
MEMBER LEARNING AND DEVELOPMENT PROGRAMME 2016/17 – MID-PROGRAMME REVIEW

1 SUMMARY

- 1.1 This report contains the mid-programme review of the 2016/17 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 requirements in respect of membership of the Development, Licensing and Appeals Committees have been achieved for phase 1 of the Programme.
- 2.3 Although two further mandatory planning-related courses have been timetabled to take place in phase 2 of the Programme, the Standards Committee resolved at its meeting on 12 July 2016 that the current arrangement of four mandatory planning training sessions be reduced to three, to be held in May, September and November each year. The mandatory training requirement is to start afresh each municipal year and attendance at a minimum of two training sessions during the municipal year is to be mandatory. Therefore, the planning training timetabled to take place in February 2017 will not now take place.
- 2.4 The mandatory Development Committee training in May was delivered by the Assistant Director, Planning Services and other Council planning officers. This provided training that covered the range of the Council's planning responsibilities.
- 2.5 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.
- 2.6 The Assistant Director, Planning and Regeneration Services has been appointed and discussions will take place on the content, quality and appropriateness of mandatory planning training sessions when he is in post.

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

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- * Induction/Refresher Courses for all Members
- Audit Committee
 - Business Continuity/Waste and Recycling
 - Chairing Skills
 - Local Highways Panels
 - Ethical Framework/Code of Conduct
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- 3.2 Due to the high level of new Members elected to the Council in May after the ‘all-out’ elections, it was deemed necessary and useful to arrange induction sessions, which were held on the evenings of 10, 11 and 18 May. These sessions provided new Members with the opportunity to meet the officer Leadership Team. There were briefings on meetings protocol, decision making and Member training, an introduction to Councillor Code of Conduct and interests and an introduction to Finance and the Council’s Budget.
- 3.3 The date of the Audit Committee training, which was delivered by the Council’s external auditors, Ernst Young, was rescheduled to take place prior to the first Audit Committee meeting of the Municipal Year.
- 3.4 On 21 July Appeals Committee Members were invited to attend a free session delivered by an external trainer, which covered Disability Awareness, the Equality Act 2010 and passenger assistance. The same training was delivered to the District’s licensed taxi drivers, who, as service providers, were legally required to attend this training.
- 3.5 On 13 September Members of the Licensing Committee were invited to a training event organised for Licensees running businesses in the District.
- 3.6 Cllr Ian Ward requested attendance at a planning-related course entitled Leadership Essentials Planning: The Government and Planning Reform programme on 8 and 9 September 2016 in Warwick. However, this training was postponed and will now be held in January 2017.
- 3.7 The Essex Police and Crime Commissioner delivered a presentation to District and Parish/Town Council Members, which covered plans for the operation of local policing terms and Community Safety Hubs.
- 3.8 In order to deliver planning training to newly elected Members of the Council that would cover information on planning policy and planning legislation, the Managing Director ran a course on 1 September designed specifically for new Members. Nine Councillors attended this training.
- 3.9 The training sessions in phase 1 of the Programme have been provided through a combination of specialist training providers and Rochford District Council officers. Wherever appropriate, Council officers have been used. All of the courses in the 2016/17 Programme will be held at the Civic Suite, Rayleigh.

3.10 The annual Members' tour of planning sites across the District is scheduled to take place on 8 October 2016.

3.11 The attendance by Rochford District Council Councillors at the training courses to date is appended.

Review Committee

3.12 A course providing an introduction to Overview and Scrutiny at Rochford was held for Review Committee Members on 2 June 2016. This was delivered by the Council's Overview and Scrutiny officer. Two further courses will be held this year on 11 and 26 October: both will be delivered by Tim Young, an Associate Member of the Centre of Public Scrutiny.

4 FORTHCOMING OPPORTUNITIES

4.1 The following courses are scheduled to take place within the second part of the programme in October and November 2016:

Courses for all Members of the Council:

- Safeguarding
- Investment Board - the Programme Office
- Mandatory Development Committee
- Health and Wellbeing

Please note that there is no training scheduled to take place on the 13 October slot.

4.2 The Safeguarding course will be delivered by an external, specialist company, Catch 22. The other courses will be delivered by Rochford District Council officers.

4.3 The mandatory planning course scheduled to be held on 12 February 2017 will not be going ahead, in accordance with the new mandatory planning arrangements established by the Standards Committee at its meeting on 12 July.

4.4 In addition to the opportunities provided by the learning and development programme, Members will be able to take advantage of two Budget Member Awaydays.

5 RESOURCE IMPLICATIONS

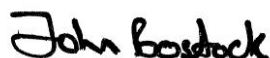
5.1 The cost of Member training is met from the Council's Member training budget, which is set at £6,500 for 2016/17. There is a separate budget for Review Committee training. Parish/Town Council attendees are offered a place free of charge on appropriate courses; a charge of £40 is made for each additional place taken by a Parish Council.

6 PARISH IMPLICATIONS

- 6.1 Ethical Framework/Code of Conduct training was offered to Parish/Town Councils in Phase 1 of the 2016/17 programme. The training was delivered by an external trainer at 10 am on 21 July in the Council Chamber. There was no charge for this made to Parish/Town Councils. There were 14 attendees at this training, with representatives from 8 of the 14 Parish/Town Councils.
- 6.2 As part of Phase 1 of the Member training programme, Parish/Town Councils were offered places on the Business Continuity/Waste and Recycling (6 attendees), Local Highways Panels (5 attendees) and Chairing Skills (6 attendees) training courses. One place on each of these courses was offered free of charge to each Parish/Town Council.

7 RECOMMENDATION

- 7.1 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 2016/17.



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Background Papers:

None.

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MEMBER TRAINING PROGRAMME 2016/17
MID PROGRAMME REVIEWAttendance Figures to Date

	Date	Title of Course	No. of Attendees
Mandatory Training Sessions (For Members of the relevant Committee)	19 May 2016	Development Committee	34
	1 September 2016	Development Committee (for new Members)	9
	9 June 2016	Appeals Committee	9
	16 June 2016	Licensing Committee	14
	12 July 2016	Licensing Committee (Extra session)	3
	8 September 2016	Development Committee	32
Induction/ Refresher Courses for All Members	15 June 2016 (1 session)	Audit Committee	9
	29 June 2016 (2 sessions)	Business Continuity/Waste & Recycling	12
	7 July 2016 (2 sessions)	Chairing Skills	13
	14 July 2016 (2 sessions)	Local Highways Panels	15
	20 July 2016 (2 sessions)	Standards and the Council's Code of Conduct	14