Member Development Steering Group

Thursday, 26 October 2023
5.30 p.m. Brooks Room - Council Offices, Narborough

Membership:

Cllr. Adrian Clifford (Chairman)
Cllr. Matt Tomeo (Vice-Chairman)

Cllr. Royston Bayliss	Cllr. Susan Findlay	Cllr. Jane Wolfe
Cllr. Nick Brown	Cllr. Dillan Shikotra	
Cllr. Luke Cousin	Cllr. Bob Waterton	

AGENDA

1. Apologies for Absence

2. Notes of Last Meeting (Pages 3 - 6)

    To approve the minutes of the last meeting held on 26 July 2023.

3. Member Development Strategy 2023 - 2027

    For Members to consider the new Strategy for the period 2023-2027 and the Councillor Development Review (To follow).

4. Member Development Programme and iLearn (Pages 7 - 24)

    For Members to consider the current Member Induction Programme and provide feedback on the courses delivered and proposed future content (enclosed).

5. Evaluation of Recent Courses (Pages 25 - 44)

    Members are asked to consider the recent evaluation feedback, including the Value for Money and Return on Investment (enclosed).

6. Member SharePoint site

    Members will receive a verbal update at the meeting from the Democratic Services & Scrutiny Officer and consider further areas of development for the Members SharePoint site.

7. New Member's 6 and 12 Month Catch-Ups

    Members will receive a verbal update at the meeting from the Democratic Services & Scrutiny Officer:

- 6 Month Catch-Up: Tuesday 14th November 2023.

- 12 Month Catch-Up: Tuesday 14th May 2024.

8.   Budget Update (Pages 45 - 46)

To update Members on the Member Training Budget (enclosed).

9.   Items for Next Agenda

10.   Date of Next Meeting

- 5 December 2023

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 26 JULY 2023

Present:-

Cllr. Adrian Clifford (Chairman)
Cllr. Matt Tomeo (Vice-Chairman)

Cllr. Royston Bayliss	Cllr. Luke Cousin	Cllr. Bob Waterton
Cllr. Nick Brown	Cllr. Susan Findlay	Cllr. Jane Wolfe
	Cllr. Dillan Shikotra	

Officers present:-

Katie Brooman	-	Elections and Governance Manager
Sandeep Tiensa	-	Senior Democratic Services & Scrutiny Officer
Isaac Thomas	-	Democracy Support Officer

1. NOTES OF LAST MEETING

The minutes of the meeting held on 22 March 2023, as circulated, were approved as a correct record.

2. INTRODUCTION TO MEMBER DEVELOPMENT

The Chairman, Cllr. Adrian Clifford welcomed the new Members to the Member Development Steering Group, provided an overview of the group's core functions, and introduced the role of Democratic Services in supporting the group.

The Senior Democratic Services & Scrutiny Officer provided context on the Member Development Charter, which was achieved in 2003, 2006 and 2016, and highlighted the challenges implementing the Member Development Programme in recent years due to COVID-19.

Members discussed different approaches to learning and development and the challenge of tailoring training to Members individual needs when much of the training programme is mandatory.

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3.   **MEMBER DEVELOPMENT STRATEGY 2021-23**

Members discussed the strengths and highlighted some areas for improvement in the current Member Development Strategy 2021-23 and began planning the new Strategy for the period 2023-2027.

Member's discussed different methods of tailoring the structure of Personal Development Appraisals (PDA's) in order to make them more accessible and useful for Members. Cllr. Susan Findlay offered the example of a skillset wheel which would provide a visual representation of Member's skills and competencies, their goals and aspirations, any gaps in their knowledge, and a clear set of development objectives.

The Senior Democratic Services & Scrutiny officer informed Members that the new Strategy was expected to go to the Member Development Steering Group on 17 October 2023, then to Council on 21 November 2023. Members agreed to form a small working group including the Chair, Cllr. Adrian Clifford and four other Members to feed into the new strategy before the October meeting. Cllr. Susan Findlay, Cllr. Luke Cousin, Cllr. Jane Wolfe and Cllr. Matt Tomeo volunteered to join the working group and it was agreed that a meeting would be scheduled for September.

4.   **END OF TERM SURVEY FEEDBACK**

Members considered the feedback to the End of Term Survey which was distributed to Members in April 2023, prior to the local elections. The Democracy Support Officer updated Members on what learning had been put into practice in the recent induction.

5.   **MEMBERS IT UPDATE**

The Senior Democratic Services & Scrutiny Officer (SDSSO) updated Members on the current IT situation and explained that returning Members would need to bring in their laptops to the Council offices to have SharePoint installed and additional updates administered. Members were informed that those using personal devices would also be offered a Council laptop to use.

Member requested that a representative from IT attend the next Steering Group meeting on 17 October 2023. Members suggested that the SDDSO collate some feedback from Members which could be circulated to IT to respond to at the next meeting.

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Member Development Steering Group - Wednesday, 26 July 2023

6.   **<u>INDUCTION PROGRAMME</u>**

Cllr. Dillan Shikotra left the meeting during the consideration of this item and did not return.

Members considered the current Member Induction Programme, provided feedback on the courses delivered and proposed future content.

Members feedback included:

- That the induction programme was valuable, intense and rigid.
- Need more options for online/digital training
- Consider pre-recorded sessions that members can watch in own time
- Buddying scheme was good, however some members had only met with their respective Buddy once. Reconsider who is a Buddy – some officers are quite senior and may not have time.
- Masterclasses are very good.
- That all invitations for learning and development events be sent out to Members so they can plan their diaries.
- 'Hints and tips' and further information on how the Council works be sent/shared to all Members.

Members discussed the importance of digitalising the Induction Programme and recognising that there are different approaches to learning and development. The Senior Democratic Services & Scrutiny Officer provided an update on iLearn, the Council's e-learning platform, and advised Members that login details would be distributed in the following weeks.

7.   **<u>EVALUATION OF RECENT COURSES</u>**

The Democracy Support Officer updated Members on the evaluation feedback from recent courses, including the Value for Money and Return on Investment.

Members discussed the low number of responses to the evaluation surveys and considered various methods of collating the feedback to training sessions, including Microsoft Forms, paper copies and Mentimeter. The Democracy Support Officer responded that various methods would be considered and reported upon at the next meeting.

8.   **<u>BUDGET UPDATE</u>**

The Elections & Governance Manager updated Members on the training budget.

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Member Development Steering Group - Wednesday, 26 July 2023

9.   <u>**ITEMS FOR NEXT AGENDA**</u>

- Members IT Update
- Member Development Strategy 2023-27
- Evaluation of Recent Courses

10.   <u>**DATE OF NEXT MEETING**</u>

- Tuesday 17th October 2023.

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THE MEETING CONCLUDED AT 7.05 P.M.

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Member Development Steering Group - Wednesday, 26 July 2023

Member Development Programme for New and Returning Members 2023/24

Online Modules	
Mandatory, Optional or Advisory	**Training Module:**
Mandatory	Safeguarding (Bronze Level) Children, Young People & Adults **– Now Live**
Mandatory	GDPR and Data Protection **– Now Live**
Optional	Induction for New Starters
Optional	Councillor Scrutiny
Optional	Dementia Awareness
Optional	Business Math
Optional	Coaching
Optional	Cyber Security – Keeping Safe online
Optional	Dementia Awareness
Optional	Emergency Planning
Optional	Healthy Lifestyles
Optional	Influencing, Assertiveness and Negotiation
Optional	Interview Skills

Optional	Introduction to health & Safety
Optional	Introduction to Mindfulness and Meditation
Optional	Keeping Safe Online
Optional	Managing your priorities
Optional	Mental Health Awareness
Optional	Personal Resilience
Optional	Prevent
Optional	Risk Management
Optional	Treating People Fairly

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 10 May 2023 5:30pm	Council Chamber	Mandatory	<u>Member Induction – Essential Business Day</u> • Welcome from Chief Executive and Directors • Corporate Overview • Code of Conduct training • Drop off forms	No
Tuesday 16 May 2023 5:30pm	Council Chamber	Mandatory for new Members Returning Members can also attend this event	<u>ICT and Democratic Services Support Session</u> • Issue new username and passwords for Outlook • Issue new laptops • Overview of various applications	No
Thursday 25 May 2023 5.30pm	Council Chamber	Mandatory for Planning Committee Members and Substitute Members	<u>Planning Committee</u> • Function of the Planning Committee • Structure of a Committee day • Introduction to legislation & Policy • Code of Conduct	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 31 May 2023	Virtual	Optional	<u>LGA Planning Virtual Training</u> The session will explain the planning process, giving clarity to some of its complexities and highlighting the importance and different roles that councillors can have to interact with the process. This forms part of a wider programme delivered by the LGA to introduce new councillors to some key specific areas of work within the local government.	Yes Local Government Authority (LGA)
Wednesday 7 June 2023 5:30pm	Council Chamber	Optional – but suggested for Planning Committee Members	<u>Growth & Development Awareness Training</u>	No
Wednesday 14 June 2023 5.30pm	Council Chamber	All Members are welcome to attend. **This is mandatory for Scrutiny Commission Members**	<u>All Member Workshop – The Essentials of Effective Strategic Scrutiny</u> • Scrutiny influences and how to use them • The foundations of effective scrutiny – collaboration, trust, and transparency • Latest guidance and good practice	Yes Centre for Governance & Scrutiny (CfGS)

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 19 June 2023 11:00am	Via Zoom	Optional	<u>Rural Policy and Implications for rural communities</u> • Information about the Rural Services Network and our services • An overview of the key challenges facing rural communities and rural policy • Our Policy Asks of Government in these key policy areas	Rural Services Network
Tuesday 20 June 2023 3:30pm onwards	Civic Area, Park Room & Brooks Room	Advisory	<u>Meet The Services Event</u> An opportunity to meet various teams of the Council and learn about services we provide.	No
Thursday 22 June 2023 10.00am-3.30pm	Devonshire Place, 78 London Road, LE2 ORA	Optional	<u>Planning Reform</u> • Planning Reform – Background & Context • Levelling up & Regeneration Bill • The Infrastructure Levy • Impact on Devolution and the Levelling up agenda	Yes East Midlands Councils

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 27 June 2023 6:00pm	Council Chamber	**Mandatory for Licensing Committee Members and Substitute Members**.	<u>Licensing Committee Training</u> • Conduct of Councillors in the Administration of Licensing – General Principles • Conduct of Councillors in the Administration of Licensing – Hearings • Appeals and costs	Yes David Lucas
Monday 3 July 2023 6:00pm-8:30pm	Virtual	**Advisory for Chairs of Committees and those who may wish to Chair a Committee.** Please contact a member of Democratic Service's to book	<u>Chairing Skills for Members</u> This development session will provide participants with tips and techniques associated with being a skilled chair of a virtual, physical or hybrid meeting. • Identify the role, responsibilities and skills for being an effective chair. • Plan and prepare for a meeting – both face to face and virtual. • Open a meeting and set the scene. • Structure agenda items and discussions for logic and flow. • Communicate confidently including keeping the meeting on track • Encourage and manage participation. • Close the meeting positively.	Yes East Midlands Councils Miranda Smythe

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 5 July 2023 5:30pm	Virtual Via Microsoft Teams	Advisory	Lightbulb & Housing Enablement Team (HET) • Disabled Facilities Grants • Overview of the Hospital Housing Service • Home Gadgets & Assistive Technology Pilot • Safespaces Hoarding Pilot • Overview of Housing Enablement services	No
Wednesday 12 July 2023 2.00-3.30pm	Virtual Via Zoom	Optional Please contact a member of the Democratic Service's Team to book a place.	Handling Online Abuse and Intimidation Webinar • Managing trolls and cyber-bullies • Introduction to the legal framework around social media posts • Tips on how to create a positive online presence • How to stay safe online	Yes East Midlands Councils
Thursday 13 July 2023 5:30pm	Brooks Room	**Mandatory for Audit & Corporate Governance Committee Members and Substitutes.**	Audit & Corporate Governance Training • Roles & responsibilities of the Audit & Corporate Governance Committee Please note: Audit & Corporate Governance Committee will take place after Member training.	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Friday 14 July 2023 10.00-11.30am	Virtual	Advisory for Members of the Licensing & Regulatory Committee. Please contact a member of the Democratic Service's Team to book a place.	<u>Introduction to Licensing</u> • This session will support you with the licensing process as you settle into your role • What to expect and tips to help you work effectively • This session will focus on some key areas of licensing: alcohol and entertainment, taxi and private hire vehicle, and gambling	Yes East Midlands Councils
Friday 14 July 2023 1.30pm – 4.00pm	Nottingham County Council, County Hall, Loughborough Road, Nottingham, NG2 7QP	Optional Please contact a member of the Democratic Service's Team to book a place.	<u>Hitting the Ground Running New Councillor Workshop</u> • Discussing your early experiences so far • Understanding the challenges in your ward role • The role of the Modern Councillor • Learning and tips from experienced Councillors • How East Midlands and the Local Government Association can support you	Yes East Midlands Councils

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 18 July 2023 5:30pm Rescheduled Date: Thursday 16 November	Council Chamber	Advisory for Planning Committee Members and substitute Members.	**CANCELLED** Planning Masterclass Subject : Planning Enforcement. Cancelation reason: Low member attendance	No
Thursday 20 July 2023 5:30pm	Council Chamber	**This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups**	Scrutiny: Questioning Skills • Core questioning and listening skills • Developing a questioning strategy	Yes Centre for Governance & Scrutiny (CfGS) Lisa Smart

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Monday 31 July 2023 1:00 – 2:00pm	Virtual	Optional	<u>Cyber Security – Stay safe online!</u> • East Midlands Councils, working collaboratively with the East Midlands Special Operations Unit (EMSOU), is hosting a free webinar for Councillors on cyber security. • Cyber Security is the protection of your hardware, software and data from unauthorised access and cyber-attacks. We recognise the value and responsibility you bring to our communities as a councillor, with this in mind we want to ensure that you have strong cyber security protection available to you.	East Midlands Councils and EMSOU A collaborative unit of officers and staff from Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire police forces tackling the most serious, organised and violent crime, countering terrorism and extremism and providing forensic services on behalf of the region.
Tuesday 5 September 2023 5:30pm	Council Chamber	**This is mandatory for Scrutiny Commission Members and those wishing to join Working Groups**	<u>Scrutiny Training: Work Programming</u> • Purpose of work programmes • Importance of openness and collaboration • Different scrutiny techniques to build agility and capacity	Yes Centre for Governance & Scrutiny (CfGS) Dave Burn

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 14 September 2023

2.00-3.30pm | Virtual | Advisory for newly elected Members. | <u>Finance without numbers – An introduction to local government finance</u>

• Members' role in finance
• How finance decisions are made
• Some key financial issues and terminology | Yes

East Midlands Councils |
| Tuesday 19 September 2023

5:30pm | Council Chamber | Advisory for Planning Committee Members and substitute Members. | <u>Planning Masterclass: Housing Land</u>

• Supply Background of the national government requirement for housing land supply and decision making
• Past housing supply within the district and influences on delivery rates
• Current position of housing land supply
• Approach to future housing delivery | No |
| Wednesday 27 September 2023

4.30-6.30pm

Rescheduled Date: Spring 2024 | New Lubbesthorpe

(Transport Provided) | Optional | **CANCELLED** <u>New Lubbesthorpe Tour</u>

This is a walking tour of Lubbesthorpe

Cancelation reason: Bad weather forecast | No |

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Tuesday 3 October 2023 5:30pm	Brooks Room	Optional	<u>Introduction to Communications & Social Media</u> • Introduction of the service and what we do • Do's and don'ts of social media	No
Thursday 12 October 5:30pm	<mark>Hybrid</mark> Brooks Room or Microsoft Teams	Optional	<u>Climate Change Masterclass</u> • What have we achieved and our plans moving forward • Introduction to the Climate Change Action Plan and Climate Change Strategy	No
Wednesday 18 October 2023 5:30pm	<mark>Hybrid</mark> Brooks Room or Microsoft Teams	Advisory	<u>Domestic Abuse Awareness</u> An opportunity for Members to learn about the Domestic Abuse and the team who support service users.	No
Monday 23 October 2023 5:30pm	Council Chamber	Advisory	<u>Finance and Welfare Training</u> • How local Authority accounting works • Council Tax & Benefits overview	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Wednesday 25 October 2023 5:30pm Rescheduled Date: Monday 18 December 2023	Council Chamber	Optional	**CANCELLED** Affordable Housing • Housing Demand • Homelessness Update • Affordable housing Update Cancelation reason: Extraordinary Council meeting required.	No
Wednesday 1 November 2023 5:30pm	Hybrid Brooks Room or Microsoft Teams	Advisory	Anti-Social Behaviour, Prevent and Protect To provide an insight of the work of the Community Services team and Police on ASB, Prevent and Protect.	No
Thursday 9th November 2023 5:00pm	Council Chamber	Advisory	**NEW** Equalities, Diversity and Inclusion	Yes
Tuesday 14th November 2023 5:30pm	Brooks Room	Advisory for New Members	New Members - 6 month catch up	N/A

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 16 November 2023 5:30pm	Council Chamber	Advisory for Planning Committee Members and substitute members	==NEW/RESCHEDULED== Planning Masterclass : Planning Enforcement • What is Planning Enforcement (General Overview) • What we can do, what we can't do (Outline of Powers etc) • Development monitoring • Brief Stats/IPlan/Enforcement Policy Refresh • Interesting Cases • Q&A if time allows	No
Monday 4 December 2023 5:30pm Council Chamber	Council Chamber	Advisory for Planning Committee Members and substitute members	Planning Masterclass: Subject TBC	No
Monday 18 December 2023 5:30pm	Hybrid Brooks Room or Microsoft Teams	Optional	==NEW/RESCHEDULED== Affordable Housing • Housing Demand • Homelessness Update • Affordable housing Update	No

Date	Location	Mandatory, Optional or Advisory	Training Event:	External Training Provider
Thursday 15 February 2024 5:30pm	Council Chamber	**Mandatory**	<mark>NEW</mark> Code of Conduct • Understanding members roles and responsibilities • The purpose of the code, the principles the code is based on and when the code applies.	No

Online Modules		
Mandatory, Optional or Advisory	**Training Module:**	**Number of Members that have completed the Module**
Mandatory	Safeguarding (Bronze Level) Children, Young People & Adults	**2**
Mandatory	GDPR and Data Protection	**2**
Optional	Induction for New Starters	**1**
Optional	Councillor Scrutiny	**1**
Optional	Dementia Awareness	**1**
Optional	Business Math	**1**
Optional	Coaching	**0**
Optional	Cyber Security – Keeping Safe online	**0**
Optional	Dementia Awareness	**0**
Optional	Emergency Planning	**0**
Optional	Healthy Lifestyles	**0**
Optional	Influencing, Assertiveness and Negotiation	**0**
Optional	Interview Skills	**0**

Optional	Introduction to health & Safety	**0**
Optional	Introduction to Mindfulness and Meditation	**0**
Optional	Keeping Safe Online	**0**
Optional	Managing your priorities	**0**
Optional	Mental Health Awareness	**0**
Optional	Personal Resilience	**0**
Optional	Prevent	**0**
Optional	Risk Management	**0**
Optional	Treating People Fairly	**0**

Instructions and Login details emailed to all Members on 04/08/2023

- 1 Member has completed both mandatory modules and additional optional modules
- 1 Member has completed GDPR and Data Protection only
- 1 Member has completed Safeguarding (Bronze Level) Children, Young People & Adults only

Data Collected on 11/10/2023

Feedback - Induction Programme 2023

2023 Training

IT & Democratic Services Support Session 16 May 2023

Attendance 18 – 5 Members provided feedback. 1 rated the session as "excellent", 2 as "Good", 1 as "Fair" and 1 as "Poor." 4 Members agreed that they had confidence in their ability to make decisions and understand processes and reports and 1 did not.

The session presenter was ranked as "excellent" by 2 Members, "good" by 2 and "fair" by 1 Member. In respect of pace and content, 3 Members said that it was helpful and 2 said that it was not.

One Member commented that the session was less useful for those Members who are already fluent IT users and that certain elements of the session should not have been mandatory for those with higher IT competency (basic IT training, sending emails etc.). The Member commented that the session would be more useful if Members were able to determine whether they need to stay based on the session's content, once they have successfully logged in and accessed the necessary applications.

Members commented on the negative issues with IT (problems accessing emails, logging in and accessing Modern.Gov) but also emphasised the helpfulness of staff and welcomed the opportunity to ask any questions in a relaxed, supportive atmosphere.

Despite the issues with IT during the session, all 5 Members recommended that it should be included in future induction programmes.

Annual Planning Training 25th May 2023

Attendance 21 Members (including all Planning Committee Members) – 7 feedback forms were received.

2 rated the session as "excellent" and 5 rated it as "good." All agreed that they had confidence in their ability to make decisions and understand processes and reports.

The session presenter was ranked as "excellent" by 4 members and "good" by 3 members.

In respect of pace and content all members said that the session was helpful.

<u>Best Bits</u>

Members commented that the session was well attended and that it was very informative. Given the large amount of content that was covered, Members commented that the presenters tried their best to be lively and energetic.

<u>Bits Not So Good</u>

Members asked that real examples of planning applications be provided in future training sessions, and asked that the PowerPoint slides be sent out to all Members.

<u>Growth and Development Awareness 7 June 2023</u>

Attendance – 13 Members and 2 provided feedback. Both members rated the session as "excellent." 1 Member agreed that, as a result of the session, they had confidence in their ability to make decisions and understand processes and reports. The other Member that did not agree to this statement, commented that the session worked well as a refresher to his existing knowledge.

The session presenters were ranked as "excellent" by both Members.

In respect of pace and content, both members said that the session was helpful.

<u>The Essentials of Effective Scrutiny 14 June 2023</u>

Attendance – 14 members and 6 officers attended the session. 1 Member provided feedback, rating the session as "excellent." The Member agreed that, as a result of the session, they had confidence in their ability to make decisions and understand processes and reports.

The Member ranked the session presenter as "excellent" and said that the pace and content of the session was helpful.

<u>Best bits</u>

The Member commented that, as the presenter herself was a current councillor, she understood what would be useful in her presentation.

<u>Licensing Committee Training 27 June 2023</u>

Attendance – 13 Members and 5 provided feedback. 1 rated the session as "excellent", 1 as "good," 2 as "fair" and 1 rated the session as "poor". 3 respondents agreed that, following the session, they had confidence in their ability to make

decisions and understand processes and reports. 2 Members disagreed with this statement.

The session presenters were marked as "excellent" by 1 Member, "good" by 1 Member, "fair" by 2 members and "poor" by 1 member.

In respect of the pace of the session, 3 members agreed that the pace of the session was helpful and 2 commented that it was not.

Best bits

Members found the examples of case studies and case law useful.

Bits Not So Good

Several Members felt that the session went on for too long and that this caused them to lose interest in the subject matter. The session started at the slightly later time of 6.20pm due to heavy traffic and finished at 8.20pm.

While acknowledging the complexity of the subject matter, Members also felt that the session was not as engaging as it could have been. They felt that there were too many wordy slides, not enough visuals and that it was easy to get lost in the numerous case studies. This made the session feel repetitive and created difficulty retaining information.

Members suggested that the presenter could have improved the session by posing more questions directly to Members or by giving Members case studies to work through in small groups.

Chairing Skills for Members 27th June 2023

Attendance – 2 Members and both provided feedback. Both rated the session as "excellent" overall and felt that their confidence making decisions and understanding reports was increased as a result. Both respondents felt that the presenter(s) were "excellent" and that the pace and content of the session was helpful.

Best bits

Both Members were impressed with the training around intervention techniques as well as the hints and tips around how to draw all committee members to contribute.

Lightbulb & HET 5th July 2023

Attendance – 9 Members and 4 provided feedback. 2 rated the session as "good" and 2 rated the session as "excellent". All respondents agreed that they had confidence in their ability to make decisions and understand processes and reports.

The session presenters were marked as "excellent" by 3 Members and "good" by 1. Members commented that all presenters did a great job.

In respect of pace of the session, all agreed the pace of the session was helpful.

Best bits

Members found the session useful as it showed what help is out there for people that need it.

Cllr. Stuart Coar said he would be willing to write a short review to be posted on SharePoint.

Handling Online Abuse 12 July 2023

Attendance – 4 Members and 1 Member provided feedback.

The session was rated as 'good' and the respondent agreed that, as a result of the session, they had more confidence in their ability to make decisions or understand processes and reports on this subject. The session presenters were rated 'good' and the respondent found that the session's pace and content were helpful. The Member recommended that this session be included in future induction programmes.

Best bits

The respondent found learning about settings that can be changed when using social media accounts particularly useful.

Audit & Corporate Governance Committee Training 13 July 2023

Attendance – 7 Members and 2 provided feedback. 1 Member rated the session as Fair and the other felt that it was "Good." Both Members found that they had more confidence in their ability to make decisions and understand processes and reports.

The session presenters were ranked as Good and both Members felt that the pace and content was helpful. Both Members stated that they would recommend that this session should be included in future induction programmes.

Best bits

Both members felt that the question and answer section of the session was beneficial as it helped build a dialogue with the officers, who listened carefully to questions and gave some helpful answers.

Bits not so good

Members suggested that future session could include examples of the types of questions that could be posed to elicit information.

Hitting the Ground Running New Councillor Workshop 14 July 2023

Attendance – 2 Members and 1 provided feedback.

The respondents rated the session "excellent" overall and agreed that they had confidence in their ability to make decisions and understand processes and reports as a result. The presenter(s) were ranked as "excellent" and the respondent felt that the pace and content was helpful.

Best bits

Interacting with experienced councillors to gain more insight into the role.

Scrutiny Questioning Skills 20 July 2023

Attendance – 10 Members and 8 provided feedback.

4 rated the session as "good" and 4 rated it as "excellent". 7 respondents agreed that they had confidence in their ability to make decisions and understand processes and reports. 1 respondent suggested that this was not the intention of the course and therefore did not agree with the statement.

5 Members ranked the presenter as "excellent" and 4 felt that the presenter was "good." All respondents felt that the pace and content of the session was helpful.

Best bits

Members felt that the quality of the presenter (her knowledge and experience) made the session particularly useful and one Member commented that the presenter's personal anecdotes were helpful. Members also welcomed the format of the session as they were able to discuss questions in pairs or small groups and feedback their responses to the full group. This made the session feel more engaging and interactive.

All respondents recommended that the session be included in future induction programmes.

Cyber Security – Staying Safe Online 31 July 2023

Attendance – 3 Members attended the session and 1 provided feedback.

The Member rated the session as "good" and agreed that it had increased their confidence in making decisions. The session presenters were ranked as "excellent" and the Member found the pace and content of the session helpful.

Best bits

The Member highlighted some key pieces of information that the session provided. Firstly, that the length of a password is better than the complexity in terms of security and secondly, the importance of social media privacy.

Improvements

The Member suggested that more in-depth analysis of successful scams and why they worked would be beneficial for Members.

The respondent recommended that the session be included in future induction programmes.

Scrutiny Work Programme 5 September 2023

Attendance – 14 Members. 8 Members provided feedback via the feedback forms and 1 Member provided written feedback by email.

4 rated the session as "excellent" and 4 rated it as "good." All Members responded that the session gave them more confidence in the subject area.

5 Members ranked the presenter as "excellent" and 3 ranked him as "good." All respondents felt that the pace and content of the session was helpful.

Best bits

Responses from 5 Members show that they found the discussion in the second half of the session particularly useful. Members were able to brainstorm and share ideas about the sorts of items that could be included in Blaby's Scrutiny Work Programme 2023/24. Members discussed potential items in small groups before presenting them to the room and providing their rationale. Members were able to get a better understanding of the BDC Scrutiny process, which was especially useful for new Members with less experience of Scrutiny.

Finance without Numbers 14 September 2023

Attendance – 3 Members and 1 provided feedback via Microsoft forms.

The respondent felt that the session was "good" and that it had improved their confidence in the subject area. The respondent felt that the session presenters were

"excellent" and that the pace and content was helpful. The respondent recommended that this session be included in future induction programmes.

Housing Land Supply 19 September 2023

Attendance – 19 Members and 17 provided feedback.

6 Members thought the session was "excellent" and the remaining 11 felt that it was "good."

15 Members responded that the session gave them more confidence in the subject area, while two felt that it did not. Explaining the reason they answered "no", one Member explained that, as a new Councillor, they still need more training on the planning process, while the other Member stated that his confidence had not improved as he had already been aware of the content covered.

10 Members ranked the presenters as "excellent" and 7 ranked them as "good."

16 Members said that they felt the pace and content of the session was helpful and 1 Member did not respond to this question.

Best bits

Members found the explanation of the need for a 5 year housing land supply extremely useful and welcomed the question and answer session that followed. Members felt that the slides were clear, concise and relevant.

Improvements

Members found the 'conveyer belt' premise particularly useful but felt that a diagram showing this would have improved the session further.

Cllr. Maggie Wright and Cllr. Richard Holdridge agreed to write a short review of the session.

Personal Safety for Councillors 27th September 2023

Attendance – 3 Members attended the session and 1 Member provided feedback.

The respondent felt that the session was "excellent" and that their confidence in their decision making ability has improved as a result. The sessions presenter/s were ranked as "excellent" and the respondent felt that the session's pace and content was helpful. The respondent also recommended that this session should be included in future induction programmes.

Best bits

Looking at the alternatives to 999 during emergencies.

Introduction to Communications and Social Media 3rd October 2023

Attendance – 7 Members attended the session and 6 provided feedback.

All 6 Members thought the session was "excellent" and that it gave them more confidence in the subject area. The session presenters were also ranked as "excellent" by all respondents. All Members found the pace and content helpful and recommended that the session be included in future Induction Programmes.

Best bits

Members found the tips regarding the dos and don'ts particularly useful, especially the advice around handling negative comments on social media and making sure to take a step back.

Climate Change Masterclass 12 October 2023

Attendance – 17 Members (8 Members attended in person and 9 Members attended virtually via Microsoft Teams). 8 Members provided feedback.

5 Members felt the session was "excellent" and 3 felt that it was "good". 7 out of the 8 respondents felt that the session increased their confidence making decisions or understanding processes and reports on the subject. The Member that answered 'no' explained that the subject area is part of his Portfolio so he is already confident in his ability and understanding. The session presenters were ranked as "excellent" by 5 Members and "Good" by the remaining 3. All respondents felt that the pace and content was helpful.

Best bits

Members enjoyed the question and answer session.

Improvements

One Member felt that more Member attendance was needed to improve the session. Another Member felt that more discussion around the challenges in achieving our Net Zero aims would have made the session even more helpful.

Value for Money and Return on Investment – Member Development

The factors that we will use to determine Value for Money

Factor	Measure	Score
Cost - absolute cost of the training session, divided by the number of members who attend	<£50 per head <£75 per head <£100 per head <£150 per head >£151 per head	5 4 3 2 1
Relevance Obtained from the Blaby Plan, PDP's and role descriptions	Training or briefings are directly related to delivery of the council's priorities and/or values Training is identified within a members' PDP Essential Learning for specific role	1 1 1
Quality Obtained from course feedback forms	>75% good or v good >50% good or v good >25% good or v good <25% good or v good	3 2 1 0
Applying the Learning Obtained from course feedback forms	>75% "more knowledge/confidence in the subject" >50% "more knowledge/confidence in the subject" >25% "more knowledge/confidence in the subject" <25% "more knowledge/confidence in the subject"	3 2 1 0
Impact Post evaluation forms 3 – 6 months so we can test the impact	Over 50% of attendees are able to provide an example of how they put the training into practice Would the attendee "recommend a friend or colleague"	3 3
Maximum score		20

VfM is achieved if an event scores 12 or above.

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		Value for Money and Return on Investment – Member Development					
			Factor				
Date	**Training Session**	**Cost (1-5)**	**Relevance * (0-3)**	**Quality (0-3)**	**Applying learning (0-3)**	**Impact (0-6)**	**Rating to date (0-20)**
16/05/23	IT & Dem Services Support Session	5	N/A	2	3	*Not yet measured*	10
25/05/2023	Annual Planning Committee Training	5	2	3	3	*Not yet measured*	13
27/06/2023	Growth and Development Awareness	5	2	3	1	*Not yet measured*	11
14/06/2023	The Essentials of Effective Strategic Scrutiny	3 (£77.80 per head)	2	3	3	*Not yet measured*	11
27/06/2023	Licensing Committee Training	5 (£38.41 per head)	2	1	2	*Not yet measured*	10
03/07/2023	Chairing Skills	2 (£112.50 per head)	2	3	3	*Not yet measured*	10
05/07/2023	Lightbulb & Housing Enablement	5	2	3	3	*Not yet measured*	13
12/07/2023	Handling Online Abuse	5	2	3	3	*Not yet measured*	13
13/07/2023	Audit & Corporate Governance Training	5	2	3	3	*Not yet measured*	13

		Factor					
Date	**Training Session**	**Cost (1-5)**	**Relevance * (0-3)**	**Quality (0-3)**	**Applying learning (0-3)**	**Impact (0-6)**	**Rating to date (0-20)**
14/07/2023	Hitting the Ground Running New Councillor Workshop	**5**	**1**	**3**	**3**	*Not yet measured*	**12**
20/07/2023	Scrutiny: Questioning Skills	**2** (£108.90 per head)	**2**	**3**	**3**	*Not yet measured*	**10**
31/07/2023	Cyber Security	**5**	**2**	**3**	**3**	*Not yet measured*	**13**
25/09/2023	Scrutiny Training: Work Programming	**3** (£77.80 per head)	**2**	**3**	**3**	*Not yet measured*	**11**
14/09/2023	Finance Without Numbers	**5**	**2**	**3**	**3**	*Not yet measured*	**13**
19/09/2023	Planning Masterclass: Housing Land Supply	**5**	**2**	**3**	**3**	*Not yet measured*	**13**
27/09/2023	Personal Safety for Councillors	**5**	**2**	**3**	**3**	*Not yet measured*	**13**
03/10/2023	Introduction to Communications & Social Media	**5**	**2**	**3**	**3**	*Not yet measured*	**13**
12/10/2023	Climate Change Masterclass	**5**	**2**	**3**	**3**	*Not yet measured*	**13**

Value for Money and Return on Investment – Member Development

Summary:

Value for Money (VfM) is considered to have been achieved when a training event receives a final rating score of **12+**, using this criteria, 2 of the 7 training events which have been evaluated can currently be considered to have provided value for money and a return on investment.

The final ratings which are shown are likely to increase, as their 'Impact' factor is determined. The Impact factor is calculated via a small number of evaluation questions sent to a selection of attendees approximately 3 months after the training session.

*The 'Relevance' cannot be fully measured at this time because Members have not yet been assigned their PDP's (Personal Development Plan). As such, the rating of 2 is currently the highest possible score in the Relevance category.

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Collating Members Feedback to Training Sessions

Before a training session takes place, the pre-session comments form is sent to those Members who have confirmed their attendance. Once the session is complete, Members complete the Initial Evaluation Survey (also called the 'Post Session Survey') with their feedback on the session. These responses are collated and reported back to the Member Development Steering Group.

We have tried various methods of collating Members feedback to training sessions with the aim of gaining the highest level of responses and will continue to test new methods to see which yield the best results. The pros and cons of each method are noted below:

Microsoft Forms	
Pros	**Cons**
Microsoft Forms has proven an effective way of gathering Members pre-session comments as the link can be sent via email as each Member confirms their attendance prior to a training session taking place.	We received low numbers of responses to the Initial Evaluation Surveys on Microsoft Forms when they were sent out via email. This may be because attendees simply do not see the forms link that is sent after the session, or mistake it for the pre-session form. The low level of responses was discussed at the Member Development Steering Group meeting on Wednesday 26th July and Mentimeter was suggested as an alternative option.
Mentimeter	
Mentimeter is a free, web-based platform that allows users to create presentations, polls, and quizzes with real-time feedback. Mentimeter allows audiences to visualise their responses in real-time, making them feel involved as they contribute to the results as they appear. We created an Initial Evaluation Survey on Mentimeter to test whether it would be a viable option for collating feedback.	
Pros	**Cons**
An advantage of Mentimeter's real-time feedback would be that it can be set up at the end of a session so that all attendees	• Mentimeter is designed to be an anonymous polling tool. No voting IDs are set, and respondents are not required to log in. Although this is

can respond to it at the same time, with the session still fresh in their minds. A barcode/link can be emailed to respondents at the end of the session and proved easy to access when it was tested.	designed to encourage more honest responses, it is not compatible with our aims as we need to collate a list of attendees/ respondents for follow-up (e.g., contacting Members for a 'Short Review' or sending out the Implementation Feedback Forms 3-6 months after a session). • Mentimeter would require all attendees to stay behind at the end of the session and provide their responses. Due to other commitments, some Members may not be able to stay behind and partake. The time taken to provide responses would also vary between Members and it would be unfair to make Members wait for one another. • Our aim is for Members to provide their personal feedback. Being able to visualise one another's feedback (albeit anonymous) could affect the honesty and individuality of responses.

Paper Copies	
Pros	**Cons**
Paper Copies of the Initial Evaluation Survey can be easily distributed to Members at the end of a training session. Members can record their feedback at their own pace while the session is still fresh in their minds. Should Members be in a hurry to leave, they can take the form with them and email their response to the email address provided on the sheet.	Paper copies of the pre-session comments forms are not a viable option as they require Members to be in the offices.

Decision
Having considered the above, we believe that the best course of action will be to continue using Microsoft Forms for our pre session comments and to distribute paper copies of the Initial Evaluation Surveys for sessions taking place in the BDC offices. For external sessions taking place online (e.g. via Zoom or Teams) a copy of the Initial Evaluation Survey on Microsoft Forms will be emailed to Members once the session has finished.

We will continue to test alternatives and would welcome any further comments or suggestions.

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Total percentage of attendees for training/induction sessions

The total attendance percentage for training sessions held in the Council offices is 39% of all Councillors. This is roughly equivalent to an average of 14 attendees per session.

Please note that this percentage applies only to training sessions that were held in the Council Offices and does not include those that were held externally.

These include:

Training Event	Mandatory, Optional or Advisory	Number of attendees	Percentage of all Councillors
Planning Committee, Annual Training	Mandatory for Planning Committee Members and Substitute Members	21 attendees	58.3%
All Member Growth & Development Awareness Training	Optional – but suggested for Planning Committee Members	16 attendees	44.4%
All Member Workshop: The Essentials of Effective Scrutiny	All Members are welcome to attend. Mandatory for Scrutiny Commission Members.	14 attendees	38.8%
Lightbulb and HET	Advisory	9 attendees	25%
Scrutiny: Questioning Skills	Mandatory for Scrutiny Commission Members and those wishing	10 attendees	27.7%

Training Event	Mandatory, Optional or Advisory	Number of attendees	Percentage of all Councillors
	to join Working Groups		
Scrutiny: Work Programme	Mandatory for Scrutiny Commission Members and those wishing to join Working Groups	14 attendees	38.8%
Planning Masterclass: Housing Land Supply	Advisory for Planning Committee Members and substitute Members	19 attendees	52.7%
Introduction to Communications & Social Media	Optional	7 attendees	19.4%
Climate Change Masterclass	Optional	17 attendees	47.2%

			1006 DJD	7,000.00
			1006 CAG	0.00
			Annual Budget =	**7,000.00**

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitments £	Accruals £	Cumulative Total £	Budget Remaining £
LGA DCN Annual Conference 2023 - M Wright	LOCAL GOVERNMENT ASSOCIATION	PA00886	12-Apr-23	555.90			555.90	6,444.10
LGA DCN Annual Conference 2023 - T Richardson	LOCAL GOVERNMENT ASSOCIATION	PA00886	12-Apr-23	555.90			1,111.80	5,888.20
The Role of Civic Head Training	NOTTINGHAM CITY COUNCIL	PA00888	01-Jun-23	175.00			1,286.80	5,713.20
Chairing Skills	EAST MIDLANDS COUNCILS	DS01105	28-Jun-23	225.00			1,511.80	5,488.20
Member Induction Training Sessions	CENTRE FOR GOVERNANCE & SCRUTINY	RO48757			4,356.00		5,867.80	1,132.20
Licensing Training	DAVID LUCAS	R048757		500.00			6,367.80	632.20
Totals				**2,011.80**	**4,356.00**	**0.00**	**6,367.80**	**632.20**
				(2,011.80)	(4,356.00)	0.00	0.00	0.00

An increase in budget of £1000 has been requested.

Agenda Item 8

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