



**Committee:** COUNCIL BUSINESS COMMITTEE

**Date:** THURSDAY, 31 OCTOBER 2019

**Venue:** MORECAMBE TOWN HALL

**Time:** 6.00 P.M.

## **A G E N D A**

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 7 March 2019 (previously circulated).

3. **Items of urgent business authorised by the Chair**

4. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. **Attendance at Conferences and Training Courses** (Pages 1 - 4)

Report of the Democratic Services Manager.

6. **Member Development Update** (Pages 5 - 11)

Report of the Democratic Services Manager.

7. **Appointments to Committees and Changes to Membership**

## **ADMINISTRATIVE ARRANGEMENTS**

### **(i) Membership**

Councillors Joan Jackson (Chair), Roger Cleet, Geoff Knight, Michael Mumford, Oliver Robinson, Paul Stubbins and David Whitaker.

### **(ii) Substitute Membership**

Councillors Stephie Barber (Substitute), Victoria Boyd-Power (Substitute), Debbie Jenkins (Substitute), Mandy King (Substitute), Abi Mills (Substitute) and John Reynolds (Substitute).

### **(iii) Queries regarding this Agenda**

Please contact Debbie Chambers, Democratic Services - telephone (01524) 582057 or email [dchambers@lancaster.gov](mailto:dchambers@lancaster.gov).

### **(iv) Changes to Membership, substitutions or apologies**

Please contact Democratic Support, telephone 582170, or alternatively email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

KIERAN KEANE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on 15 October, 2019.

**COUNCIL BUSINESS COMMITTEE****Attendance at Conferences and Training Courses****31 October 2019****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To allow Council Business Committee to review and update the procedures regarding Members' attendance at Conferences and Training Courses, which were put in place in 2008.

**This report is public**

**RECOMMENDATIONS:**

That

- (1) **Members review the resolutions made in 2008 by this Committee regarding Members' attendance at Conferences and Training Courses (set out in Paragraph 1.0)**
- (2) **The Committee considers the options put forward in Paragraph 3.0 of the report and decides how it wishes to update the procedures.**

**1.0 Background**

1.1 On 26 June 2008, the Committee considered a report of the Head of Democratic Services recommending a process for determining attendance at training course, conferences and seminars. The recommendations were adopted and the Committee resolved:

- (1) That the Head of Democratic Services be authorised to approve:
  - a) training to be offered in house and therefore at minimal cost and attendance at external training or developmental events costing less than £100 per Member, subject to the event meeting priorities identified in the Member Development Strategy; and
  - b) training to be purchased externally or attendance at developmental events costing more than £100 per Member in consultation with the Chairman of Council Business Committee, subject to any such events meeting training or developmental needs identified in the Personal Development Plan of the individual concerned.

- (2) That where any Member attends a training or development event costing more than £100 per member, they be asked to provide a report on their return to be available to other interested members and to be used in evaluating the event for the future.
- (3) That a standard evaluation report template be produced to allow Members to report back on the benefit of attending the event. ***(Appended for information)***

1.2 When the Head of Democratic Services role was disestablished in 2010, the authorisation was delegated to the new post of Democratic Services Manager. The holder of that post is also the responsible spending officer for the Member Development budget, which is usually a little over £2k per year, although for a post-election “induction year” such as 2019/20, that amount is increased to allow for the expense of training new Councillors.

### **2.0 Changes since 2008**

2.1 There are number of things that have changed since 2008. In 2008, the Council was working towards, and finally achieved, the Member Development Charter from North West Employers (NWE). A panel of Members who were very active in promoting Member training took forward the bid for the Charter assisted by the Head of Democratic Services. The Charter placed emphasis on demonstrating that the programme of Member development was led by Councillors themselves and all our Members, at that time, were encouraged to have one-to-one meetings with Democratic Support officers to establish their own Personal Development Plan (referred to in 1) b) above). Due to very low take up from Members in recent years, the one-to-one meetings are no longer undertaken. Personal Development Plans no longer exist.

2.2 There has been a reducing interest overall in attending member training events over the last ten years. This was most noticeable after Morecambe Town Council was established, and a significant number of City Council Members sat on both Councils. Increased demands on their time affected the numbers attending training quite dramatically. The budget for Member Development has also reduced over the years, and the amount of funding available for attending external training events became more limited. Officers in neighbouring authorities began to open up training events to other councils each time they brought in an outside provider and Lancaster City Council joined in this reciprocal arrangement to enjoy the significant cost savings.

2.3 NWE Charter Status also required the Council to maintain a Member Development Strategy, a lengthy detailed document which has lapsed over the last few years. Elsewhere on this agenda there is a Member Development Update Report which suggests adopting a “statement of intent” regarding training and development activity for the remainder of the four year term of office. The statement of intent is a generalised statement and set of principles, rather than a detailed plan.

### **3.0 Options**

3.1 Some of the things Members may wish to consider are:

- Replacing the words “Head of Democratic Services” with “Democratic Services Manager”.
- Replacing “subject to any such events meeting training or developmental needs identified in the Personal Development Plan of the individual concerned” with

“subject to any such events meeting training or developmental needs relevant to the Member’s role on the Council (Cabinet Member, Committee Chairman, or Vice-Chairman).” This fits with the suggested wording of the statement of intent document (to be considered in the next item of business).

- Increasing the £100 limits to £200, since there are very few conferences or training courses costing under £100 now.
- The usefulness of the evaluation form (template attached) and whether that could be improved.
- In 1) a) replacing “subject to the event meeting priorities identified in the Member Development Strategy” with “subject to the event meeting priorities identified in the Council Plan or required by the Constitution.”

**4.0 Conclusion**

4.1 The Committee is asked to decide what arrangements it would like to put in place regarding determining attendance at training courses, conferences and seminars.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b> (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None arising from this report.</p>	
<p><b>FINANCIAL IMPLICATIONS</b> There are no financial implications arising directly from this report.</p>	
<p><b>LEGAL IMPLICATIONS</b> There are no legal implications arising directly from this report</p>	
<p><b>SECTION 151 OFFICER’S COMMENTS</b> The Section 151 Officer has been consulted and has no comments.</p>	
<p><b>DEPUTY MONITORING OFFICER’S COMMENTS</b> This report has been drafted by the Deputy Monitoring Officer in her role as Democratic Services Manager.</p>	
<p><b>BACKGROUND PAPERS</b> None</p>	<p><b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk</p>



## CONFERENCE EVALUATION COUNCILLORS



This overview will be submitted to the next meeting of the Council Business Committee.

Conference Title	
Councillors Name	
Date	

**1. My personal objectives were:** (please tick box)

Exceeded	
Met	
Partially Met*	
Not Met*	

\*Please comment and provide details of your objectives which were unmet.

**2. The time allocated for the event was:** (please tick box)

Too much*	
Sufficient	
Too little*	

\*Please comment and provide details of how the duration of the event could be improved.

**3. Please rate the following:** (please tick box)

	Excellent	Good	Average	Poor
Relevance of the event				

**4. Please provide a short report on the Conference you attended, outlining matters of interest to your fellow Councillors**

**5. Do you think Councillors should attend this conference annually? Why?**

**6. What impact do you think the conference will have on your ability to act as an effective representative of the local community?**

Please make any additional comments you may have about the event in the space below.

**Thank you for completing this questionnaire**

Completed questionnaires should be returned to Democratic Support as soon as possible.

<b>COUNCIL BUSINESS COMMITTEE</b>
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## Member Development Update

31 October 2019

### Report of the Democratic Services Manager

<b>PURPOSE OF REPORT</b>
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To update the Council Business Committee with regard to the recent Member Induction Programme and seek the Committee's views on the content of a draft Councillor Training and Development Statement of Intent.
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<b>This report is public</b>
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#### RECOMMENDATIONS:

That the Committee:

- (1) **Notes and considers the comments and responses from Members attending the induction events as set out in the report.**
- (2) **Considers and comments on the draft Councillor Training and Development Statement of Intent 2019/2023 (at Appendix A) for possible adoption.**

#### 1.0 Induction Training

1.1 In May 2019, 38 new members were elected to the City Council. Most were entirely new the Lancaster City Council, some were returning to the City Council after a break of four or more years. A range of induction events and training courses were offered and whilst Councillors were not requested to complete evaluation forms, they were invited to comment on the effectiveness of the training.

1.2 In adopting the new Constitution in April 2019 Members agreed to increase the mandatory training requirements as follows:

“All Councillors shall undertake mandatory induction training to include:

- Equalities
- Promoting and maintaining high standards of conduct
- Information governance and General Data Protection Regulation (GDPR)
- Safeguarding/child sexual exploitation
- Local Government Finance
- Any specific training required for being appointed to particular staffing or regulatory committees.” **(Part 2 - Section 5 Note 3)**

- 1.3 Feedback from a Member Training and Support Satisfaction consultation with councillors last year suggested various methods of training should be embraced including online training, using external providers as well as internal delivery and the Member Induction Programme contained elements of each.
- 1.4 In addition the consultation indicated that Councillors were keen to receive media training, ICT training, Charing training and Overview and Scrutiny training and this was included in the Member Induction with plans to offer further training in these areas to Councillors who were unable to attend the various sessions that were initially delivered.
- 1.5 Further details on the take up of the induction training is detailed below:

## **Mandatory Training**

**Code of Conduct** - All but 3 Councillors attended one of the four training sessions which were provided by the Monitoring Officer. The 3 non attendees were returning councillors so would have received code of conduct training between 2015/6.

**Equalities** - This is the only course which members were requested to undertake solely online. It appears that a number of new and returning councillors have not yet undertaken this training and feedback suggests that there is some frustration that this can only be undertaken online so we will need to make alternative arrangements to ensure everyone has received this training.

**Licensing** - All Members of the Licensing Committee have received training on relevant law and procedures .

**Planning** - All Members and Substitutes with the exception of one substitute attended one of the two Planning training sessions delivered by the Planning Manager.

**Personnel** - All Members received the necessary training on relevant law and procedures provided externally by Forbes Solicitors with the exception of two substitutes. All but two members and two substitutes from Personnel received the Recruitment training, which was arranged through the same external provider. Arrangements have been made with the Head of HR to provide the mandatory training to the substitutes.

**Safeguarding** - 7 Members of the Licensing Committee received this training in a training session provided by the Police. Those unable to attend that session will need to undertake the online training on this issue along with other councillors.

**Finance** - All but 3 Members, two of whom were returning councillors, attended one of the 3 Finance training sessions provided by the Director of Corporate Services and Section 151 Officer.

**Appeals** - 6 Members and subs attended the externally provided determining appeals hearing training. A further session will be provided internally to those that were unable to attend that session once the new Tree Preservation Officer is in post.

**Information Governance and General Data Protection Regulation (GDPR)** - This training could be undertaken by attending one of the two GDPR sessions delivered by the **Information Governance** Manager (attended by 33 Councillors) or undertaken on line. At the



time of drafting this report a small number of Councillors have yet to complete this training. One Councillor described the training session as 'excellent.'

## **Additional Training**

**Audit** - Officers have provided all members on the Audit Committee With relevant training.

**Overview & Scrutiny** - 15 Councillors attended the day-long external training session delivered by Colin Copus, an emeritus professor of local politics at de Montfort University.

**Standards** – 8 members and substitutes attending the externally Standards training.

**Media** - 9 members attended this training delivered internally by the Communications and Marketing Team Leader. Feedback suggested the training was 'useful' and a number of Councillors unable to attend the workshop expressed an interest in attending a future session.

**ICT training** - It is apparent that some members are less confident using computers than others and arrangements have been made with a local facilitator to provide basic ICT training to assist them. These training sessions will have been provided by the time the Committee considers this report. As the intention is to go digital it is anticipated that we will need to procure further ICT training in due course particularly around the committee admin system and the new intranet when that is operating.

On the whole feedback for the training has been positive illustrated by the following comments:

- *"a quick note from me to say that the finance training this morning was very useful and I thought that it was pitched at just the right level."*
- *"On the whole they have been good, informative and run for the right length of time."*

Feedback from the Lone Working (attended by 18 Councillors) and the Chaining Skills (attended by 15), both externally provided by the same facilitator was less positive. Several Councillors expressed their 'disappointment', and being 'thoroughly underwhelmed' with one suggesting that, 'for future training of this type we look to in-house delivery and drawing on the mix of talents and experience from within the Council.' However, following on from the Lone Working workshop one Councillor raised the possibility of developing a Lone Working Policy and it is hoped to bring a draft to the next scheduled meeting of the Council Business Committee on 5 March 2019 for consideration.

## **2.0 Member Development over the remaining 4 year term**

2.1 Councillors are asked to consider adopting a 'Councillor Training and Development Statement of Intent.' The advantages to having a statement of intent is that it can be easily refreshed whenever the Committee or the Council's priorities change, or new approaches to delivery are adopted but it does not have to be re-drafted each year. A draft Councillor Training and Development Statement of Intent is attached at Appendix A.

2.2 Please note that the paragraph in bold in the statement of intent, reproduced below, is dependent on the outcome of the report earlier in the agenda regarding Members' attendance at Conferences and Training Courses.

***Councillors will be able to access external training courses, where these are relevant to their role as a Cabinet Member Committee Chair or Vice-Chair, and can be made available within the existing budget.***

**3.0 Conclusion**

3.1 The Committee is asked to:

- note the evaluations from the induction programme and pass on any thoughts or comments for future improvements to the Democratic Services Manager.
- consider the format and content of the Councillor Training and Development Statement of Intent for possible adoption.

**CONCLUSION OF IMPACT ASSESSMENT**

**(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None arising from this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from this report.

**LEGAL IMPLICATIONS**

There are no legal implications arising directly from this report

**SECTION 151 OFFICER'S COMMENTS**

The s151 Officer has been consulted and has no further comments

**DEPUTY MONITORING OFFICER'S COMMENTS**

This report is in the Deputy Monitoring Officer's name in her role as Democratic Services Manager and she has been consulted throughout.

**BACKGROUND PAPERS**

None

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## **Councillor Training and Development Statement of Intent 2019/2023**

### **Introduction**

Councillor training and development is valued at Lancaster City Council. This *Statement of Intent* sets out the principles that underpin councillor training and development at the council.

### **Commitment**

Lancaster City Council is committed to giving councillors the equal opportunity to develop the skills, knowledge and expertise to drive forward the council's agenda, accomplish the outcomes set out in the Council Plan and to become effective ward councillors.

It is the underlying premise of this *Statement of Intent* that councillor training and development will support the council in achieving its priorities by enabling councillors to increase their potential as decision-makers, community representatives and community leaders.

### **Identifying Development Needs and Priorities**

Councillors are responsible for, and will have a direct input into, their own development and training.

Councillors are expected to attend a number of training and development events each year, including briefings and the mandatory training events that relate to their committee membership.

### **Access to Learning**

The council recognises that councillors come from a variety of backgrounds, with different skills, experiences, knowledge and expertise in a wide range of subject areas, and that each councillor may have different learning and development needs and different learning styles.

No councillor should be disadvantaged by their previous work, life or learning experience in the way learning and development opportunities are offered and accessed.

No councillor will be disadvantaged by their race or ethnic origin, gender, sexual orientation, age, disability, political affiliation or any other reason that cannot be objectively justified.

The council will respond positively to reasonable requests from councillors regarding how development opportunities can be made more accessible. In addition, the opportunities provided by e-learning will be explored.

The members' allowances scheme includes provision for allowances, including carer's allowance, to be claimed when attending training to reduce barriers that may otherwise exist.

Course materials from the core training programme will be made available to all councillors via the *For Councillors* section of the council's intranet, and councillors will be notified when new materials are made available.

Councillors will be able to access external training courses, where these are relevant to their role as a Cabinet Member Committee Chair or Vice-Chair, and can be made available within the existing budget.

Councillors who attend external training courses will be encouraged to share course materials and what they have learnt in an appropriate manner.

The Council will explore options for electronic delivery of learning to meet councillors' needs, where it can complement other methods.

The Council will engage in joint provision of development opportunities with other authorities when this is beneficial in terms of cost-effectiveness or the shared learning experience.

The Council has declared a Climate Change 'emergency' and Democratic Services will provide councillors with the ICT training to enable the rolling out of a new paperless system.

### **Support for New Councillors**

The support provided to new councillors will build on that which has been provided prior to, and following, previous elections, as follows:

- A successful candidate pack, which will give brief information on the council, its political and officer structure, the role of a councillor and meeting dates. This has always been a paper pack and Democratic Services will look to provide as much of this as possible electronically in the future.
- A comprehensive induction programme will be provided to ensure that newly-elected councillors can quickly participate fully in the business of the council.
- Councillors who have been elected at by-elections will be provided with a similar induction programme and support.

### **Monitoring and Evaluation**

Evaluation of the programme of councillor training and development will be undertaken as follows:

- Wherever possible, councillors will be asked to provide feedback after each training session. Councillors who attend externally provided courses will be encouraged to provide feedback on those courses to ensure value for money is obtained.
- During the period covered by this Statement of Intent, at least one councillor training and support satisfaction survey will be undertaken regarding the training and development provided.

Evaluation and feedback will be analysed and will inform the process and provision of councillor training, and will shape future policies in this respect.

### **Other Councillor Training and Development Support**

The Council recognises that effective councillor training and development includes support and opportunities. The Council will therefore provide the following to councillors:

- Advice and support within Democratic Services.
- Access to IT equipment, information, stationery and office space in the members' rooms at both town halls.
- Access to relevant council, and other, information electronically through the *For Councillors* pages on the intranet.

- IT equipment for use away from the council offices, as set out in the *Members' Computer Usage Agreement and Policy*, and support in how to make best use of this or councillors' own IT equipment.

Information will be gathered about the services provided by different tiers of council, and other information that councillors require and their preferred methods for accessing that information.

### **Delivering the Statement of Intent**

The Council Business Committee will have a key role in ensuring that the aims and actions set out in this Statement of Intent are delivered. The Council Business Committee will:

- Champion and encourage councillor training and development.
- Provide a strategic overview of councillor training and development and ensure that provision is in-line with the council's aims and objectives and corporate priorities.
- Monitor the ongoing provision and take-up of all aspects of training and development and support for councillors.
- Provide a mechanism for the consideration and approval of training and development where there are competing requests.
- Monitor expenditure within the member training budget.

Responsibility for arranging the effective and efficient delivery of training and development activities for councillors, including liaising with internal and external training providers, lies within Democratic Services.