

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Overview Scrutiny Committee
Cabinet

Date: 19 November 2020
4 January 2021

Reporting officer: Chris Wakeford, Committee Services Officer (Scrutiny)

Subject: Member Training 2019-20 - Annual Report

Purpose and summary of report:

To provide Members of the Cabinet with a summary of the training that has taken place for Members during the 2019-20 municipal year and to outline the draft Training Plan for 2021-22.

Recommendations:

1. Members note the Member Training attendance statistics and feedback
2. Members are invited to review and endorse the draft Member Training Plan 2021-22 set out at Appendix Five.
3. Members are invited to consider the recommendations from the Overview Scrutiny Committee, as outlined in paragraph 5.1 of this report.

1. Introduction

- 1.1 The purpose of this report is to provide Members with an update on the training that has taken place throughout 2019-20 and present the draft Member Training Plan 2021-22.

2. Update on Member Training

- 2.1 During 2019-20, 30 training sessions have been provided to Members on a wide range of topics. The table below provides a summary of the level of attendance at the training sessions throughout the year:

Training Session	Number of attendees	Proportion of Members attending
Meet and Greet Induction	27	61%
Basic Planning (Part 1 of 2)	17	38%

Training Session	Number of attendees	Proportion of Members attending
Planning (Part 2 of 2)	17	38%
Code of Conduct	23	52%
Tour of the Borough	11	25%
Chairing Skills	22	50%
Licensing (Part 1 of 2)	15	34%
Data Protection	16	36%
Licensing (Part 2 of 2)	15	34%
Treasury Management	12	27%
The Gr@nd Meet and Greet	13	29%
Local Government Finance	14	31%
Introduction to Housing	20	45%
Annual Statement of Accounts	8	18%
Direct Services Briefing	20	45%
Revenues and Benefits	12	27%
Environmental Health	12	27%
Internal and External Audit	10	22%
Bullying Awareness	29	65%
Health and Safety	5	11%
Equalities and Cohesion	16	36%
Parking Enforcement	13	29%
Fraud Awareness	12	27%
Design South East	11	25%
Risk Management	18	40%
Treasury Management	10	22%
Planning Appeals	14	31%
Bullying Awareness	5	38%

Training Session	Number of attendees	Proportion of Members attending
Money Laundering	6	13%
Alzheimer Awareness	9	20%

Please note: the training listed above does not include any ad hoc training or one to one sessions that have been provided to Members.

- 2.2 Appendix two to the report provides further details of the Members that attended each session.

3. Feedback from Members

- 3.1 Appendix three to this report provides a summary of the feedback received in respect of the training undertaken throughout 2019-20. Overall the feedback is positive with the majority of Members finding the sessions useful and informative. Members have also highlighted issues with the training room layout, visual aids and microphones as well as providing information in an easy to understand form / layman's terms; which have all been feedback to officers / trainers to assist improvements in training provision going forward.
- 3.2 Appendix four to this report provides a summary of a Questionnaire that was sent to Members to glean further thoughts from Members on the Training Programme. The responses are, again, positive overall with Members being 'very satisfied' or 'satisfied' with the Training Programme. The feedback also suggests that online training (e-learning) is currently an underused resource which the Council will look to improve / promote moving forward. Members have also highlighted that the programme would benefit from being delivered over a longer time period (e.g. 6 months rather than three)
- 3.3 The Local Government Association (LGA) Peer Challenge found that Gravesham's Member induction process was universally praised by councillors on all sides of the council chamber. The peer team believe the induction process could make a good LGA case study.

4. Training Plan for 2021-22

- 4.1 A draft Training Plan for 2021-22 is included at Appendix five to this report. Members are asked to consider and endorse the draft Training Plan 2021-22. Please note: the plan is still in the draft stage and is subject to change. Additional training sessions will be added as and when required / requested. The impact of the Covid-19 pandemic and the subsequent recovery phase will be carefully monitored going forward and training may be provided in a virtual format in some instances.

5. Recommendations to Cabinet from the Overview Scrutiny Committee

- 5.1 On 19 November 2020, the Overview Scrutiny Committee considered the Member Training 2019-20 Annual report and the draft Training Plan for 2021-22 and made the following recommendations:

1. The Committee noted the Member Training attendance statistics and feedback and recommended that the report be amended in future years to include accumulative attendance figures for each Member over the training period and to take into account reasons for non-attendance (e.g. sickness)
2. The Committee endorsed the draft Member Training Plan 2021-22 set out at Appendix Five and agreed to its submission to Cabinet for approval along with the following recommendations:
 - i. The digitalisation of the Member Training Programme and a virtual bank of training material for Members to refer back to.
 - ii. The inclusion of Member self-led personal training and development resources that can be accessed online.
 - iii. Training on Council procedure rules and interpreting the constitution.
 - iv. Mandatory Equality, Diversity and Inclusion Training (to include Unconscious Bias, Anti-bullying and all forms of Anti-discrimination)
 - v. The augmenting of the Member Training should be within the current budget allowance.

5.2 Cabinet are invited to consider the recommendations made by the Overview Scrutiny Committee, as outlined above.

6. Background Papers

6.1 Anyone wishing to inspect background papers should, in the first place, be directed to Committee Section who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	<p>There are no legal implications resulting from this report. The Constitution sets out the roles and responsibilities of the Overview Scrutiny Committee and the activities set out within this report are in line with this.</p> <p>The Member Training and Development Plan does take into consideration the need for Members of the Regulatory Board to be trained at least every two years and this was built into the overall plan accordingly.</p>
Finance and Value for Money	<p>A Member Training budget is in place which has a budget of £5,150 each year which remains constant over the life of the Medium-term Financial Plan. All training provided for Members which incurs a cost will be delivered within this budget.</p>
Risk Assessment	<p>There is a risk to the council should Members not attend the training that is being provided. The training being provided will assist Members in their roles as councillors and in some cases, specifically in relation to their roles on Committees. As such, there is a risk that if Members do not attend the training they may not be properly trained in an area and therefore this may affect their ability to make sound decisions.</p>
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>No</p> <p>A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Corporate Plan	<p>The work of the Overview Scrutiny Committee is cross-cutting and therefore is likely to contribute towards all elements of the council's Corporate Plan.</p>

Climate Change	There are no climate change implications associated with this report.
Crime and Disorder	There are no Crime and Disorder implications with this report.
Digital and website implications	There are no digital and website implications with this report.
Safeguarding children and vulnerable adults	There are no specific safeguarding children and vulnerable adults implications with this report. Some Members have, as part of the training plan, received training on Child Protection and a further session is planned for 2019-20.