


ETHICAL STANDARDS AND MEMBER DEVELOPMENT COMMITTEE

3 November 2017

Subject:	Proposed Elected Member Development Programme
Director:	Director – Monitoring Officer – Surjit Tour
Contribution towards Vision 2030:	
Contact Officer(s):	Surjit Tour, Director – Monitoring Officer surjit_tour@sandwell.gov.uk

DECISION RECOMMENDATIONS

That the Committee: -

1. Considers and approves the proposed Elected Member Development Programme set out at Appendix 1 to this report.
2. Agrees to:
 - i. establishing a Member Development Working Group and approves the Terms of Reference of the Working Group as set out at Appendix 2; and
 - ii. agrees the membership of the Working Group.
3. Authorises the Director – Monitoring Officer, in consultation with the Working Group, to procure external support considered necessary to support and facilitate this initiative.

- 1.1 This report provides detailed proposals for a new Elected Member Development Programme for consideration and approval by the Committee.

2 IMPLICATIONS FOR SANDWELL'S VISION

- 2.1 Elected Member development is considered essential to ensure the council and its members continue to build upon their strengths and maximise all opportunities to ensure the council's Vision 2030 Ambitions are achieved.
- 2.2 The 2030 Vision does not just focus on the council, its services, functions and finances but seeks to include and involve other public sector partners and the third sector.
- 2.3 It is recognised that delivery of the 2030 Vision requires the combined efforts by the council, all Elected Members, all public sector partners, the third sector and the public.
- 2.4 The Elected Member Development Programme is designed to support all Elected Members help successfully achieve the 2030 Vision.
- 2.5 A separate development programme has been developed for Cabinet Members and will be overseen and co-ordinated through the Leader of the Council. The Committee will not therefore need to consider development, training or support needs for Cabinet Members.

3 BACKGROUND AND MAIN CONSIDERATIONS

- 3.1 The council in the past few years has invested in Member development and successfully achieved the Member Development Charter accreditation from West Midlands Employers.
- 3.2 However, over recent years the subjective development model underpinning member development has shifted to a more objective one.
- 3.3 The revised Member Development Programme ('MDP') has been designed to assist Members lead their own development and ensure that they develop/acquire the requisite knowledge, experience and skills to succeed in their various Councillor roles.
- 3.4 The council seeks to build upon its successes as a "member-led" council and recognises that to do so all Elected Members have an important role to play.

3.5 It is recognised that Elected Members can during their period of office (whether one or over several terms) be appointed to various roles. The MDP is purposely designed to facilitate discussions and debate with all Elected Members and will specifically consider the following roles an Elected Member can undertake, namely:

- Chairperson
- Deputy Chairperson
- Committee Member
- Representative on an Outside Body (i.e. Director, Non-Executive Director, Trustee, Treasurer)
- Local Elected Member ('the Community Leader')

3.6 A similar but separate development programme has been developed for the Executive and is led and overseen by the Leader of the Council.

4 THE CURRENT POSITION

4.1 Currently, Elected Member development within the council seeks to follow the framework of the West Midlands Member Development Charter. The council had previously acquired this accreditation.

4.2 Elected Members have undertaken annual personal development plans and many undertake a wide range of training and other forms of development courses.

4.3 However, there is a need to ensure the needs of Members are better understood so that the development programme is clearly aligned to those needs and delivered in a manner that Members find engaging, thought-provoking and informative.

The Member Development Charter

4.4 What are the Charter objectives?

- To ensure local authorities deliver quality leadership and services to their public
- To raise the level of performance of those responsible for the political management and direction of the local authority
- To raise the profile and encourage commitment to elected member development
- To raise the standard of elected member development and support across the region
- To recognise those local authorities who have demonstrated their commitment and achievement

- 4.5 This charter follows the traditional training cycle approach and contains four key criteria which are:
- i. Demonstrating a Commitment to Member Development
 - ii. Planning
 - iii. Delivery
 - iv. Monitoring and Evaluation
- 4.6 A joined-up Member Development Programme has therefore been developed that is designed to engage all Members so that their needs can be properly examined and met. The programme will challenge and inform Members so that they are equipped to meet the requirements of the 2030 Vision.
- 4.7 The programme will be supported by facilitators, Member Peers (as far as possible), use of Member networks locally, regionally and nationally. Importantly, it encourages Elected Members to share their expertise, local knowledge and experience to inform the whole development programme.
- 4.8 The development programme itself will follow a four-stage process:
- Initial Discussion (scene setting);
 - In-depth discussions (focus on knowledge, expertise, skills, support needs);
 - Focused Workshops (key strategic and important issues discussed i.e. localism, commercialisation, partnerships etc); and
 - Personal Development Plan.
- 4.9 The above process enables sufficient engagement with all Members and importantly allows for Members to be introduced to different ways of thinking and working in a structured and informed way – this engagement is considered critical to the success of the programme.
- 4.10 The review of Member development will also include a refresh of Elected Member Induction arrangements.
- 4.11 A proposed Elected Member Development Programme is set out at **Appendix 1** for consideration and approval by the Committee. The Committee's attention is particularly drawn to the proposed Workshops (as detailed in the Programme).

4.12 To assist with the development and implementation of the Member Development Programme, it is proposed that a working group be established so that discussion and amendments to the Programme can be agreed. Given the subjective nature of the programme, adopting this agile approach will ensure a bespoke and fit for purpose programme is achieved.

5 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)

5.1 No formal consultation has been undertaken. The Committee provides the opportunity for Members to consider the proposed development programme and refine, amend or otherwise change it as they see fit.

6 ALTERNATIVE OPTIONS

6.1 The alternative is for a development programme to be developed that is more objective and makes assumptions about the needs of Members rather than the proposed approach that is insightful and shaped and designed by Members themselves.

7 STRATEGIC RESOURCE IMPLICATIONS

7.1 Every effort will be made to use existing available resources, whether internal or external, to deliver the programme. If external support is engaged to help facilitate the session with Members, there may be a cost associated with such support. Without undertaking a procurement exercise, it will not be possible to provide a definitive cost estimate. However, before any costs are incurred, they will be discussed and agreed with the working group.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

8.1 An effective Member Development Programme will help ensure the council make informed decisions and empower Members in undertaking their various roles.

8.2 Members in relation to regulatory matters/functions are required to undertake specific kinds of training such as planning, licensing, standards, safeguarding.

8.3 Supporting Members in their development, training and support needs strengthens the council's governance arrangements.

9 EQUALITY IMPACT ASSESSMENT

9.1 The Members Development Programme will address any Equality Act implications and issues arising.

10 DATA PROTECTION IMPACT ASSESSMENT

10.1 Personal Development Plans remain confidential and any discussion concerning the same would be held in confidence.

11 CRIME AND DISORDER AND RISK ASSESSMENT

11.1 There are no such issues arising.

12 SUSTAINABILITY OF PROPOSALS

12.1 The Member Development Programme will be reviewed and revised annually to ensure it remains relevant, fit for purpose and addresses any legislative and good practice considerations.

13 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)

13.1 The development programme will specifically address the support needs of Members.

14 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND

14.1 There are no such implications arising.

15 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

15.1 The revised Member Development Programme has been designed to assist Members lead their own development and ensure that they develop/acquire the requisite knowledge and skills to succeed in their various roles as a Councillor.

15.2 The council wishes to build upon its successes as a “member-led” council and recognises that to do so all Elected Members have an important role to play in achieving this objective.

16 BACKGROUND PAPERS

16.1 None

17 **APPENDICES:**

Appendix 1 - Proposed Elected Member Development Programme

Appendix 2 – Member Development Working Group Terms of Reference

Surjit Tour

Director – Monitoring Officer

