


## Ethical Standards and Member Development Committee

7 December 2018

<b>Subject:</b>	<b>Update on the Member Development Programme</b>
<b>Director:</b>	<b>Director – Monitoring Officer – Surjit Tour</b>
<b>Contribution towards Vision 2030:</b>	
<b>Contact Officer:</b>	Phil Challoner Phil_challoner@sandwell.gov.uk

### DECISION RECOMMENDATIONS

#### **That Ethical Standards and Member Development Committee:**

1. Notes the progress of the Member Development Programme to date.
2. Approves the Member Development Programme brochure and agrees to it being shared with all Elected Members.
3. Approves the proposed approach of providing quarterly bulletins on Member Development Programme planned development, learning and training sessions to Elected Members.

#### **1 PURPOSE OF THE REPORT**

- 1.1 For the Ethical Standards and Member Development Committee to note the progress of the Member Development Programme to date.
- 1.2 Seek approval of the Member Development Programme brochure and quarterly bulletin detailing planned development, learning and training sessions to Elected Members.

## **2 IMPLICATIONS FOR SANDWELL'S VISION**

- 2.1 Elected Members with the requisite skills, knowledge and understanding of subject matters impacting upon their role will result in implications for each Vision 2030 ambition.

## **3 BACKGROUND AND MAIN CONSIDERATIONS**

- 3.1 The Elected Member Development Programme ('MDP') has been designed and led by Members.
- 3.2 The MDP is an ambitious two year programme that takes a holistic approach to member development by focusing on effective development, learning and support. The approach puts members at the centre and has have been devised by engaging members and gauging their development and learning needs.
- 3.3 The Member Development Working Group provides strategic direction with an officer project board co-ordinating and supporting the various workflows underpinning the development of the MDP.
- 3.4 Since February 2018, successful discussions and engagement sessions with Elected Members have enabled key areas of learning and focus to be ascertained which have then informed the MDP.
- 3.5 The MDP development has involved interactive sessions, such as 'Market Place' sessions, 'Thinking Hats' sessions and 'Paired Comparison' exercises. These sessions/exercises have ensured that Members have been able to effectively engage in exercises to help identify their development and learning needs as well as prioritise them.
- 3.6 The approach adopted has enabled Elected Members to openly engage in defining not only what should form part of their development and learning programme but confirm how they would like their learning to be delivered.

### **MDP Brochure**

- 3.7 A MDP brochure has been produced which sets out the areas of development, learning and support that Elected Members have requested. The MDP brochure will be formally tabled at the Committee meeting and the Committee is asked to approve the same. It is proposed that the brochure, if approved, will then be shared with all Elected Members.
- 3.8 The brochure details all 'Essential Learning', 'Requested Learning', 'Member Wellbeing and Resilience' and 'Support Arrangements'

requested by Members, playing back to them their requests of what the Member Development Programme should look and feel like. It also contains information on their Personal Development Plans (PDPs) and a Digital Solution, which is currently being crafted (see below).

- 3.9 Throughout this and next municipal year various development, learning and training sessions will be organised for Members that are based on the areas of focus detailed in the MDP brochure. It is proposed that a quarterly bulletin be issued to Elected Members providing details of up and coming MDP events as they are organised and available. The Committee is asked to agree this approach.
- 3.10 The first training session delivered under the Member Development Programme was in relation to Universal Credit and its implementation. The session was interactive and informative, with all those attending rating the session as “good” or higher.
- 3.11 In early January 2019, the first ‘A Focus On...’ session will take place that will involve key stakeholders across the Council and the Borough. The event will include representatives from:
- Sandwell and West Birmingham CCG.
  - WM Employers
  - SCVO
  - West Midlands Police
  - NHS
  - Private sector partners
- 3.12 Additional learning events are detailed in a table appended to this report, it shows events from January 2019 until March 2019.

### **Digital Solutions for Members**

- 3.13 Arrangements have been established for Elected Members and officers to explore/refresh digital solutions for Members.
- 3.14 As part of the MDP discussions with Elected Members, it was recognised that the current ICT support for Members varied and that was having an impact on the ability of Elected Members to undertake their various roles. Many Elected Members used different ICT solutions. The MDP has provided the opportunity for detailed discussions to take place with Elected Members concerning their ICT needs so as to ensure they are fully supported in the future.
- 3.15 The MDP support discussion seeks to ensure Members possess the requisite skills needed to use ICT confidently and have the necessary equipment to enable them to work in a flexible and agile manner. During the

development of the MDP Elected Members were keen to have greater and easier access to information relating to Council business. Ensuring Elected Members have effective ICT equipment and possess the requisite to utilise it is essential to address their request for greater and easier access to information.

To this end, a project board made up of Member Champions, the Director – Law and Governance, Head of ICT and Revenues & Benefits and Civic and Member Services Manager has been established to help drive this agenda. To assist with this workstream, a working group consisting of officers from the Council's Digital Transformation team, ICT, Communications and Civic and Member Services has also been established.

#### **4 CONSULTATION (CUSTOMERS AND OTHER STAKEHOLDERS)**

- 4.1 Elected Members have been consulted at each stage of the process, feeding into the design and delivery of the Member Development Programme.

#### **5 ALTERNATIVE OPTIONS**

- 5.1 Alternative options have not been considered that the MDP have been developed with Members and the purpose of the MDP is to deliver development and learning as designed by Members themselves.

#### **6 STRATEGIC RESOURCE IMPLICATIONS**

- 6.1 The MDP will involve a range of providers and support being utilised to ensure effective development and learning. The costs of such support will be met from existing approved budgets.

#### **7 LEGAL AND GOVERNANCE CONSIDERATIONS**

- 7.1 An effective Member Development Programme will help ensure the council make informed decisions and empower Members in undertaking their various roles.
- 7.2 Members in relation to regulatory matters/functions are required to undertake specific kinds of training such as planning, licensing, standards, safeguarding.
- 7.3 Supporting Members in their development, training and support needs strengthens the council's governance arrangements.

## **8 EQUALITY IMPACT ASSESSMENT**

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

## **9 DATA PROTECTION IMPACT ASSESSMENT**

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

## **10 CRIME AND DISORDER AND RISK ASSESSMENT**

10.1 There are no such implications arising.

## **11 SUSTAINABILITY OF PROPOSALS**

11.1 The Member Development Programme is a two year initiative designed to ensure Elected Members have the requisite skills, support and knowledge necessary to undertake their various roles.

## **12 HEALTH AND WELLBEING IMPLICATIONS (INCLUDING SOCIAL VALUE)**

12.1 There are no such implications arising.

## **13 IMPACT ON ANY COUNCIL MANAGED PROPERTY OR LAND**

13.1 There are no such implications arising.

## **14 CONCLUSIONS AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS**

14.1 Designed by Members through involvement at every stage of the process, the Member Development Programme is a fit for purpose solution which seeks to provide Elected Members with the skills, knowledge and support mechanisms necessary to undertake their role.

14.2 Approval of the recommendations will allow for the next phase of the two year programme to commence – primarily the circulation of the MDP brochure and the commencement of training sessions; the content of which identified by Members as critical to their role.

## **15 BACKGROUND PAPERS**

15.1 None.

## 16 **APPENDICES:**

- Appendix 1      Member Development brochure.
- Appendix 2      Member Development Governance Arrangements.
- Appendix 3      Member Development Programme Learning Timetable.