

## **8. MEMBER LEARNING AND DEVELOPMENT ANNUAL REPORT (A.111/JS/RC)**

### **Purpose of the report**

1. This report sets out the Member learning and development framework and the proposals for the next annual programme of Member learning and development events (January - December 2017).

### **Recommendations**

2.
  1. **That the proposed Member learning and development framework (Appendix 1) and the events programme for January to December 2017 (Appendix 2) be agreed.**
  2. **That Member learning and development activities continue to be recorded in terms of hours and include personal learning and development by Members outside of events organised by the Authority, with the target of 20 hours per Member in every 12 months.**

### **How does this contribute to our policies and legal obligations?**

3. This work contributes to achieving the corporate strategy for 2016 - 2019 as part of the 4 Cornerstones to building a solid foundation:
  - Cornerstone Our Organisation – Developing our organisation so we have a planned and sustained approach to performance at all levels
    1. Develop and maintain appropriate standards of corporate governance
    2. Implement our medium term financial plan
    3. Develop key business processes underpinning the Corporate Strategy.

The Authority aims to enable Members to develop appropriate skills, knowledge and behaviours to improve effectiveness and fulfil their role as a Member of the Authority and to ensure that processes are in place to support this within a framework of good governance and continuous improvement.

### **Background**

4. Member training and development has evolved over the past few years and has included the introduction of targets per Member for learning and development, personal development plans, annual self-assessments and a 'buddy' scheme for new Members. The Authority also signed up to achieving the East Midlands Regional Member Development Charter.
5. The full details of the current Member training and development practices and current performance are now presented as a framework document and this is attached at Appendix 1. This framework pulls together initiatives and arrangements previously agreed by the Authority.
6. An annual learning and development programme is produced each year and the sessions included within it aim to support Members in meeting their learning and development responsibilities. The programme is split into the following 3 sections:
  - Essential and desirable learning and development
  - New Member induction
  - Optional learning and development choices

7. At the annual Authority meeting in July this year Cllr Steve Marshall-Clarke was appointed as Member Representative for Member Learning and Development. Cllr Marshall-Clarke has been consulted on this report.

## **Proposals**

### **Member Learning and Development Framework**

8. The current proposed Member learning and development framework is attached at Appendix 1 for Members to agree current practices and performance levels.
9. The framework sets out the arrangements we have in place for developing Authority Members. It also highlights the tools that we use to capture learning and development needs and make sure that they are included in the annual programme. These include:
  - Personal Development Plans
  - Annual Self-Assessments
  - Biennial Members' Survey
10. The section on performance demonstrates the take up of these tools is limited with only 44% of Members having a personal development plan, 64% completing a self-assessment and 60% completing the 2014 Members' Survey. This section also shows that just 24% of Members were able to demonstrate that they met the target of 20 hours of learning.
11. In approving the framework and this year's learning and development plan Members are encouraged to make full use of these tools so we can develop an informed programme, particularly the 2016 Members' Survey which will be sent out to all Members during October.

### **Learning and Development Programme**

12. The proposed learning and development programme for 2017 is attached at Appendix 2 for Members to agree.
13. The programme includes a list of optional learning and development opportunities that can be delivered in a variety of ways. Members are encouraged to choose 2 options from this list that they are interested in pursuing during the forthcoming year. In choosing from the programme Members are asked to have regard to issues identified in their self-assessment and their personal learning and development plan, while being realistic about what is achievable in a year and the Corporate targets for Member Learning and Development.
14. Members are requested to submit their optional choices to the Democratic and Legal Support Team by 1 December 2016. Arrangements for providing the optional elements will then be considered and progressed.
15. The Leadership Team, Head of Law and the Democratic Services Manager have all been consulted on this report.

### **Are there any corporate implications members should be concerned about?**

16. **Financial:**  
Member development costs are funded by the Democratic Services budget and includes funding for all training including attendance at National Parks UK conferences and workshops and the external facilitation of member development plans.

17. **Risk Management:** The main risk is failure to enable Members to develop appropriate skills, knowledge and behaviours to improve effectiveness and fulfil their role. The Authority has provided development opportunities for Members for many years. The proposals in this report are part of continuous improvement in our approach but proportionate to the future resources available.
18. **Sustainability:** There are no issues to highlight.
19. **Background papers:** None
20. **Appendices -**  
Appendix 1: Member Learning and Development Framework  
Appendix 2: Proposed programme of Member learning and development events for January – December 2017.

**Report Author, Job Title and Publication Date**

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