Member Development Steering Group

Thursday, 10 October 2024
5.30 p.m. Brooks Room - Council Offices, Narborough

Membership:

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

Cllr. Nick Brown	Cllr. Ande Savage	Cllr. Bob Waterton
Cllr. Luke Cousin	Cllr. Dillan Shikotra	Cllr. Jane Wolfe
Cllr. Susan Findlay	Cllr. Roger Stead	

AGENDA

1. Apologies for Absence

2. Notes of Last Meeting (Pages 3 - 8)

   To approve the notes of the meeting held on 23 July 2024.

3. Planning Masterclasses (Pages 9 - 10)

   To discuss future Planning Masterclasses with the Development Services Manager.

4. Member Development Programme & Update on CDR'S (Pages 11 - 16)

   To consider a progress update on the Councillor Development Reviews (CDR's). The proposed Member Development Programme will be circulated separately. (To follow)

5. Mandatory Online Learning (Pages 17 - 18)

   For Members to review the completion rates of the Mandatory Online Learning Modules.

6. Member Development update to Council (Pages 19 - 20)

   For Members to review the proposed 'Member Development Update' which will be presented to the full Council meeting on Tuesday 19 November 2024.

7. Weekly Newsletter

   For Members to consider:
   1) A new format of the weekly bulletin
   2) Suggesting a name for the bulletin

   Democratic Services will present the new format at the meeting.

8.   Evaluation of Recent Courses (Pages 21 - 42)

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

9.   Budget Update (Pages 43 - 44)

10.   Items for Next Agenda

11.   Date of Next Meeting

        • 4 December 2024.

<u>MEMBER DEVELOPMENT STEERING GROUP</u>

Minutes of a meeting held at the Council Offices, Narborough

<u>TUESDAY, 23 JULY 2024</u>

Present:-

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

Cllr. Matt Tomeo	Cllr. Tracey Shepherd	Cllr. Jane Wolfe
Cllr. Luke Cousin	Cllr. Dillan Shikotra	
Cllr. Ande Savage	Cllr. Bob Waterton	

Substitutes:-

Cllr. Tracey Shepherd (in place of Cllr. Nick Brown).

Officers present:-

Sandeep Tiensa	-	Senior Democratic Services & Scrutiny Officer
Nicole Cramp	-	Democratic & Scrutiny Services Officer
Isaac Thomas	-	Democracy Support Officer

Apologies:-
Cllr. Susan Findlay and Cllr. Roger Stead

1. **<u>NOTES OF LAST MEETING</u>**

The minutes of the meeting held on 5 December 2023, as circulated, were approved as a correct record.

2. **<u>WELCOME TO NEW MEMBERS OF THE STEERING GROUP</u>**

The Chairman, Cllr. Adrian Clifford welcomed new and returning Members and provided an overview of the Steering Group.

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3.   **FEEDBACK FROM THE NEW MEMBERS 12 MONTH CATCH-UP**

The Democracy Support Officer (DSO) informed Members that a document providing an update on the actions taken by Democratic Services since the New Members 6 Month Catch-Up was published as a Supplemental Item. A hard copy was circulated for Members' information.

The DSO gave a brief overview of the New Members 12 Month Catch-up which took place on 14 May 2024. This included feedback on key areas such as the Member Induction Programme. The DSO explained that Democratic Services would take Members feedback on-board and work to continually improve Member training.

Members discussed the following:

- Challenges faced with hybrid training, e.g., the Meeting Owl. It was agreed that Member training would continue to be conducted either remotely or in person until a technical solution was found to improve the quality of hybrid training.
- Recording training sessions for members to watch at their leisure. However, Members agreed that this would only be appropriate in certain circumstances.
- Developing a meeting etiquette including expectations and basic ground rules at virtual training sessions, e.g., to ensure that Member's cameras are turned on when using Microsoft Teams.

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Member Development Steering Group - Tuesday, 23 July 2024

4. **PROGRESS UPDATE ON COUNCILLOR DEVELOPMENT REVIEWS (CDR'S)**

The DSO provided a progress update on the Councillor Development Reviews (CDR's). The DSO explained that a total of 24 out of 36 CDR's were completed so far and provided a breakdown of completion rates by Political Group.

The DSO explained that the feedback received in Member's CDR's highlighted several training and development needs. This information was used to develop the Draft 2024-2025 Member Development Programme, enclosed as part of the agenda. An update would also be provided to Members at Full Council on Tuesday 24 September 2024.

The DSO asked for Member's feedback on the draft programme before it was taken to Full Council, including suggestions of topics to be added. Members suggested that more training was needed in the following areas:

1. The role of the opposition and how to be an effective opposition Member:

   - The Senior Democratic Services & Scrutiny Officer (SDSSO) highlighted training provided by East Midlands Councils (EMC) for members of the opposition, as well as the importance of leadership modules. The SDSSO also emphasised the significance of effective Scrutiny as a measure of opposition.

2. Local Government Finance:

   - Members discussed the training need prior to the Scrutiny of the Budget process in January 2025.

3. Planning Masterclasses:

   - Members discussed key areas where a Planning Masterclass would be most beneficial.

DECISION
That the 2024-2025 Member Development Programme be approved.
Reason:
It is appropriate that the Steering Group develops an inclusive training programme for all Members of the Council.

5.   **<u>AUDIT REPORT - MEMBER DEVELOPMENT</u>**

The Senior Democratic Services & Scrutiny Officer presented findings from the recent audit. Members considered the action plan and discussed various methods for encouraging Members to complete the mandatory modules. Members also considered alternative methods of delivering the mandatory modules, it was agreed to continue with the online method which provides flexibility to allow Members to complete them in their own time.

Members agreed that 30 September 2024 was a reasonable deadline to allow all Members to complete the modules. Completion rates would be reported back Group Leaders, Whips, the Monitoring Officer and to the Steering Group at its next meeting in October.

> **DECISION**
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> That 30 September 2024 be set as a deadline for Members to complete the GDPR & Data Protection and Safeguarding (Bronze) mandatory online modules.
>
> Reason:
>
> Following a recent audit, it has become apparent that Members have yet to complete the mandatory modules set by the Council.

6.   **<u>UPDATE ON THE BY-ELECTION MEMBER INDUCTION PROGRAMME</u>**

The Democratic & Scrutiny Services Officer (DSSO) provided an update on the By-Election Member Induction Programme.

Cllr. Ande Savage who was elected in December 2023 responded saying that the By-Election Member Induction Programme was useful.

The Democratic & Scrutiny Services Officer (DSSO) advised that Cllr. Ande Savage will now be invited to join the main Member Development Programme.

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Member Development Steering Group - Tuesday, 23 July 2024

7. MEMBER DEVELOPMENT PROGRAMME & ILEARN UPDATE

The Democratic & Scrutiny Services Officer (DSSO) provided an update on the current Member Induction Programme.

The Democratic & Scrutiny Services Officer provided an update on completion rates of mandatory online learning and advised that a total of 9 Members have now completed the mandatory module of GDPR and Data protection and a total of 3 members have completed the Safeguarding (Bronze Level).

It was agreed that all mandatory online learning modules are to be completed by 30 September 2024. Members requested that their login details for iLearn are re-circulated.

8. BUDGET UPDATE

The Senior Democratic Services & Scrutiny Officer updated Members on the training budget.

The Planning Committee training fee had been committed to the current year's budget, therefore the current budget remaining is £922.25. Officers would look to top-up the budget to ensure that training needs are met once the member development programme has been agreed.

9. EVALUATION OF RECENT COURSES

The DSO updated Members on the evaluation feedback from recent courses, which was summarised up to the Annual Planning Committee training that took place on Thursday 23 May 2024. An update was provided on the Value for Money (VfM) and Return on Investment scores for each session. The DSO explained that updated 'impact' scores were provided up to the Planning Enforcement Training on Thursday 16 November 2023.

10. ITEMS FOR NEXT AGENDA

- Meeting expectations for virtual meetings.
- Update on completion rates for GDPR & Data Protection and Safeguarding online modules.
- Update on Planning Masterclasses.

11. DATE OF NEXT MEETING

- Thursday 10 October 2024

THE MEETING CONCLUDED AT 7.00 P.M.

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Member Development Steering Group - Tuesday, 23 July 2024

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List of Planning Masterclasses:

The Development Services Manager (Kristy Ingles) will attend the meeting to discuss Members learning requirements.

The following Masterclasses are available to Members to add to the Member Development Programme:

- Planning conditions
- Developer contributions / planning obligations
- Planning Enforcement and development monitoring
- The historic environment and making decisions on planning applications
- Material considerations (this is also covered at Annual Planning Committee Training)
- Highways Development Management (dependant on LCC Highways availability/agreement)
- Urban design (may be delivered by external source)
- The lead local flood authority and development management (dependant on agreement on LCC as LLFA)

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Update on Councillor Development Reviews

Analysis of 2024 Councillor Development Reviews (CDR's)

A total of 30 CDR's have now been completed, equating to approximately 83% of Members. The breakdown of completion by group can be seen in the table below.

Completion	CON	LIB	LAB	GREEN	Total
No:	17	6	6	1	30
%	47.2	16.6	16.6	2.7	83.3

Table 1: CDR Completion by Group

With the addition of 6 new CDR forms received since the last meeting of the Member Development Steering Group on Tuesday 23 July 2024, Members' feedback has been reassessed and the identified training and development needs have been updated accordingly. Please see the updated chart on the following page.

Identified Training & Development Needs

Number of Member's Reporting Need

Categories: Affordable Housing, Audit, Benefits and Support, Climate Change, Code of Conduct, Complaints Procedures, Community Engagement, Community Leadership, Communication Skills, Chairing Skills, Cyber Security, Data Protection & GDPR, Effective Surgeries & Casework, Emergency Planning/Resilience, Equalities, Diversity & Inclusion, Fraud Awareness, How the Council Works, IT Training, Licensing, Local Government Finance (Basic), Local Government Finance (Advanced), Managing Conflict, Modern Slavery, Presentation Skills, Planning Masterclasses, Public Speaking Skills, Questioning Skills, Safeguarding, Scrutiny, Social Media, Council's Strategic Priorities, Council Partnerships, Council's Corporate Measures, Whistleblowing

Legend: Identified Training & Development Needs

Key Themes:

Affordable Housing

17 out of 30 Members (57%) completing CDR's identified 'Affordable Housing' as an area for further training and development.

Previous training on this topic:

A training session on Affordable Housing took place on Monday 18 December 2023, covering Affordable Housing Development, Homelessness, Housing Demand and the Housing Register. 13 Members attended.

Action: An update was received at Scrutiny Commission on 11 September and the presentation slides will be shared with all Members. Training materials from the session held on 18 December are available to view on the Members SharePoint Site.

Emergency Planning/Resilience

14 out of 30 Members (47%) completing CDR's identified 'Emergency Planning/Resilience' as an area for further training and development.

Previous training on this topic:

Training was provided on the Resilience Partnership on Thursday 21 March 2024, covering resilience arrangements in Leicester, Leicestershire & Rutland and explaining the role of Elected Members before, during and following an incident. 17 members attended this session.

Action: Training materials from the Resilience Partnership are available on the Members SharePoint Site.

Benefits and Support available to residents

12 out of 30 Members (40%) completing CDR's identified 'Benefits and Support available to residents' as an area for further training and development.

Previous training on this topic:

Finance & Welfare training: Monday 23 October 2023

- This session included an overview of Council Tax & Benefits. 11 Members attended.

Vulnerability & Support Awareness training: Wednesday 3 April 2024

- This session showcased the work of the Community Services team including the Resident Support Service, The Children's Workers Service, the Domestic Abuse Outreach Service and the Community Hub. 12 members attended. Materials from this session are available on the Members SharePoint site.
- Action: Democratic Services are liaising with the Service to find a suitable date, or provide a pre-recorded video to meet learning needs.

Effective Surgeries & Casework

12 out of 30 Members (40%) completing CDR's identified 'Effective Surgeries & Casework' as an area for further training and development.

Previous training on this topic:

Training was provided for New Members at the Hitting the Ground Running: New Councillor Workshop, hosted by East Midlands Councils on Friday 14 July 2023.

Democratic Services will source an appropriate training provider for this.

Climate Change

11 out of 30 Members (37%) completing CDR's identified 'Climate Change' as an area for further training and development.

Previous training on this topic:

A Climate Change Masterclass was provided on Thursday 12 October 2023, covering our achievements so far, our plans moving forward and an introduction to the Climate Change Action Plan and Climate Change Strategy. 17 Members attended this session, and the feedback was positive.

Action: Scrutiny will be commencing its work on net zero targets and climate change on 11 November 2024. Democratic Services to send invitations to those Members interested in this topic. Training materials from the session held on 12 October are available to view on the Members SharePoint Site.

Chairing Skills

9 out of 30 Members (30%) completing CDR's identified 'Chairing skills' as an area for further training and development.

A common theme amongst members identifying this as a training and development need was the desire to have the opportunity to chair a committee or Task & Finish group, and those that were already in such positions wished to further enhance the impact and effectiveness of the committee or group they chaired through improved chairing skills.

Previous training on this topic:

Previously, Chairing Skills training was provided for members on 3 July 2023, though this was attended by only 2 Members, 1 of which has identified this as a need in their CDR. This session, hosted by East Midlands Councils, provided participants with tips and techniques associated with being a skilled chair of a virtual, physical or hybrid meeting.

Action: Democratic Services to approach those Members with a learning need in this area, to see which scrutiny meetings they would like to chair (with agreement from the Scrutiny Commission Chairman). See current Scrutiny Work Programme for dates.

Local Government Finance

A combined 13 Members (43%) completing CDR's identified 'Local Government Finance' as an area for further training and development. 6 Members identified a need for 'Basic' training in this area, while 7 identified the need for 'Advanced' training.

Action: Democratic Services circulated a training opportunity to all Members. 'Finance without Numbers' was held on 19 September 2024, hosted by LGA. We will continue to keep Members informed of any upcoming sessions.

Planning Masterclasses

At the previous meeting of the Member Development Steering Group on Tuesday 23 July 2024, Members discussed key areas where a Planning Masterclass would be most beneficial. The Development Services Manager has been invited to the meeting on 10 October to discuss future masterclasses.

The following masterclass training materials are available on the Members SharePoint Site:

- Enforcement – 16 November 2023
- Planning Advisory Service video and slides – 1 February 2024

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Online Modules		
Mandatory, Optional or Advisory	**Training Module:**	**Number of Members that have completed the Module**
Mandatory	Safeguarding (Bronze Level) Children, Young People & Adults	**28**
Mandatory	GDPR and Data Protection	**28**
Optional	Diversity & Inclusion	**2**
Optional	Induction for New Starters	**1**
Optional	Councillor Scrutiny	**3**
Optional	Dementia Awareness	**1**
Optional	Business Math	**2**
Optional	Coaching	**0**
Optional	Cyber Security – Keeping Safe online	**0**
Optional	Dementia Awareness	**1**
Optional	Emergency Planning	**0**
Optional	Healthy Lifestyles	**0**
Optional	Influencing, Assertiveness and Negotiation	**0**

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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	**1**
Optional	Prevent	**0**
Optional	Risk Management	**0**
Optional	Treating People Fairly	**0**

At the last Member Development Steering Group it was agreed that a deadline be set for online mandatory modules to be complete by 30 September 2024. Democratic Services recirculated instructions and login details to all Members on 5 August 2024 and have collated the above data on 30/09/2024. The Democratic & Scrutiny Services Officer will provide a further update at the meeting taking place on 9 October 2024.

<u>Member Development Update to Council</u>

It is important that the Council has a structured Member Development Programme that strengthens the knowledge and skills that Members need to fulfil their demanding roles; help contribute to the delivery of the Council's priorities and respond to the changing needs of the District.

Members have recently been invited to complete a Councillor Development Review Form with their Group Whip, providing the opportunity for an open and reflective dialogue to identify training and development needs and a discussion on Members' interests and ambitions relative to their Council roles. These sessions also provide an opportunity to match Members for peer-to-peer mentoring and enable group whips to consider succession planning.

I'm happy to report that 30 Members have successfully completed the Councillor Development Review, resulting in a new robust Member Development Programme to be launched to Members soon.

The Member Development Steering Group, chaired by Cllr. Adrian Clifford will continue to champion and promote learning and development opportunities to all Councillors.

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Summary of Feedback - Induction Programme 2023-24

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.

Best Bits

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.

Bits Not So Good

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.

Growth and Development Awareness 7 June 2023

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.

The Essentials of Effective Scrutiny 14 June 2023

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.

Best bits

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

Licensing Committee Training 27 June 2023

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.

<u>Best bits</u>

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.

<u>Improvements</u>

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.

<u>Scrutiny Work Programme 5 September 2023</u>

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.

<u>Best bits</u>

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.

<u>Finance without Numbers 14 September 2023</u>

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.

<u>Housing Land Supply 19 September 2023</u>

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.

<u>Best bits</u>

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.

<u>Improvements</u>

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.

<u>Personal Safety for Councillors 27th September 2023</u>

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.

<u>Best bits</u>

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.

Domestic Abuse Awareness 18 October 2023

Attendance – 11 Members attended the session, with 6 Members attending in person and 5 via Microsoft Teams. 4 Members provided feedback.

All 4 Members felt that the session was "excellent" and that their confidence in their decision making ability on this subject has improved as a result. The session presenters were ranked as "excellent" by all respondents. All 4 Members also found the session's pace and content helpful.

Best bits

Members found the use of examples particularly useful. This enabled them to better understand the different levels and forms of Domestic Abuse.

Cllr. Janet Forey agreed to write a short review of the session to be posted on the Members news area on SharePoint.

Finance & Welfare Training Monday 23 October 2023

Attendance – 11 Members attended the session and 11 provided feedback.

8 Members felt that the session was "excellent" and 3 felt that it was "good". 10 Members stated that their confidence in their decision making ability on this subject has improved as a result of the training. 1 Member felt that this was not the case as they had attended many previous training on the subject matter. The session presenter was ranked as "excellent" by 9 respondents, and "good" by 2. All 11 Members found the session's pace and content helpful.

Best bits

Members provided positive feedback on the session. One Member stated that the session gave them a much better understanding of the nature of the council's budget setting requirements. Members were particularly impressed with the presenter's ability to deliver the information clearly and the way that the session clearly progressed through the topic.

Cllr. Maggie Wright and Cllr. Les Phillimore agreed to write short reviews of the session to be posted on the Members news area on SharePoint.

Bits not so good

Some Members felt that there was a lot to take on board from the session.

Anti-Social Behaviour Wednesday 1 November 2023

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

4 Members felt that the session was "excellent" and 2 felt that it was "good". All 6 respondents stated that their confidence in their decision making ability on this subject has improved as a result of the training. 3 Members ranked the session presenter(s) as "excellent" and 3 ranked them as "good." All 6 respondents found the session's pace and content helpful.

Best bits

Cllr. Les Phillimore agreed to write a short review of the session to be posted on the Members news area on SharePoint.

Improvements

One Member felt that the session could have been improved if it was more free-talking and less scripted. However, the Member understood why scripting was necessary.

Diversity & Inclusion Training Thursday 9 November 2023

Attendance – 11 Members attended the session and 11 provided feedback.

6 Members felt that the session was "excellent," 4 felt that it was "good" and 1 found the session to be "fair." 10 respondents stated that their confidence in their decision-making ability on this subject has improved because of the training. 1 Member felt that this was not the case. The session presenter was ranked "excellent" by 6 Members, "Good" by 4 and "Fair" by 1. 10 out of 11 Members found the pace and content of the session helpful. The remaining Member felt that the session was disjointed and that it was not focussed enough on EDI itself.

Best bits

Members particularly enjoyed the use of Mentimeter which allowed them to engage in questions and polls using their mobile phones. Members felt that this made the session much more interactive.

One Members enjoyed the use of real-life examples to draw awareness of the problems encountered with regards to the legislation.

Bits not so good

Members felt that too much was covered for a single session and that the session could have been improved by adding more focus to the Equalities Legislation documents.

Finance Scrutiny (Virtual Training Session) Monday 13 November 2023

Attendance – 3 Members attended the session and 2 provided feedback via Microsoft Forms.

Both Members felt that the session and the session presenter(s) were "excellent." Both also felt that the pace and content of the session was helpful and that their confidence in their decision making ability on this subject improved as a result of the training.

<u>Best bits</u>

'The model explaining what should be considered in good financial scrutiny and in particular the concept that it was 25% looking back and 75% looking forward.'

<u>Bits not so good</u>

Too much included in a one hour session.

<u>Planning Masterclass: Enforcement, Thursday 16 November 2023</u>

Attendance – 13 Members attended the session and 6 provided feedback.

All 6 respondents felt that the session was "excellent" and that their understanding of processes and reports improved as a result. The session presenter was ranked "excellent", and all respondents felt that the pace and content was helpful.

<u>Best bits</u>

Members felt that the case studies provided were useful and relevant, and helped Members to understand the areas of Planning Enforcement that the Council acts on and the areas that it does not.

<u>Cyber Escape Room, Thursday 7 December 2023</u>

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

6 respondents felt that the session was "excellent" and 1 found it "good." The session presenter was ranked "excellent" by 5 Members and "good" by 2. All respondents apart from one felt that the pace and content was helpful.

<u>Best bits</u>

Members felt that it was a fun and engaging session which also gave important advice regarding passwords.

<u>Introduction to Scrutiny, Friday 19 January 2024</u>

Attendance – 7 Members attended the session and 3 provided feedback.

All 3 respondents felt that the session was "good," that it improved their ability to understand reports and make decisions on the subject and that the pace and content was helpful. The session presenters were ranked "good" by 2 Members and "excellent" by 1.

<u>Best bits</u>

Members commented that it is always useful to attend LGA sessions as they provide a different perspective to internal training sessions. Members also enjoyed the examples of good questioning which were provided by a current councillor.

<u>Planning Committee Training (Planning Advisory Service), Thursday 1 February 2024</u>

Attendance – 19 Members attended the session and 18 provided feedback (16 paper forms and two via Microsoft Forms).

14 Members felt that the session was "excellent", 3 that it was "good" and 1 that it was "fair." 17 Members felt that their understanding of processes and reports improved as a result of the session, while 1 Member did not. The session presenters were ranked as "excellent" by 13 Members and "good" by 5. 16 respondents felt that the pace and content was helpful, while two felt that it was not. All respondents agreed that the session should be included in future induction programmes and 5 Members agreed to write a short review for the Members SharePoint site.

<u>Best bits</u>

Members felt that it was a comprehensive and 'complete' training session, presented by capable and knowledgeable trainers. Members particularly enjoyed the interactive nature of the committee role play (including the superb acting of the planning officers!) and found the use of a 'real life' application to be beneficial. Following the debate and food break, Members also enjoyed the follow-up analysis and feedback to the initial Planning Committee decision. This helped to increase Member's understanding of how and why decisions can be made.

<u>Bits not so good</u>

Some Members felt that the session could have been a little shorter, that the focus on the case study did not leave enough breadth to explore alternative considerations and that non-Committee attendees were overlooked for questions.

<u>Improvements</u>

Some Members felt that the session could have been improved by a slightly shorter timeframe. One Member felt that non-committee members could play a greater role and have more involvement in the session. The Member felt that non-committee members should also be informed if their role is just to observe, and that the session be recorded for them to watch later.

One Member suggested a follow-up question and answer session with officers.

Audit Committee Training, Monday 5 February 2024

Attendance – 4 Members attended the session, and 3 provided feedback.

2 Members found the session "excellent" and the other Member felt that it was "good". All 3 Members felt that the presenters were "excellent", that the pace and content was helpful, and that the session improved their ability to understand reports and make decisions on the subject.

Best bits

Members found the open discussion format useful.

Code of Conduct Training, Thursday 15 February 2024

Attendance – 14 Members attended the session and 8 provided feedback via Mentimeter.

6 Members found the session "excellent" and 2 found it "good". The session presenter was ranked as "excellent" by all Members. All respondents found the pace and content helpful and felt that the session helped them to better understand the subject.

Best bits

Members enjoyed the interactive nature of the session as well as the use of a range of real scenarios/examples. Members found the explanation around declaring interests particularly useful.

Biodiversity Net Gain, Thursday 29 February 2024

Attendance – 7 Members attended the session and 3 provided feedback via Microsoft Forms.

Overall, 2 Members felt that the session as "excellent" and the other respondent felt that it was "fair." All 3 respondents found the pace and content helpful and agreed

that their confidence and understanding of the subject increased as a result of the session. The session's presenters were ranked as "good" by 2 members and "excellent" by the other.

Best bits

Members found the session highly relevant and highly informative.

Bits not so good

One Member suggested that perhaps too much material was attempted to be included in the advertised time, which created a bit of time pressure in the second half of the session.

Resilience Partnership, Thursday 21 March 2024

Attendance – 17 Members attended the session and 9 provided feedback.

4 Members found the session "excellent", 3 found it "good", 1 found it "fair" and 1 found it "poor." All but 2 respondents found the pace and content helpful and felt that the session helped them to better understand the subject. The session presenter was ranked as "excellent" by 4 Members, "good" by 3 and "fair" by 2. All respondents agreed that the session should be included in future induction programmes.

Best bits

Members found the PowerPoint slides useful and felt that their questions were answered clearly.

Bits not so good

Some Members who joined the meeting virtually via Microsoft Teams were unable to hear the presenter speaking due to audio issues.

Vulnerability & Support Awareness

Attendance – 12 Members attended the session and 5 provided feedback.

3 Members found the session "excellent" and 2 found it "good". All respondents found the pace and content helpful and felt that the session helped increase their understanding of the subject area. The presenters were ranked as "good" by 2 Members and "excellent" by 3. All respondents agreed that the session should be included in future induction programmes.

<u>Audit Committee Training, Tuesday 9 April 2024</u>

Attendance – 4 Members attended the session and all 4 provided feedback via Microsoft Forms.

3 Members felt that the session was "good" and 1 that it was "excellent." All 4 Members found the pace and content helpful and felt that the session helped them to better understand the subject. The session presenters were ranked as "good" by 2 Members and "excellent" by the other 2. 3 out of the 4 respondents agreed that this session should be included in future induction programmes.

<u>Best bits</u>

Members felt that key policies were explained clearly and welcomed the opportunity to ask questions throughout.

<u>Bits not so good</u>

One Member found it difficult to hear the session without the microphones.

<u>Summary of Feedback - Induction Programme 2024-25</u>

<u>Annual Planning Committee Training, Thursday 23 May 2024</u>

Attendance – 15 Members attended and 6 provided feedback (3 paper forms and 3 via Microsoft Forms).

4 Members found the session "excellent" and 3 felt that it was "good." 5 out of the 6 respondents felt that the session improved their ability to make decisions or understand processes and reports on the subject. The session presenters were ranked as "excellent" by 4 Members and "good" by 2. All respondents agreed that the session should be included in future induction programmes.

<u>Best bits</u>

Members complimented the knowledge of the Planning Officers and commended their ability to explain complicated material in layman's terms. One Member commented that it was 'probably the best training session on this particular training area to date' and another indicated that the session was very informative as a new member of Planning Committee. Members particularly enjoyed the chance to ask questions at the end of the session.

<u>Personal Safety for Councillors, Wednesday 10 July 2024</u>

Attendance – No Members attended this session.

<u>Handling online abuse and intimidation for newly elected councillors, Tuesday 23 July 2024</u>

3 Members attended this session and all 3 provided feedback via Microsoft Forms.

2 Members felt that the session was "good" and 1 found it to be "excellent". 2 out of the 3 respondents felt that the session improved their ability to make decisions or understand processes and reports on the subject. The session presenters were ranked as "excellent" by 2 Members and "fair" by 1, with one Member adding that Miranda Smythe provided clear explanations and stood out in particular. All respondents agreed that the pace and content was helpful and that the session should be included in future induction programmes.

<u>Best bits</u>

Relevant examples were provided and the opportunity was given for online user interactivity.

<u>Finance Without Numbers, Thursday 19 September 2024</u>

6 Members attended this session and 1 provided feedback via Microsoft Forms.

Overall, the respondent felt that the session was "fair" but that it did not improve their ability to make decisions or understand processes and reports on the subject. The session presenters were ranked as "fair", the pace and content helpful and the respondent added that the session should be included in future induction programmes.

<u>Best bits</u>

The question-and-answer section was useful – it was valuable to get answers to some practical questions.

<u>Bits not so good</u>

The presenter did not answer all queries in depth. This session does not add anything new if you have already been through the budget process.

<u>Improvements</u>

- More practical examples of how to engage with the finance side of things.
- Attention on how to effectively scrutinise a budget without being a numbers person.

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, CDR'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' CDR 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	6
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)
16/05/2023	IT & Dem Services Support Session	5	N/A	2	3	N/A	10
25/05/2023	Annual Planning Committee Training	5	2	3	3	6 (1 response)	19
07/06/2023	Growth and Development Awareness	5	2	3	1	3 (2 responses)	14
14/06/2023	The Essentials of Effective Strategic Scrutiny	3 (£77.80 per head)	2	3	3	0 (1 response)	11
27/06/2023	Licensing Committee Training	5 (£38.41 per head)	2	1	2	0 (3 responses)	10
03/07/2023	Chairing Skills	2 (£112.50 per head)	2	3	3	0 (1 response)	10
05/07/2023	Lightbulb & Housing Enablement	5	2	3	3	6 (5 responses)	19
12/07/2023	Handling Online Abuse	5	2	3	3	0 (0 response)	13
13/07/2023	Audit & Corporate Governance Training	5	2	3	3	0 (1 response)	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	6 (1 response)	18
20/07/2023	Scrutiny: Questioning Skills	2 (£108.90 per head)	2	3	3	0 (0 response)	10
31/07/2023	Cyber Security	5	2	3	3	0 (0 response)	13
05/09/2023	Scrutiny Training: Work Programming	3 (£77.80 per head)	2	3	3	6 (1 response)	17
14/09/2023	Finance Without Numbers	5	2	3	3	0 (1 response)	13
19/09/2023	Planning Masterclass: Housing Land Supply	5	2	3	3	6 (1 response)	19
27/09/2023	Personal Safety for Councillors	5	2	3	3	0 (0 response)	13
03/10/2023	Introduction to Communications & Social Media	5	2	3	3	0 (0 response)	13
12/10/2023	Climate Change Masterclass	5	2	3	3	6 (1 response)	19
18/10/2023	Domestic Abuse Awareness	5	2	3	3	0 (0 response)	13
23/10/2023	Finance & Welfare	5	2	3	3	0 (0 response)	13

Value for Money and Return on Investment – Member Development

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)
01/11/2023	Anti-Social Behaviour	5	2	3	3	6 (1 response)	19
09/11/2023	Diversity & Inclusion	5	2	3	3	6 (2 responses)	13
13/11/2023	Finance Scrutiny	5	2	3	3	6 (1 response)	19
16/11/2023	Planning Enforcement	5	2	3	3	Not yet measured	13
07/12/2023	Cyber Escape Room	5	2	3	3	Not yet measured	13
08/12/2023	Affordable Housing	5	2	N/A**	N/A**	Not yet measured	7
19/01/2024	Introduction to Scrutiny	5	2	3	3	Not yet measured	13
01/02/2024	PAS Training	0 (£184.21 per head)	2	3	3	Not yet measured	8
05/02/2024	Audit Committee Training	5	2	3	3	Not yet measured	13
15/02/2024	Code of Conduct Training	5	2	3	3	Not yet measured	13
29/02/2024	Biodiversity Net Gain	5	2	2	3	Not yet measured	12
21/03/2024	Resilience Partnership	5	2	3	3	Not yet measured	13
03/04/2024	Vulnerability & Support Awareness	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)
09/04/24	Audit Committee Training	5	2	3	3	Not yet measured	13
23/05/24	Annual Planning Committee Training	5	2	3	3	Not yet measured	13
23/07/24	Handling online abuse and intimidation for newly elected councillors	5	2	3	2	Not yet measured	12
19/09/24	Finance Without Numbers	5	2	1	0	Not yet measured	8

Value for Money and Return on Investment – Member Development (table title, spanning all columns)

Summary:

Value for Money (VfM) is considered to have been achieved when a training event receives a final rating score of **12+.**

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

*The 'Relevance' cannot be fully measured at this time because the training has taken place prior to the analysis of Member's CDR's (Councillor Development Reviews). As such, the rating of 2 is currently the highest possible score in the Relevance category.

** The 'Quality and Applying Learning' score could not be measured for the Affordable Housing session on 18 December as no feedback forms were received.

Members Seminars & Short Training
Budget Update for 2024/25
As at 1st October 2024 (P3 2024/2025)

| | | | 1006 DJD | 5,500.00 |
| | | | Annual Budget = | **5,500.00** |

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitments £	Accruals £	Cumulative Total £	Budget Remaining £
Planning Training Fee	Improvement & Development Agency	273854	25-Apr-24	3,500.00			3,500.00	2,000.00
LGA Leadership Academy	Local Government Association		08-Feb-24	1,000.00			4,500.00	1,000.00
Totals				**4,500.00**	**0.00**	**0.00**	**4,500.00**	**1,000.00**
				(4,500.00)	0.00	0.00	0.00	0.00

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Agenda Item 9

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