

## Governance Committee

13 May 2019

Part I

### Report of the Member Development Group

#### Report by Chairman

##### Summary

The Member Development Group (MDG) 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 member development activities and attendance during 2018/19, including details of upcoming member development sessions. A report is included setting out the outcomes and action plan as a result of phase one of the work for the 'Journey to the 2021 Elections: Three-year Programme to Promote Local Democracy' and also plans for phase two.

##### Recommendation

That the report be noted and the phase one findings and recommendations of the MDG working group, as set out at Appendix 1, be endorsed.

## 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 that runs over the municipal year 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 for 2018/19, including MDG's current and upcoming programme.

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

- 2.1 The table below sets out Member Day sessions held during 2018/19, which includes attendance figures, as requested by the Governance Committee.

Date	Topics	Attendance
25 April 2018	<b>Clean and Green – Air Quality in West Sussex</b>	27 plus 4 district/ borough councillors
23 May 2018	<b>Broadband and Digital Infrastructure for the Future</b>	26
	<b>West Sussex Crowd</b>	27

<b>Date</b>	<b>Topics</b>	<b>Attendance</b>
5 June 2018	<b>Chairmanship Skills for Members</b> (workshop no. 1), led by South East Employers	15 (max. 15 spaces)
27 June 2018	<b>Introduction to the Waste Service</b> at the Mechanical Biological Treatment (MBT) facility, Warnham	32
11 July 2018	<b>Road Safety in West Sussex</b>	29
5 Sept 2018	<b>Chairmanship Skills for Members</b> (workshop no. 2), led by South East Employers	13 (max. 15 spaces)
	<b>Lifelong Services</b>	20
7 Nov 2018	<b>Public Health</b>	27
16 Nov 2018	<b>Gatwick Master Plan</b>	23 plus 2 district/ borough councillors
5 Dec 2018	<b>Armed Forces Covenant</b>	21
	<b>LocalView Fusion Workshop</b>	18
9 Jan 2019	<b>Budget 2019/20, Savings Programme and Capital Programme</b>	38
27 Feb 2019	<b>Adult's Services</b>	31
22 March 2019	<b>Whole Council Design</b>	29

- 2.2 Attendance at all-member sessions during 2018/19 has been varied, with the lowest being 20 members for the Lifelong Services session in September 2018 and the highest 38 for the Budget, Savings and Capital Programme session in January 2019.
- 2.3 Responsible cabinet members from district and borough councils were invited to the Air Quality Member Day because of the partnership work being undertaken. Councillors from Crawley Borough, Mid Sussex and Horsham District Councils were invited to the Gatwick Master Plan Member Day, which was held in Crawley, due to the local interest.
- 2.4 MDG regularly reviews the feedback provided by members. Overall, the sessions have been very well received, with members finding them useful and informative. Members enjoyed site visits/tours and the found chairmanship training very valuable, with useful hints and tips. The Member Day on the Budget, Savings and Capital Programmes was very well received, with members feeding back that the topics were very well explained, simply and in sufficient detail to provide them with the information they required. Opportunities to meet with relevant members of staff and to network with each other were also welcomed. Some of the key themes arising during the year are set out below:

- (a) There needs to be a balance between presentation time and time for member input;
- (b) Workshop and market-place style approaches are well-received;
- (c) It is important to ensure an emphasis on strategic, rather than local, issues;
- (d) The supporting information/presentations provided need to balance detail (e.g. statistics/data) with actions and outcomes; opportunities to cut down presentation time by providing detailed information separately should be explored;
- (e) Question and answer sessions need to avoid very local issues specific to individual members' divisions (which should be dealt with separately/outside the session); and
- (f) The involvement of partner organisations in the sessions is welcomed, including opening up attendance to district/borough councillors.

2.5 All comments from Member Days are shared with each service, along with suggestions on further engagement and how to improve future sessions. MDG will review member feedback, comments and attendance at sessions held from April to May at its next meeting on 10 June 2019; this will then be included in its next report to the Governance Committee.

2.6 Current plans for future Member Days are set out in the table below, although these may be subject to change. MDG considers all proposals for Member Day topics, taking into account member needs, priorities and service requirements.

Date	Topic
17 May 2019 (new date)	<ul style="list-style-type: none"> <li>• Questioning Skills (am)</li> <li>• Refresher on Council Procedures (pm)</li> </ul>
26 June 2019	<ul style="list-style-type: none"> <li>• Budget Discussions 2019/20</li> </ul>
10 July 2019	<ul style="list-style-type: none"> <li>• HMIC Fire Service Inspection (am)</li> <li>• Highways (pm)</li> </ul>
4 September 2019	<ul style="list-style-type: none"> <li>• Select Committee Work Programming</li> </ul>
9 October 2019	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
6 November 2019	<ul style="list-style-type: none"> <li>• Climate Change and Waste Disposal Strategy</li> </ul>
4 December 2019	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
8 January 2020	<ul style="list-style-type: none"> <li>• Budget 2020/21</li> </ul>
29 January 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
26 February 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>
25 March 2020	<ul style="list-style-type: none"> <li>• TBA</li> </ul>

### **3. Other Member Engagement Activity**

3.1 MDG is keen to enhance opportunities for member development. Activities being carried out that are separate to or complement member days include:

- **Escorted Visit to the Viridor Materials Recycling Facility, Ford** – An escorted tour on 24 May 2019. The event is fully booked: maximum of 14 attendees.
- **On-line Learning Opportunities** – MDG has promoted to members the on-line learning opportunities available on the Corporate Learning and Development website, highlighting some of the learning that would be most suitable for members including safeguarding, social media, unconscious bias and the Armed Forces Covenant. In addition, distance learning courses which are available through the LGA have also been promoted.

#### **4. The Journey to the 2021 Elections: Three-year Programme to Promote Local Democracy**

- 4.1 As reported to the Committee in November 2018, MDG has set up a cross-party working group to develop a three-year programme to promote local democracy, leading up to the 2021 elections. The first phase of this work focused on barriers to standing for election and ways to encourage under-represented groups, including women, to become councillors. The working group has reported its phase one findings and recommendations to MDG and these are set out in the Appendix for the Committee's endorsement.

#### **5. MDG Work Programme**

- 5.1 The next MDG meeting on 10 June 2019 will consider feedback from recent member development sessions as well any new proposals. The Group will also consider the following:
- **Members' Health and Wellbeing** – The Director of Public Health is invited to attend to discuss members' health and wellbeing
  - **Members' IT** – The Cabinet Member for Corporate Resources is invited to provide an update on members' IT

#### **Factors taken into account**

##### **6. Consultation**

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

##### **7. Risk Management Implications**

- 7.1 It has been previously agreed that MDG 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.

##### **8. Other Options Considered**

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

## **9. Equality Duty**

9.1 An Equality Impact Report is not required for this decision because this is a report dealing with internal or procedural matters only.

## **10. Social Value**

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

## **11. Crime and Disorder Act Implications**

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

## **12. Human Rights Implications**

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

### **Debbie Kennard**

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### **Background Papers**

None

### **Appendix 1**

Member Development Working Group: Promoting Local Democracy, Phase One Report