



Report of the Chief Democratic Services Officer

Member Management Committee

Date: 10 June 2008

Subject: Member Development – Annual Report

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. This report provides the Member Management Committee with the Member Development Annual Report 2007/8. The report details the achievements made in 2007/8 and outlines the actions to be taken in 2008/9.
2. The Member Development Working Group was established in December 2005. This Member group is key to the continuing improvement of Member Development and is essential for the Council maintaining the Member Development Charter award. It is proposed therefore that the group is reinstated for the 2008-9 municipal year.
3. The Member Management Committee is asked to note the contents of the Member Development Annual Report 2007/8, and to reinstate the Member Development Working Group.

1.0 Introduction

Member Development - Annual Report 2007/8

- 1.1 The Member Development Annual Report details the achievements made this municipal year, and lists all the learning and development courses, events and activities undertaken by elected Members over the course of the year. The Annual Report also sets out the 2008 Induction Programme which is currently underway.
- 1.2 As in 2007, this year's Induction Programme has been devised by the Member Development Working Group in conjunction with officers from Democratic Services.

Member Development Working Group

- 1.3 A working group consisting of a representative from the Conservative, Labour, Liberal Democrat and Green groups was established by Member Management Committee in December 2005. Over the past three years its composition has altered (Greens not participating in 2007/8), but it has remained instrumental in the delivery of learning and development activities for Members. This group works on key projects such as the Member Development Strategy, new Members' induction and the annual training programme and is also essential for the Council maintaining the Member Development Charter award.

2.0 Main Issues

Member Development – Annual Report

- 2.1 Member Development is a key component of the Council's Annual Corporate Governance Statement, specifically in relation to the principle of *Developing Skills and Capacity*, where the Council states that it will ensure that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well. This work is detailed in the Member Development Annual report, which will be submitted to the Corporate Governance and Audit Committee as part of the Council's Annual Corporate Governance Statement.
- 2.2 As well as reviewing Member Development activities in the previous municipal year, the Annual report details challenges for the coming year. These include:
- **Community leadership and partnership training.** Both skill areas are key for councillors at all levels, due to the increased emphasis on community engagement and the ever-growing involvement of partners in the Council's decision-making processes.
 - **Scrutiny training.** A detailed programme of skills and knowledge development has been put together for both Chairs and Scrutiny Board members.
 - **Personal Development Planning.** Personal Development Plans (PDPs) already exist for a number of Members, but improvements to this process are needed in order to make training more personalised and effective in meeting individual needs.

- **Evaluation.** It is important that all training programmes are evaluated effectively in order to improve them for future participants and prove return on investment.

The Annual Report is attached at Appendix 1.

Member Development Working Group

2.3 In order to continue to steer the provision of training and development for Members, it is proposed that the Member Development Working Group is reinstated along lines to be determined by the Member Management Committee. Draft terms of reference for the Group are attached at Appendix 2.

2.4 The Group would continue to meet on a quarterly basis and report to this Committee.

3.0 Implications For Council Policy And Governance

3.1 As the role of Members is complex and demanding, dedicated learning and development strategies which support Members and help them to lead the organisation are essential requirements for any Council.

3.2 Member development is recognised under CPA guidelines as a key means of building capacity in local government. It is important that Members design and lead on learning and development initiatives to ensure that they accurately meet the needs of all Members.

4.0 Legal And Resource Implications

4.1 The achievements identified in the 2007/8 Annual Report were achieved within the allocated budget.

5.0 Recommendations

5.1 The Member Management Committee is asked to:

- note the Member Development Annual Report 2007/8
- reinstate the Member Development Working Group as proposed in paragraph 2.3 and Appendix 2, and advise on any changes to membership.