal teams.

3 TRAINING PROGRAMME TO DATE

- 3.1 The following courses were held in phase 1 of the Programme:

* Mandatory training for Members of the Development, Licensing and Appeals Committees	-	Development (2 sessions)
	-	Licensing
	-	Appeals
* Induction/Refresher Courses for all Members		Food Hygiene and Enforcement
		Ethical Framework/Code of Conduct

Treasury Management

Dementia Friends

Audit Committee

- 3.2 The Essex Police and Crime Commissioner delivered a presentation to District and Parish/Town Council Members on 12 September, 2017, which covered setting Policing priorities and the role of the Police and Crime Commissioner. This was well attended by both District and Parish Councillors.
- 3.3 The training sessions in phase 1 of the Programme have been provided through a combination of specialist training providers and Rochford District Council officers. All of the courses in the 2017/18 Programme will be held at the Civic Suite, Rayleigh.
- 3.4 The annual Members' tour of planning sites across the District has been deferred until the spring when there will be more schemes completed.
- 3.5 The attendance by Rochford District Council Councillors at the training courses to date is appended.

Review Committee

- 3.6 Training for Review Committee Members is arranged independently and the provision of relevant training is currently being considered by the Overview and Scrutiny Officer in consultation with the Chairman of the Committee.
- 3.7 The Council is required to provide training every two years for key officers and Members of the Review Committee on the Regulation of Investigatory Powers Act 2000 (RIPA). RIPA regulates the powers of the Council to carry out surveillance and investigation. The Council's Review Committee provides a strategic overview of the Council's use of RIPA powers by way of reviewing the policy and considering statistical reports on usage on an annual basis. A training course will take place early in 2018.

E-Learning

- 3.8 The Assistant Director, Community and Housing Services arranged for an e-learning module to cover Safeguarding - Level One to be made available to Members for use on a PC or iPad. The module was offered also to Parish/Town Councils.
- 3.9 The Assistant Director advises that take up of the safeguarding learning by both District Council and Parish/Town Councillors is very low. A further email will be sent to Councillors encouraging them to undertake the training.

4 FORTHCOMING OPPORTUNITIES

- 4.1 The following courses are scheduled to take place within the second part of the programme in October and November 2017:

Courses for all Members of the Council:

- Environmental Health
- The Council's People Plan
- Mandatory Development Committee
- Chairmanship/Public Speaking
- Homelessness

The mandatory Development Committee course will be delivered by an external provider and the Chairmanship/Public Speaking course by a specialist trainer, Ann Reeder, who has delivered training courses to Members in previous years. The training on Homelessness will be delivered by a specialist in advice on homelessness and social housing. The remaining two courses will be delivered by Rochford District Council officers.

- 4.2 In addition to the opportunities provided by the learning and development programme, Members will be able to take advantage of a Budget Member Awayday in October.
- 4.3 At its meeting on 13 June 2017 the Review Committee requested information on how subjects for training are chosen and how the content is decided upon: a report will be presented to the Review Committee on 3 October.

5 PARISH TRAINING

- 5.1 A bespoke planning training course for Parish/Town Councils has been organised to take place on 10 October. Prior to determining the content of this training, Parish/Town Council Clerks were asked to advise of the content they would find useful to be included in this training. At the last meeting of the Standards Committee it was requested that this training be held in a venue in the east of the District. The venue will be the Committee Room at the Freight House, Rochford, as this has the capacity to seat up to 50 people. The training will be delivered by Council planning officers. Following feedback by Parish Councils that this planning training be run as an evening session, it has been arranged to commence at 7 pm.
- 5.2 The other venue considered for this training was the Parish Rooms, Rochford but because capacity was limited to 30 people, it was felt, on balance, that the Freight House would be more appropriate. An offer was received from Rochford Parish Council that the Parish Rooms, Rochford, would be available for use for the training at no cost to the Council on the proviso that no charge is made for this training to any Parish Councils. However, Council policy is

that only the first place from each Parish/Town Council is free; any further delegates are charged at £40 per person.

- 5.3 Ethical Framework/Code of Conduct training was offered to Parish/Town Councils jointly with District Councillors, in phase 1 of the 2017/18 programme. The training was delivered by an external trainer. Three sessions were offered, on 28 June at 7.30 pm and on 29 June at 9.30 am and 1.30 pm. There was no charge for this made to Parish/Town Councils. There were 19 Parish/Town Council attendees at this training, with representatives from 7 of the 14 Parish/Town Councils.
- 5.4 In addition to the Ethical Framework/Code of Conduct training, in phase 1 of the Member training programme, Parish/Town Councils were offered places on the Food Hygiene and Enforcement course (1 attendee) and Dementia Friends (0 attendees) course (course outlines for each of the courses was provided to each Parish Council. One place on each of these courses was offered free of charge to each Parish/Town Council.

6 RESOURCE IMPLICATIONS

- 6.1 The cost of Member training is met from the Council's Member training budget, which is set at £6,500 for 2017/18. There is a separate budget for Review Committee training. Parish/Town Council attendees are offered a place free of charge on appropriate courses; a charge of £40 is made for each additional place taken by a Parish Council.

7 LEGAL IMPLICATIONS

- 7.1 None.

8 EQUALITY AND DIVERSITY IMPLICATIONS

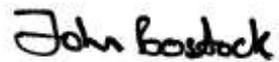
- 8.1 None.

9 RECOMMENDATION

- 9.1 It is proposed that the Committee

RESOLVES

- (1) To note the attendance by Rochford District Councillors at the training courses in Phase 1 of the Programme, as appended to the report.
- (2) To note the content of the training programme to date and the forthcoming opportunities for the remainder of 2017/18.



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Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.