

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Overview Scrutiny Committee
Date: 9 June 2022
Reporting officer: Chris Wakeford, Committee Services Officer (Scrutiny)
Subject: Member Training 2021-22 - Annual Report

Purpose and summary of report:

To provide the Overview Scrutiny Committee with a summary of the training that has taken place for all elected Members during the 2021-22 municipal year.

Recommendations:

Members are asked to note the Member Training attendance statistics and feedback for the 2021-22 municipal year.

Key Implications:	
Item	Implications
Legal	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. The Member Training and Development Plan does take into consideration the need for Members of the Planning Committee to be trained at least every two years and this was built into the overall plan accordingly.
Finance and Value for Money	A Member Training budget is in place with a budget of £4,750 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. For the 2021-22 period the scheduled external training sessions were postponed due to Covid-19 / unavailability; therefore the majority of training was delivered in-house and was cost neutral.
Corporate Plan	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.
Climate Change	There are no climate change implications associated with this report.

1. Introduction

- 1.1 This report provides Members with a summary of the training that has taken place throughout the 2021-22 municipal year.

2. Member Training 2021-22

- 2.1 During 2021-22, eleven 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
Communications and Social Media	13	30%
Risk Management	19	43%
Council Procedure Rules and Interpreting the Constitution	29	66%
Planning Refresher	20	45%
Homelessness	24	54%
Housing Allocations	12	27%
Prevent Awareness	13	30%
Licensing (Part 1)	14	32%
Treasury Management	13	30%
Licensing (Part 2)	10	23%
Fraud Awareness	8	18%

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

- 3.1 Overall, the feedback received for the training sessions was positive, with the majority of Members finding the sessions useful and informative. Members also highlighted that the content of some of the sessions had been a lot to consume in one sitting and would benefit from being spread out over two sessions. Members also suggested that it would be beneficial to receive some of the information / text in advance of the session to equip attendees with a good background knowledge. This information has been fed back to officers / trainers to assist improvements in training provision going forward.

4. Member Training 2022-23 and Member Induction 2023-24

- 4.1 Members will continue to receive training throughout 2022-23 on an ad hoc basis as required and work has already begun on the Member Induction Programme

2023-24 which will be delivered in the wake of the Borough Elections scheduled for 4 May 2023, further details on the Member Induction Programme will be shared with Members in due course.

5. Appendices

5.1 The following documents are to be published with the report:

Appendix 2: Member Training Attendance Record 2021-22

6. Background Documents

6.1 There are no background documents.

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Secondary Implications	
Risk Assessment	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.
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? A definition of each type of data can be found on the Information Commissioner's Office website via the above links. No</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? 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. N/A</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. 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. 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>
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 Safeguarding and a further session is planned for 2022-23