

## **8. 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 2023).

#### **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 2023 (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 this year Cllr Becki Woods was re-appointed as Member Champion for Member Learning and Development. Cllr Woods has been the Member Champion or Representative for Member Learning and Development for the previous 3 years and 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. Currently 30% of Members have a personal development plan (the same as the previous year) and 32% have completed a self-assessment (an increase of 2% from the previous year). 23% of Members achieved the target of 20 hours learning and development in the year.
12. 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.

### Learning and Development Programme

13. The proposed learning and development events programme for 2023 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. Members are asked to submit their optional choices for next year to the Democratic and Legal Support Team by 16 December 2022. Arrangements for providing the optional elements will then be considered and progressed.
16. The Management Team and the Member Champion for Learning and Development have all been consulted on this report.

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

**Financial:**

17. Member development costs are funded by the Members 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:**

18. 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:**

19. There are no issues to highlight.

**Equality, Diversity and Inclusion:**

20. Training and development opportunities available are open to all Authority Members.

**Climate Change**

21. Arrangements for provision of training will take account of any impacts on our carbon footprint and aim to minimise these including minimal travel to sites, use of web-based training and virtual meetings. An essential Member training session on climate change was added to the 2022 training programme and is to be continued in 2023.

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

None.

**23. Appendices**

Appendix 1 – Members Learning & Development Framework

Appendix 2 – Members Learning & Development Events Programme 2023

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

Joanne Cooper, Democratic and Legal Support Officer, 3 November 2022  
democraticandlegalsupport@peakdistrict.gov.uk