



## Governance Committee Report

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**Report of:** The Director of Legal & Governance

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**Date:** 30 June 2022

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**Subject:** Member Development

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**Authors of Report:** Alexander Polak, Assistant Director (Governance)  
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Officer

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**Summary:** This report introduces the Governance Committee to a new area of responsibility added to its remit as part of the transition to the committee system: responsibility for member development. The current Member Development Strategy is appended and the report describes the training completed or planned for the remainder of this year, in line with that strategy.

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**Recommendations:**

- 1. That members give consideration to the existing Member Development Strategy and ongoing member development activity in the current year, for discussion.*

**Background Papers:** N/A

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**Category of Report:** OPEN

## Statutory and Council Policy Checklist

<b>Financial Implications</b>
NO
<b>Legal Implications</b>
NO
<b>Equality of Opportunity Implications</b>
NO
<b>Tackling Health Inequalities Implications</b>
NO
<b>Human rights Implications</b>
NO:
<b>Environmental and Sustainability implications</b>
NO
<b>Economic impact</b>
NO
<b>Community safety implications</b>
NO
<b>Human resources implications</b>
NO
<b>Property implications</b>
NO
<b>Area(s) affected</b>
None
<b>Is the item a matter which is reserved for approval by the City Council?</b>
NO
<b>Press release</b>
NO

## **MEMBER DEVELOPMENT**

### **1.0 INTRODUCTION**

- 1.1 This report introduces the Governance Committee to a new area of responsibility added to its remit as part of the transition to the committee system: responsibility for member development. The current Member Development Strategy is appended and the report describes the plan for the remainder of this year, in line with that strategy.

### **2.0 BACKGROUND**

- 2.1 In 2021 it was felt that a more enhanced Member Development Programme would be needed to support Members in their roles as they adapted to various changes and challenges, including the transition to a committee system and the creation of Local Area Committees. The programme also includes general and mandatory training. A report very similar to this one was received by the Audit and Standards Committee in October 2021. Now that responsibility for Member Development sits with this committee the report has been updated for this new audience, in order to commence discussions about how this committee wishes to steer the strategy and plan.

### **3.0 MEMBER DEVELOPMENT STRATEGY**

- 3.1 A four-year Member Development Strategy was developed in October 2021 and was received by the Audit and Standards Committee. It can be found at Appendix 1 to this report. It describes the overall objectives behind member development activity, the council's commitment to providing this service, the various roles and challenges likely to be encountered by Councillors during the period covered by the strategy and other considerations likely to be important when designing the council's annual Member Development Plans. Importantly, it then describes an overall programme and approach to Member Development which takes these factors into account.

### **4.0 MEMBER DEVELOPMENT (AND INDUCTION) 2022**

- 4.1 2021/2022 was the first year of a new, refreshed approach to Member development. There will be a need for the Governance Committee to consider and agree a new plan before the end of the current municipal year, in order to ensure the quality and relevance of new Councillors' induction in May 2023.

#### **4.2 Induction**

- 4.2.1 Two days of induction training took place for new members on 12-13 May following the most recent election. This included the following:

<b>DAY 1</b>	
CEO Welcome	Eugene Walker, Acting Chief Executive Officer
Ethical Standards - Getting Things Right	Gillian Duckworth, Director of Legal & Governance Jason Dietsch, Head of Democratic & Member Services
Empowering Communities through LACs.	Nik Hamilton Head of Communities and/or Jason Siddalls Head of Communities
Handling Complaints and Enquiries	Corleen Bygraves-Paul and Jen Everill
Revenues and Benefits	John Squire, Finance Manager Revenue & Benefits Client Team
How the Council and decision-making works	Jason Dietsch, Head of Democratic & Member Services, Alexander Polak Assistant Director of Governance Laurie Brennan, Head of Policy and Partnerships
Equalities and Diversity	Rabena Sharif, Adeola Banjoko and Adele Robinson, Equalities and Engagement Manager
<b>DAY 2</b>	
Supporting Councillors	Jason Dietsch, Head of Democratic & Member Services, Kelly Harrison
Support for Councillors (ICT, ICT Support Offer, Data Protection, FOI)	Sarah Green & Laura Shaw
Public Health and Emergency Planning	Ruth Granger, Health Improvement Principal & David Owens
AMEY and Streets Ahead	Richard Bulloss, Assistant Head of Highways Maintenance
Sheffield City Council Housing Service	Janet Sharpe, Director of Housing
Waste Collection and Recycling	Andrew France, Waste Strategy Officer

4.2.2 This is in addition to the availability of LGA e-learning for councillors on the following topics:

- Equality, diversity and inclusion
- Local Government Finance
- Biodiversity for councils
- Commissioning council services
- Community engagement and leadership
- Councillor induction
- Facilitation and conflict resolution
- Handling intimidation
- Influencing skills
- Licensing and regulation
- Planning
- Police and crime panels
- Stress management and personal resilience
- Supporting mentally healthier communities
- Supporting your constituents with complex issues
- The effective ward councillor
- UK general data protection regulation (GDPR)

### 4.3 Committee system training

4.3.1 Furthermore, induction to the new committee system was necessary for all councillors. The following courses have been delivered before or after the transition by a highly regarded external trainer called Bethan Evans with support from Alexander Polak, Assistant Director (Governance):

Good Governance in a Committee System	06/04/2022
Chairing in a Committee System	31/05/2022
The Building Blocks of Good Governance	09/06/2022
Successful Officer/Member Relations	15/06/2022
An Effective Council - Learning from recent reports	20/07/2022

4.3.2 And the following have been delivered by the Centre for Governance and Scrutiny (CfGS), in order to ensure each individual Policy Committee and its Chair had bespoke input and space together to plan ways of working. The CfGS trainers were Andy Fry (Chief Executive), Ian Parry (Head of Consultancy) or Paul Cutler (Associate).

Strategy & Resources - Chair & Deputy	25/05/2022
Housing - Chair & Deputy	30/05/2022
Housing - Whole Committee	30/05/2022
Transport, Region & Climate - Chair & Deputy	06/06/2022
Adult Health & Social Care - Chair & Deputy	06/06/2022
Transport, Region & Climate - Whole Committee	06/06/2022
Adult Health & Social Care - Whole Committee	06/06/2022
Economic Development & Skills - Chair & Deputy	07/06/2022
Economic Development & Skills - Whole Committee	07/06/2022
Communities, Parks & Leisure - Chair & Deputy	10/06/2022
Communities, Parks & Leisure - Whole Committee	10/06/2022
Waste & Street Scene - Chair & Deputy	14/06/2022
Waste & Street Scene - Whole Committee	14/06/2022
Finance (Sub Cttee) - Chair & Deputy & Whole Committee	23/06/2022

### 4.4 Other training and induction

4.4.1 A range of other member development sessions are either scheduled or in the process of being scheduled for the current year. These include but are not limited to the following:

Policy and Performance	Laurie Brennan	TBC
Corporate Parenting & Safeguarding	Paul Dempsey	TBC
Local Government Finance	Liz Gough & Ryan Keyworth	TBC
Introduction to Planning	Michael Johnson	TBC
Emergency Planning	Claire Hanson (Rotherham)	TBC

Public Health	Greg Fell	TBC
An introduction to the FCM	Jason Dietsch & Paul Robinson	18/07/2022
ICT Skills - O365, email, file organisation	Rachel Marshall	July 2022 - TBC
Introduction to Climate Change	Mark Whitworth/Victoria Penman	
Communications & Engagement	Laura Wileman & Team	TBC
Audit	Linda Hunter	TBC
Planning - Option 1	Victoria Clayton and Dinah Hope	TBC
Planning - Option 2	Victoria Clayton and Dinah Hope	TBC
Introduction to Taxi Licensing	Craig Harper, Claire Bower & Clive Stephenson	27/06/2022
EDI - Licensing Committee Training Session - Public Sector Equality Duty, Consultation and Equality Impact Assessments	Adele Robinson	27/06/2022
Introduction to the Licensing Act 2003	Claire Bower & Shimla Finch	04/07/2022
Safeguarding - Protection of Children & the Vulnerable	Claire Bower & Shimla Finch	04/07/2022
Introduction to Street Trading	Claire Bower & Shimla Finch	20/07/2022
Community Engagement in the new world	Laurie Brennan	TBC
EDI - Public Sector Duties & Equality Impact Assessment	Adele Robinson & Rabena Sharif	12th July
EDI - Licensing -Public Sector & Equality Impact Assessment	Adele Robinson & Rabena Sharif	27/06/22
Carbon Literacy	Victoria Penman & Mark Whitworth	29/06/22
Appropriate use of Social Media	Dominic Chessum	31/03/22

4.4.2 Committee-specific training and development, treated as mandatory, is expected to be routinely offered to all members of the following committees, including in the current year:

- Planning – All planning Members
- HR Appeals Panels – All appeals panel Members
- Licensing – All licensing Members
- Audit & Standards – All audit and standards Members

4.4.3 The work programmes of each new policy committee are currently in development, with the first iteration of them having been agreed at each committee' first meetings in June. Ongoing subject-matter training in the form of briefings or taught sessions are expected to be continuous throughout the year as part of these work programmes.

4.5 Additional Training and Plans

4.5.1 Through additional discussions with officers and Members a list of further training and development topics has been raised. The intention is not necessarily to offer specific courses relating to each of these issues separately, but to ensure these issues are covered by the member development programme as a whole over the coming municipal year and induction cycle.

- Personal Safety – Violence against women and all Members
- Equality, Diversity & Inclusion
- Carbon Literacy
- Cultural Awareness including eg racism, anti-Semitism, Islamophobia
- Media & Technology skills
- Conflict Resolution
- Personal Resilience
- Climate Change
- Standards and Member Code of Conduct
- How Local Area Committees work
- Appropriate use of Social Media
- Health and Social Care
- Portfolio Leadership
- Understanding how the NHS works – commissioning and provision

## **5.0 Feedback**

5.1 Following each training and development session a short survey is sent via a link to each Member that has attended the session. Members are asked to rate the usefulness of the session to them and also to use the form to follow up with any questions that they may have so that these can be followed up with the relevant officer or stakeholder that has delivered the session. Data about member satisfaction will be available to the Governance Committee at the time of setting the strategy and plan for the following year.

## **6.0 MEMBER WORKING GROUP**

6.1 A Member Working Group was formed in September 2021. The group is composed of representatives from each Group as nominated by their Group Leaders. The current membership of this informal meeting are:

Councillor Sue Alston  
Councillor Garry Weatherall  
Councillor Martin Phipps  
Councillor Ruth Mersereau  
Councillor Lewis Chinchin

6.2 The aim of this cross-party group is to discuss Member Development needs, offer informal direction to officers who are developing this

programme when consulted, and to help keep members updated on what is happening with development opportunities and what is being planned. These are informal discussions.

- 6.3 The Governance Committee may wish to give consideration to its relationship to this informal group and that group's membership, given that the matter now rests within its terms of reference.

## **7.0 SHAREPOINT**

- 7.1 A Members' SharePoint area, originally set up for Members following the Covid-19 Pandemic, has been updated and enhanced by Rachel Marshall from Democratic Services over the past year and now contains lots of information about member development courses and resources. All resources from training sessions are added to this site alongside useful training videos and links to the LGA.

## **8.0 LEGAL AND FINANCIAL IMPLICATIONS**

- 8.1 There are no specific financial implications from this report. Training sessions are provided by a mix of internal officers and external providers for more specialist topics, funded from existing budgets. In the event that new specific initiatives were proposed, the funding would be approved through the appropriate decision making route.

There is no legal requirement to provide training for Members. However, doing so ensures that they have a knowledge and awareness of the Council's and their own statutory obligations and enables the efficient running of Council business.

## **9.0 EQUALITY OF OPPORTUNITY IMPLICATIONS**

- 9.1 As a Public Authority, we have legal requirements under section 149 of the Equality Act 2010. These are often collectively referred to as the 'general duties to promote equality'. We have considered our obligations under our Duties and found that whilst there are some direct equality of opportunity implications arising as a result of this report, we have taken our duty into account and at this stage a more detailed EIA is not required. We will however continue to assess our Member development plan in line with our commitments to Equality diversity and inclusion and our Duties. We are for example ensuring that all Members are aware of their responsibilities and obligations under the Equality Act and the Councils overall Duties. This training is highlighted in the report in several places, following feedback from the training undertaken we will further develop more specific training as required.

## **10.0 APPENDICES**

- 10.1 Appendix 1 – Member Development Strategy





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