

East Midlands Councils
Councillor Development Network hosted by Melton Borough Council
6 July 2016 10am – 12 noon

Attendees:

NAME	AUTHORITY
Viv Nightingale	Rushcliffe BC
Lynne Ghent	Erewash BC
Angelika Kaufhold	Erewash BC
Louisa Horton	Blaby DC
Cllr Debbie Mason (Chair)	Rushcliffe BC
Julie Hamilton	Bassetlaw DC
Sarah Evans	Melton BC
Michael Hopkins	Charnwood BC
David Hair	Lincolnshire CC
John Thorpe	Leicester City Council
Lisa Butterfill	EMC

	Agenda Item	Information/Actions
1	Welcome	The meeting was kindly hosted by Melton Borough Council. Cllr Debbie Mason chaired the meeting and welcomed everyone.
2	Previous Notes Matters arising	Notes agreed, no matters arising
3	Sharing of current activity/ priorities	<p>Leicester City</p> <p>Good attendance at the induction sessions which were very practical. (A copy of the induction programme was send in advance with the nomination papers). There is a focus on trying to support new councillors with their role in the community and casework and balancing workload.</p> <p>Charnwood</p> <p>The member development group is keen to include in their councillor development strategy a “statement” related to what is a reasonable expectation of members regarding attendance at training and this is currently work in progress.</p> <p>Bassetlaw</p> <p>Have undertaken statutory training, code of conduct (only mandatory for new councillors but offered as a refresher to existing councillors). Just completed a member survey. Training is done on an as and when basis and can be identified from various departments eg the Prevent training which came through Community Safety.</p> <p>Melton</p> <p>Conducted a Member Survey of induction post Christmas. Some of the feedback said it was too much too quickly (even though the induction had been spread out over 6 months). One steering group meeting last year due to work pressures, still have budget, looking to have more steering group meetings this year. Leader encouraged cllrs to attend courses like safeguarding and equalities. Started 1:1’s with members but take up is lower.</p> <p>Blaby</p> <p>Currently considering regional charter re-accreditation. Induction programme is delivered over a 6 month period. The experience has been that some of the newer members’ have a younger age profile and this has impacted on there being a good take up of IT with 31/39 members now using IT. One of the by products of this is receiving more requests for online training. Good member development steering group and 4 year strategy. Have a new programme for this year and Members requested child exploitation training to be included. PDA’s are done through group and whips. We use modern.gov app and we set up their ipad and demonstrated how to use modern.gov on that.</p> <p>Erewash</p> <p>Induction programme went fine with follow up training this year. Budget spent already on 2 cllrs doing LGA Leadership Academy. H&S and Personal Safety training to take place in September 2016. Also undertaking risk assessments for Councillors in addition to the training. Additional licensing training (external). Will soon be undertaking a survey of Councillor Training Needs.</p> <p>Rushcliffe</p> <p>Delivered induction programme which the Member Development Group will be</p>

		<p>analysing shortly. New Councillors had a 1:1 with EMC. Existing Councillors did an on-line survey to understand their needs. Budget over spent in year 1 but will balance itself in year 4. Currently taking members through paper-light and reducing paper to zero by the end of the year. No printing budget after this year. Offering training to support this. Budget workshops undertaken with members work well. Move to newer smaller offices in January 2017.</p>
<p>4.</p>	<p>“Be a Councillor” funded opportunity update</p>	<p>Lisa described what the LGA offer could be regarding Be a Councillor. (See attached document).</p> <p>The contact at the LGA is Helen Rankin Helen.Rankin@local.gov.uk and Helen is happy to help with any support, information, queries wherever she can.</p> <p>Helen is currently putting together a package which will be available shortly and below is a link showing an example of a “full package” which Lancashire have opted for.</p> <p>www.beacouncillor.co.uk/lancashire</p> <p>Helen advises that the LGA can do as much or as little as any authority wanted. Some of the support would be provided for free and some would have a small cost attached in terms of development/design/print costs.</p> <p>The network suggested that it was important to ensure that this information was made accessible to younger people as well. It was also suggested that this information could be helpful to people who in the community identified as community leaders or who might have run a campaign. They could then be signposted to this so they can understand what is expected and what the councillor role looks like.</p>
<p>5.</p>	<p>Round Table Discussions</p>	<p>The network discussed the following topics: Delivering Member Training Innovatively and Evaluating Member Learning and Development. Below are some of the outputs from the discussion:</p> <p>Delivering Member Training Innovatively</p> <ul style="list-style-type: none"> • How meetings actually work - practical session - cards to use eg, how to propose a motion etc • Doing Mock Hearings as part of Licensing Committee Training • Use Learning Pool (on line e-learning) in conjunction with other methods. Doing a taster session - mixture of e-learning and 1:1 in members’ room. Taking something less familiar (ie learning pool) and trying to put it into a familiar environment (member’s room) Integrate as part of the training programme. • Take a Quiz and prizes approach! • Use Creative names for training, eg - Stay out of Trouble! • Try posing questions to engage interest- eg What would you do if? Do you know enough about? Focus on connecting with the importance of the session from an individual perspective. Looking after yourself and others. How do I find it? Where do I find it? Make it attractive and demonstrate its relevance • Discussed this at member development group and they asked for

		<p>standardisation in the email subject line to ensure training emails didn't get deleted by mistake.</p> <ul style="list-style-type: none"> • Using Members to deliver training. One example is the Chair of Scrutiny Commission supported by officers leading a session that will include role play and following through a scenario that all members are interested in. • Keeping the session short and snappy. Tea and cake approach. Keeping the session to an hour and half. Or do more than one session. • Examples of authorities undertaking learning prior to their scrutiny committees and planning committees. The planning training was open to all members. • Offering shadowing opportunities or encouraging members to go to a different committee meeting • Ensure that any briefings focus on what a councillor needs to know not what the officer needs to know or wants to tell them <p>Evaluating Member and Development</p> <ul style="list-style-type: none"> • Ensure forms are used before and after each event to capture learning and impact • Explore why people didn't attend - perhaps asking the question what could have made it something you would have attended? • On a programme that contains both information sharing and skills development both are evaluated by Lincolnshire CC straight after the event and the skills development is evaluated 3 months further down the line. • Blaby also complete a follow up 3-6 months down the line which includes a return on investment (ROI) approach which includes an ROI score. Blaby have kindly agreed to share their form which is attached to these notes. • Where external training takes places, the majority party whip at Leicester City drives the evaluation and asks members to do a brief summary at group meetings to share knowledge and also give feedback on the value of the training. This is a rigorous process logged by Democratic Services. • At Melton members who attend training (particularly external training) write an article sharing their learning in the members bulletin • A discussion also took place about the value of telling the story of development through a simple case study approach. For example, why is this learning and development important (linkage with corporate priorities)? What learning and development was delivered? What difference did it make to the individual, council and community?
<p>6.</p>	<p>Any other Business</p>	<p>A questions was asked regarding what others were doing around personal safety for Councillors given recent events.</p> <ul style="list-style-type: none"> • David said he had been looking at guidance on line for members (including information from Plymouth) for how to look after themselves and also had discussions with Chris Farquhar at Bradford. There will be also be information provided from the LGA but no

		<p>timescale given.</p> <ul style="list-style-type: none">• Angelika said some guidance that she had received in this respect she would be using/adapting their lone working protocol.• Cllr Mason talked about the importance of being able to read the signals from people and their body language• John suggested that the guidance from the Suzi Lamplugh foundation is still very relevant
7.	Close	<p>Thank you to Sarah Evans at Melton BC for hosting the network meeting</p> <p>Date of the next network meeting to be confirmed</p>