

11. ANNUAL REPORT ON MEMBER LEARNING AND DEVELOPMENT

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 2020).

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 2020 (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 Authority's outcome to be an agile and efficient organisation.
4. The Authority aims to help 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 last year Cllr Becki Woods was re-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 and fluctuates from year to year. Currently 27% of Members have a personal development plan (an increase of 3% from the previous year) and 30% have completed a self-assessment (an increase of 6% from the previous year). In addition 82% completed the 2016 Members' Survey (an increase of 22% from 2014). This section also shows that 10% of Members were able to demonstrate that they met the target of 20 hours learning (a decrease of 17% from the previous year). Changes in membership impact on these figures too and last year 11 new Members were appointed.
12. The Members Survey due to be undertaken during 2018 was held in abeyance as a result of the creation of the Member Led Governance Review Working Group. It was agreed that the bi-annual Survey would be held after the Group had completed its review so that feedback could be gained from the wider membership of the initiatives introduced by the Group and adopted by the Members of the Authority. It is anticipated that the next Members Survey will be conducted at the end of 2020.
13. 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. With only 30% of Members completing a self-assessment there is a risk that the Learning and Development Programme does not fully reflect the learning needs of all Members.

Learning and Development Programme

14. The proposed learning and development programme for 2020 is attached at Appendix 2 for Members to agree.
15. 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.
16. Following on from the successful addition of 'Archaeology in the National Park' to the optional choices list in 2018, last year included the addition of 'Historic Buildings and

Conservation Areas' which also proved popular. Both these options offered the chance to accompany an Authority officer on site visits, including for Archaeology if possible a live excavation. Last year 4 Members chose Archaeology and 2 Members chose Historic Buildings and Conservation. The feedback received from the Members has been very positive so both these options have been kept on the list for a further year.

17. Members are requested to submit their optional choices to Democratic and Legal Support Team by 13 March 2020. Arrangements for providing the optional elements will then be considered and progressed.
18. The programme also includes a provisional date for new Member induction. During last year 11 new Members followed the Authority's new Member induction process. As the appointments were made following local Council elections in May, Parish Council elections in June and Secretary of State appointments in July more than one induction session was necessary and these were spread out over a few months. It is anticipated that as there will be a much lower turnover of Members in 2020 one session will be sufficient.
19. The annual National Parks UK national induction workshop for new Members was held over 3 days in September last year, at Buxton, and 3 of the Members newly appointed to the Authority attended. The event was organised by Brecon Beacons NPA on behalf of National Parks UK and officers from this Authority were involved with arrangements and helped facilitate the site visits part of the programme. Some existing Authority Members were also involved in facilitating sessions on the programme too. Feedback has been good and the new Members attending found it useful. Any Members who have recently joined the Authority but were unable to attend the 2019 National Induction are encouraged to express an interest in the 2020 event.
20. 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:

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

Risk Management:

22. 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 resources available

Sustainability:

23. There are no issues to highlight.

Equality:

24. There are no issues to highlight.

25. **Background papers (not previously published)**
None.

26.

Appendices

Appendix 1 - Member Learning and Development Framework.

Appendix 2 - Proposed programme of Member learning and development events for January to December 2020.

Report Author, Job Title and Publication Date

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