

BRECKLAND DISTRICT COUNCIL

Report of: Councillor Alison Webb, Executive Member for Customer and Corporate Services

To: General Purposes – 25 September 2023

Author: Teresa Smith, Democratic Services Team Leader

Subject: Member Training 2023 - 2024

Purpose: To provide Members with an update on the Member Induction Programme

Recommendation(s):

That Members note the content of the report.

1.0 BACKGROUND

- 1.1 Members of the General Purposes committee agreed at the meeting held on 24 November 2022 to allow Officers to begin preparations of the Member Induction Programme for delivery in May 2023, and received an update on 9th February 2023.
- 1.2 This report will provide Members with feedback on the Member Induction programme.
- 1.3 Prospective Councillor PR
 - 1.3.1 The Council's website provided information for prospective candidates signposting for further information and resources.
- 1.4 Member Induction – Member Welcome Packs
 - 1.4.1 Members received a new welcome pack on the day of the count which aligned more closely with the staff induction experience.
 - 1.4.2 The packs were well received by new members, and re-elected members and feedback received said the information had been very useful.
- 1.5 Member Induction Day – 11 May 2023
 - 1.5.1 All members were invited to attend a 'Welcome to Breckland' session on Thursday 11 May 2023. This involved the opportunity to meet with the Corporate Management Team (CMT) and as well as an opportunity to visit market stalls to understand more about the services offered by the Council.
 - 1.5.2 This was well attended with over 37 members attending the presentation. Appendix A provides more detail on the feedback received.

1.6 Member training & development

- 1.6.1 Core induction training covering the core 'basics' of Breckland were offered within the first 3-months of the elections. Appendix A provides Members with the training provided and number of Members that attended.
- 1.6.2 **Training Library** – Working with Members, Officers are continuing to develop a Training Library available on the Members' intranet page which provides copies of presentations / links to legislation / how-to guides.
- 1.6.3 **E-Learning** – Members are also sign-posted to the Local Government Association (LGA) website for training (including the New Councillor Hub) which can be found here: <https://www.local.gov.uk/our-support/leadership-workforce-and-communications/councillor-development/councillor-e-learning>

1.7 Future Plan

- 1.7.1 To make sure ongoing training and development needs are being suitably met, it is also proposed that the Council issues a questionnaire to all Members (suggest during Autumn) to find out about their prior experience, their training preferences (eg: format and timings) and what they would like to receive training on. Appendix B provides the questions that will be asked in the questionnaire.
- 1.7.2 The information captured will help to formulate the training development plan for 2024 and beyond.

2.0 **OPTIONS**

- 2.1 Members to note the report.
- 2.2 Do nothing.

3.0 **REASONS FOR RECOMMENDATION(S)**

- 3.1 Providing a smooth and efficient induction programme for Members into the organisation will enable Members to effectively perform their duties as a Councillor within the District.

4.0 **EXPECTED BENEFITS**

- 4.1 The member induction programme supported Members to be the best they can be in their roles by providing appropriate information and support, development and training.
- 4.2 Providing an enhanced development programme will help to ensure the organisation is well-governed and democratically accountable.

5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 We will aim, where practicably possible, to offer hybrid/online training opportunities to avoid unnecessary journeys.

5.1.2 We will aim to make best use of IT and digital resources to reduce the amount of paper produced.

5.1.3 To ensure we get the best financial value from the ICT assets we procure, and due to the improvement in technology and to reduce the Council's impact on the environment, we replace member devices in line with the useful life of each device.

5.2 **Corporate Priorities**

5.2.1 Will share with members at early stage the corporate priorities and how their role as a councillor will link with these.

5.3 **Financial**

5.3.1 There is a Member Development budget of £7k which will support any ongoing external training required.

5.4 **Health & Wellbeing**

5.4.1 The training programme in place will support Members during the initial stages of becoming a councillor.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 N/A

7.0 **ACRONYMS**

7.1 CMT – Corporate Management Team

7.2 LGA - Local Government Association

Background papers:- None

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Key Decision: No

Exempt Decision: No

Appendices attached to this report:

Appendix A Member Induction Update – May 2023

Appendix B Training Needs Questionnaire