

# Governance Committee

21 January 2019

Part I

## Report of the Member Development Group

### Report by Chairman

#### Summary

The Member Development Group is the custodian of all aspects of the member role and has responsibility for managing the member development process. It is a sub-group of the Governance Committee and provides regular reports to the Committee on its work.

This report provides an overview of activities since the Group's last report in May 2018, including details of member development sessions.

#### Recommendation

That the report be noted.

## 1. Background and Context

- 1.1 The Member Development Group (MDG) is the custodian of all aspects of the member role and has responsibility for managing the member development process. This includes the programme of all-member sessions and an induction programme following elections every four years. MDG is also responsible for wider development activity including member training, skills development and obtaining feedback on the member role.
- 1.2 This report provides an overview of activities since the last report to the Governance Committee in November 2018, including MDG's current and upcoming programme.

## 2. Member Development Activity, November 2018 to March 2019

- 2.1 The table below sets out Member Day sessions and member training held since the Committee was last updated. All feedback analysis is shared with services, along with suggestions on further engagement and how to improve future sessions.

Date	Topics	Attendance
07.11.18	• Public Health	27
16.11.18	• Briefing on the Draft Gatwick Master Plan (held in Crawley)	23
05.12.18	• Armed Forces Covenant	21
	• LocalView Fusion (mapping tool) Workshop	18

- 2.2 MDG last met on 3 December 2018, when it reviewed the two Member Day sessions held in November. The Briefing on the Draft Gatwick Master Plan was held in collaboration with representatives from Gatwick Airport Limited (GAL). Whilst the event was generally viewed positively, it was clear from a small number of comments that some members had expected more information to be available by GAL. Turnout for the Armed Forces Covenant was relatively low, but the satisfaction with the event overall was high, with most finding the session very informative. The workshop on LocalView Fusion was offered to members who wish to better understand this mapping tool and feedback has been positive, although MDG has not yet reviewed this (which it will do at its next meeting, on 4 February 2019).
- 2.3 Plans for future Member Days and training opportunities are set out below, although it should be noted that the programme and session dates and timings are subject to change. MDG considers all proposals for Member Day topics, taking into account member needs, priorities and service requirements.

- **9 January 2019** – County Council Revenue Budget 2019/20, Savings Programme and Capital Programme
- **30 January 2019** – cancelled
- **27 February 2019** – Adults and Health: service overview and general updates (all day event) TBC
- **22 March 2019** – Transformation Programme (Whole Council Design) – to be held at County Hall North, Horsham
- **24 April 2019** – Start of Life (details TBC)
- **15 May 2019** – TBC
- **26 June 2019** – TBC
- **10 July 2019** – TBC

### **3. Member Development Activity, April 2019 to March 2020**

- 3.1 Activities being carried out that are separate to or complement Member Days include:
- (a) **Social Media Training** – was highlighted as a need by some members in the 2018 Member Survey. An offer of one-to-one training on the use of social media (to be provided by the Communications Team and Democratic Services staff) will be offered to members in the New Year. If there is sufficient interest, a group session may be arranged.
  - (b) **Visits to the Materials Recycling Facility (MRF) in Ford** – it is intended to offer members the opportunity to visit the MRF in spring 2019. This will enhance members' understanding of the County Council's responsibilities regarding waste, and provide a follow-up to the Member Day event held at the Mechanical Biological Treatment (MBT) facility in Warnham in 2018.
  - (c) **Online Training Opportunities** – MDG has reviewed online training opportunities and supports the use of online learning courses, where available on the Corporate Learning and Development website. This provides an additional way for members to access learning

opportunities. MDG is particularly keen for such online training opportunities to be offered in conjunction with Member Days – so that members who are not able to attend might still be able to find out about the topic. Members have therefore been advised of the availability of the Armed Forces Covenant online course, as a follow-up to the Member Day held in 2018. MDG will review uptake by members of this, and any other relevant online courses in the future.

- (d) **Film/Podcasts of Member Days** – MDG is looking to progress plans to provide members with a short a film and/or podcast following each Member Day, as supported by the Governance Committee at its last meeting. This will include a brief overview of the purpose of the event/topic, main objectives, key points raised in discussion and details of what will happen next.

- 3.2 As reported to the Committee in November, MDG has set up a working group to develop a three-year programme to promote local democracy, leading up to the 2021 elections. The first phase of this is focusing on barriers to standing for election and ways to encourage under-represented groups, including women, to become councillors. The working group has held two meetings to date, and is due to hold two further meetings as part of its first phase of work. It has not yet reported back to MDG, but is due to do so in February 2019. A more detailed update will therefore be provided to this Committee in March.
- 3.3 MDG has begun the work on developing a programme for 2019/20, and will be considering outline plans and potential topics at its next meeting in February. This will be reported to the Governance Committee through the next MDG update report.

## **Factors taken into account**

### **4. Consultation**

- 4.1 No consultation has taken place because this is a report dealing with internal or procedural matters only.

### **5. Risk Management Implications**

- 5.1 It has been previously agreed that Member Development Group will regularly report to the Governance Committee. To not do so would jeopardise the vital overview that the Governance Committee maintains regarding member development, training and engagement activity.

### **6. Other Options Considered**

- 6.1 There are no other options to consider because this is a report dealing with internal or procedural matters only.

### **7. Equality Duty**

- 7.1 An Equality Impact Report is not required for this decision because this is a

report dealing with internal or procedural matters only.

**8. Social Value**

- 8.1 There are no social value implications because it is a report dealing with internal or procedural matters only

**9. Crime and Disorder Act Implications**

- 9.1 There are no crime and disorder implications decision because this is a report dealing with internal or procedural matters only.

**10. Human Rights Implications**

- 10.1 There are no Human Rights implications because this is a report dealing with internal or procedural matters only.

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**Background Papers**

None