

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Overview Scrutiny Committee
Cabinet

Date: 4 January 2024
29 January 2024

Reporting officer: Committee Services Officer

Subject: Feedback on the Member Induction Programme 2023 & draft Member Training Plan for 2024/25.

Purpose and summary of report:

To provide the Overview Scrutiny Committee with a summary of the training that has taken place as part of the Member Induction Programme 2023 and to outline the draft Member Training Plan for 2024/25.

Recommendations:

1. To note the Member Training attendance statistics and feedback on the Member Induction Programme for 2023.

2. Members are invited to review and approve the draft Member Training Plan 2024/25 set out in appendix four and agree to its submission to Cabinet for approval.

Key Implications:	
Item	Implications
Legal	There are no direct legal implications resulting from this report. The Member Training and Development Plan considers the quasi-judicial role of Members on the Planning Committee and Licensing Committee and the constitutional requirements around training, which has been built into the overall plan accordingly.
Finance and Value for Money	A Member Training budget is in place which has a budget of £4,750. All training provided for Members which incurs a cost will be delivered within this budget.
Corporate Plan	One Council: a well-run and innovative authority, defined by its skilled and valued workforce, committed to developing its local social impact.
Climate Change	There are no climate change implications associated with this report.

1. Introduction

- 1.1 This report provides the Overview Scrutiny Committee with a summary of the training that has taken place during the Member Induction Programme 2023 (May – July 2023) and presents the draft Member Training Plan for 2024/25.

2. Member Induction Programme 2023 (May – July 2023)

- 2.1 Members received a wide-ranging induction process following the Local Elections in May 2023 and, in order to build on the momentum of this process, a Member Training Plan for 2024/25 has now been developed.
- 2.2 During the Member Induction Programme, 28 training sessions were provided to Members on a wide range of topics. The table below provides a summary of attendance for each session held:

Training Session	Number of Attendees	Proportion of Members attending
Meet & Greet	19	48.7%
Basic Principles of Planning	12	30.7%
To Serve on the Planning Committee	11	28.2%
Code of Conduct & Declarations of Interest	11	28.2%
Historic Talk by Christoph Bull	8	20.5%
Gravesham's Heritage & Strategic Developments	8	20.5%
Licensing Act 2003	9	23%
Health and Safety	8	20.5%
Data Protection/GDPR Training	13	33.3%
Scrap Metal Dealers, Charitable Collections and Sex Establishment Licensing	11	28.2%
Introduction to Environmental Health	10	25.6%
Introduction to Revenues & Benefits	10	25.6%
Fraud Awareness	8	20.5%
Introduction to Housing	14	35.8%
Treasury Management	16	41%
Safeguarding	10	25.6%
Mental Health and Suicide Prevention Training	8	20.5%

Introduction to Direct Services	10	25.6%
Role of Internal and External Audit	8	20.5%
Introduction to the IT & Digital Strategy	7	17.9%
How Local Government Finance Works	10	25.6%
Introduction to Scrutiny* (Maximum 20 delegates)	15	75%
Chairing Skills Training* (Maximum 20 delegates)	19	95%
Environmental Enforcement Training	11	28.2%
Introduction to Climate Change	9	23%
Equalities/Cohesion Training	8	20.5%
Parking Enforcement Awareness Training	10	25.6%
First Aid and Defibrillator Training* (Maximum 12 delegates)	7	58.3%

- 2.3 The overall percentage of attendance for the Member Induction Programme was 29.2%. Appendix one provides further details of the Members that attended each session.
- 2.4 It should be noted that the training listed above does not include any one-to-one sessions that may have been provided to Members outside of the Member Induction Programme.
- 2.5 Following the Member Induction Programme, additional training sessions have been arranged for Members, as listed below: -

Name of session	Date	Number of attendees	Percentage
Historical Talk by Christoph Bull	Wednesday 04 October 2023	2	5.1%
Asset, Repairs and Energy Efficiency Training	Thursday 19 October 2023, 7:30pm	6	15.4%
Allocations, Homelessness and Private Sector Training	Monday 30 October 2023, 7:30pm	7	17.9%
Prevent Training	Monday 27 November 2023, 7:30pm	10	25.6%

Risk Management Training	Wednesday 06 December, 7:30pm	13	33.3%
Tenancy Management, Leasehold Management, and Independent Living	Thursday 18 January 2024, 7:30pm	TBC	TBC

3. Feedback from Members

- 3.1 Appendix two to this report provides a summary of the feedback received in respect of each individual session undertaken as part of the Member Induction Programme. Overall, it is felt that feedback received from Members is positive.
- 3.2 Appendix three provides a summary of a questionnaire that was sent to Members to glean further thoughts on the Member Induction Programme overall. The responses are, again, positive, with the majority of Members being satisfied with the programme. Members were satisfied with the timing of the sessions (7:30pm) and the duration (90-120 minutes). All Members who answered the questionnaire had a preference for sessions to be both in person and virtual where appropriate.

4. Draft Member Training 2024 – 25

- 4.1 Appendix four presents the draft Member Training Plan for 2024/25.
- 4.2 The plan has been created based on the approach taken previously (excluding the Members Induction Programme). The aim of the plan is to ensure that Members continue to be well informed of Council information, corporate policies and priorities together with any key legislative changes. During the creation of the plan, the Committee Services Team liaised with Senior Officers to ensure that the plan aims to address any Member training requirements identified within their service areas.
- 4.3 It is proposed that training will mainly be delivered in-house by Senior Officers commencing at 7.30pm. This approach is in line with previous plans and has been the preferred choice of Members.
- 4.4 It had previously been agreed by Members that for each training session to go ahead there would need to be a minimum number of ten attendees. If confirmation of attendance had not been received by ten attendees, two days ahead of the training, the training will be cancelled. This requirement was relaxed during the Member Induction Programme; however, it is proposed to reinstate it for 2024/25.
- 4.5 It is acknowledged that it may be difficult for all Members to attend every training session, however every effort has been made to maximise attendance by arranging them on evenings where there are no Committee meetings. During the Member Induction Programme, it was evident that there was a slight increase in attendance when the sessions were held virtually. Therefore, it is proposed that a majority of sessions will be held virtually. Where it is felt that an in-person session would be more appropriate this request will be accommodated.
- 4.6 Every Member will be encouraged to attend all sessions on offer. The plan and calendar invite will specify when a particular session is highly recommended for specific Members/Committees.

- 4.7 Following each session, Members will be provided with an online training evaluation form. All responses will be analysed and incorporated into future plans.
- 4.8 Members should also note that the training plan will be supported by an online 'Training Library' whereby all training presentations and information will be held and accessible to Members after the training has taken place. The 'Training Library' is currently available to all Members via Microsoft Teams. If all attendees of a training session are supportive of a virtual training session being recorded, then this recording can also be uploaded within the library for future reference.
- 4.9 Members are asked to consider, provide feedback on and endorse the draft Training Plan 2024/25 and agree to its submission to Cabinet for approval. Please note that the plan is still in the draft stage and is subject to change. Additional training sessions will be added as and when required / requested. Upon Cabinet approval of the plan, the Committee Services Team will identify suitable dates for the training sessions and advise Members of these dates in advance.

5. E-learning

- 5.1 As part of the Member Induction Programme, via the Welcome Booklet, Members were provided with details on the Local Government Association's (LGA) E-learning and Distance Learning Workbooks. In addition to the training provided directly by the Council, Members will also be encouraged to regularly review the LGA's online training and development tools.
- 5.2 The Committee Services Team will also present Members with any further online training and development tools offered by other organisations.

6. Appendices

- 6.1 The following documents are to be published with the report:

Appendix one: Member Induction Training Record 2023

Appendix two: Feedback in respect of each individual training session held during the Member Induction Programme

Appendix three: Member Induction Questionnaire/Feedback

Appendix four: Draft Member Training Plan 2024/25

7. Background Documents

- 7.1 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.
Data Protection Impact Assessment	<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>
	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
	b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? N/A
	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
Equality Impact Assessment	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
	b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No
	<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>
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.