

## **8 MEMBER LEARNING AND DEVELOPMENT ANNUAL REPORT**

### **1. Purpose of the report**

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 to December 2019).

#### **Key Issues**

- Provision of learning and development opportunities for Members assists them to improve their effectiveness and fulfil their role as a Member.

### **2. Recommendations**

- 1. To agree the Member learning and development framework (Appendix 1 of the report) and the events programme for January to December 2019 (Appendix 2 of the report).**
- 2. To continue to record Member learning and development activities 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 3 Our Organisation – Developing our organisation so we have a planned and sustained approach to performance at all levels.
4. 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 Information**

5. 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 working towards the achievement of the East Midlands Regional Member Development Charter.
6. Full details of the current Member training and development practices and current performance are presented as a framework document and this is attached at Appendix 1. This framework pulls together initiatives and arrangements previously agreed by the Authority.
7. 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.

8. At the annual Authority meeting in July this year Cllr Becki Woods was appointed as Member Representative for Member Learning and Development. Cllr Woods has been consulted on this report.

### **Proposals**

#### Member Learning and Development Framework

9. The current proposed Member learning and development framework is attached at Appendix 1 for Members to agree current practices and performance levels.
10. The framework sets out the arrangements we have in place for developing Authority Members. It also highlights the tools we use to capture learning and development needs and makes sure that they are included in the annual programme. These include:
- Personal Development Plans
  - Annual Self-Assessments
  - Biennial Members' Survey
11. The section on performance demonstrates the take up of these tools is limited with only 24% of Members having a personal development plan and 24% completing a self-assessment (a decrease of 19% from last year) although 82% completed the 2016 Members' Survey (an increase of 22% from 2014). This section also shows that 27% of Members were able to demonstrate that they met the target of 20 hours learning (an increase of 13% from last year).
12. In approving the framework and this years learning and development plan Members are encouraged to make full use of these tools so we can develop an informed programme.

#### Learning and Development Programme

13. The proposed learning and development programme for 2019 is attached at Appendix 2 for Members to agree.
14. 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 up to 3 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 development plan, while being realistic about what is achievable in a year and the Corporate targets for Member learning and development.
15. As an example last year, due to identification by Members, 'Archaeology in the National Park' was added to the optional choices list. This offered the chance to accompany an Authority Archaeologist on site visits, including if possible a live excavation. Three Members chose this option and so far two of them have been taken on a half day site visit which included a live community excavation at Castleton, a proposed quarry extension site with protected lead mining remains and the wider issue of the 'setting' of ancient monuments. The feedback received from the Members has been very positive indeed so this option has been kept on the list for another year.
16. Other successful optional sessions chosen this year included one to one sessions on transport issues and the role of rangers.
17. Members are requested to submit their optional choices to the Democratic and Legal Support Team by 1 December 2018. Arrangements for providing the optional elements

will then be considered and progressed.

18. The Leadership Team, Heads of Service and the Democratic Services Manager have all been consulted on this report.

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

**Financial:**

19. Member development costs are funded by the Democratic Services budget and include funding for all training including attendance at National Parks UK new Member induction programme, conferences and workshops and the external facilitation of Member personal development plans.

**Risk Management:**

20. 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 in many years. The proposals in this report are part of continuous improvement in our approach but proportionate to the future resources available.

**Sustainability:**

21. There are no issues to highlight.

**Equality:**

22. There are no issues to highlight.

**23. Background papers (not previously published)**

None.

**24. Appendices**

Appendix 1 - Member Learning and Development Framework.

Appendix 2 - Proposed programme of Member learning and development events for January to December 2019.

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

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