EAST HERTS COUNCIL

HUMAN RESOURCES COMMITTEE – 3 JULY 2019

REPORT BY LEAD OFFICER: SCRUTINY AND MEMBER DEVELOPMENT

SUMMARY OF MEMBER TRAINING 2018/10, BROAD APPROACH TO MEMBER DEVELOPMENT AND SUMMARY OF ROLE OUT OF MEMBER INDUCTION, TRAINING AND DEVELOPMENT

WARD(S) AFFECTED: All

Purpose/Summary of Report

To present:

- A summary of 2018/19 provision of member training and development events;
- An overview of the broad approach to member development, including induction in 2019/20
- A summary of the roll-out of member induction, training and development

	RECOMMENDATIONS FOR HUMAN RESOURCES COMMITTEE: TO note
A	**the broad approach to training and budget apportionment;**
B	**The roll out of programme in 2018/19;**
C	**The roll out of programme in 2019/20; and**
D	**The current projected spend**

1.0   Background

1.1.   Training and Development for Members is co-ordinated by the Scrutiny and Member Development Officer with the guidance of

the Member Development (Charter) Group. Sessions are run either in house or by external providers and are targeted at either:

- All Members;
- Groups of Members with a particular role; or
- Individual members based upon particular need.

1.2. A budget of £26,000 is available, with approximately £12,000 set aside for member refreshments and £14,000 to cover training and development (and any associated expenses). Of the latter, the major portion (approx. £10,000) is committed to externally provided training and development for Members with particular roles, such as being a member of a committee, being a chair etc. A lesser proportion (approx £3000) is earmarked for externally provided, all member sessions, and the remainder (£1000) is set aside for training/development for individual members.

2.0 Summary of 2018/19 provision

2.1 During the municipal year 2018/19, 17 events were run for Members with each attending an average of 4.5 sessions.

2.2 The final cost of the provision in 2018/19 has yet to be finalised but is likely to be under budget as, for a significant part of the year, the Scrutiny Officer post was vacant, resulting in less training being rolled out than might otherwise have been the case.

3.0 Broad approach to member training and development 2019/20

3.1 Members' training and development for 2019/20 is dominated by the need to provide induction training for new members following the local elections on 2 May 2019.

3.2 Taking the 2015 post-election induction programme as its starting point and with advice and guidance from the Member Development Charter Group and Leadership Team, an induction programme has been developed comprised of the following key elements:

- An online Induction pack of useful information, e-learning modules and action learning workbooks (https://myeastherts.invotra.com/section/members/members-registration-induction-training);
- A full day of induction on 11 May which served to introduce members to the leadership team, provide an overview of the key services of the council and signpost members to important protocols, codes and rules relevant to councillors in the undertaking of their duties; and

- A programme of role-specific training and all-member briefing modules running through May June and July designed to build on the overview provided on the 11 May and to ensure that committee members were equipped with any skills and information necessary for their role/s.

- An annual development programme is also being established which will allow access to e-learning modules including Health and Safety training.

4.0 Summary of provision to date since 1 April 2019.

4.1 The table below shows the modules which have run to date, their attendance and any costs incurred, usually as a result of hiring external trainers.

Member Induction Modules					
Code	Title	Presenter	date	No.	Cost
MI31	Modern.gov	Martha Clampitt Modern.gov	14 May 2019	31	£600
MI23	Major projects 1: Leisure	Stephen Dupoy	16 May 2019	12	
MI1	DMC: Induction I	Sara Saunders	21 May 2019	17	
MI21	Social Media & Communications	Taryna Surtees-Moss	30 may 2019	15	
MI2	Scrutiny I: Induction	CfPS	3 June 2019	13	£1005
MI35	Police Priority Profiling	Hertford Police	5 June	20	

Code	Title	Presenter	date	No.	Cost
			2019		
MI3	Scrutiny II: Work-planning	CfPS	4 June 2019	11	£1005

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5.0 Projection of costs 2019/2

5.1 The table below sets out future projected costs of training currently planned

Provider	No of modules	Cost
Frontline consulting	4	£2,400.00
Suzielamplugh	1	£600.00
Invicta law	1	£600.00

6.0 Implications/Consultations

6.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers: None

Contact Officer:

Report Author: Michael Edley, Interim Scrutiny Officer
                  Mike.edley@eastherts.gov.uk

Saturday 11th May 2019

Refreshments will be served on arrival and mid-morning at the back of the Council Chamber.

WELCOME

Time	Activity	Location
:30 to 9:00	**Meet & Greet – Registration, ID Badges and Permits** Esther Piper, Sophia Greaves & Kate Collins	
:30 to 9:00	**Refreshments**	**Outside Council Chamber**
:00 to 9:00	**IT Registration** (for those unable to attend on 8, 9, or 10 May)	**Room 1.12**

Time	Activity				Location
09:00 to 09:15	**Welcome** from CEX, and East Herts Leader				**Council Chamber**
09:15 to 09:45	**Council Structure, decision making, code of conduct, allowances and claims.** Freedom of Information, Data Protection				
09:45 to 10:15	**Council debate: 'mock' debate to introduce new members to council procedures etc.**				
0:15 to10:30	**Summer Work Books**				Refreshments will be available
	Briefings by Heads of Service (see table below for topics)				**IT Drop in sessions**
	GROUP Orange Council Chamber	**GROUP Pink** Room 27	**GROUP Purple** Room 1.11	**GROUP Teal** 2nd Floor IT Room	**Room 1.12**
0:35 to 11:50	*Briefing A*	*Briefing B*	*Briefing C*	*Briefing D*	Members free to drop in to resolve IT issues/queries etc. relating to VMWare, Modern.gov, EH intranet etc
1:55 to 13:10	*Briefing D*	*Briefing A*	*Briefing B*	*Briefing C*	
3:10 to 14:10	*Lunch and Information stalls from East Herts partners*				
4:10 to 15:25	*Briefing C*	*Briefing D*	*Briefing A*	*Briefing B*	**Refreshments will be available**
5:30 to 16:45	*Briefing B*	*Briefing C*	*Briefing D*	*Briefing A*	
6:45	**Wrap up and closing** Leader and CEX				**Council Chamber**

	Briefing Topics	Presenters
Briefing A	Communications, Social media, Policy & Operations	Ben Wood & Jess Khanom
Briefing B	Housing and Health & Planning and Building Control	Jonathan Geall & Sara Saunders
Briefing C	Strategic Finance and Property & Revenue and Benefits	Isabel Brittain & Su Tarran
Briefing D	HR and Payroll & Democratic and Legal Services	Helen Standen & Alison Stuart

MEMBER INDUCTION PROGRAMME 2019

Key:

Mandatory for all	Executive Members	Development Management Committee	Overview and Scrutiny Committee	Human Resources Committee	Licencing and Enforcement Committee	Performance, Audit and Governance Committee Members	Council

External Provider

Please Note: All briefings and meetings start at 19:00 in the council chamber unless otherwise stated.
Light refreshments will be available in room 1.12 30 mins before the meeting commences.

MAY 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	ELECTION DAY ²	3	4	5
6 BANK HOLIDAY	7	8 PRE-INDUCTION Collect hardware and/or software & Photo	9 PRE-INDUCTION Collect hardware and/or software & Photo]	10 PRE-INDUCTION Collect hardware and/or desktop	INDUCTION DAY 11 08:30: Registration 17:00: END	12
13	14 MI31 Modern.gov training	15 IT Drop In 14:00-19:00 Annual Council	16 MI23 Major Projects 1: Leisure Centres and ORL	17	18	19
20	21 MI1 DMC: Induction PAGC?	22 MI4 DMC: Q&A DMC	23	24	25	26
27 BANK HOLIDAY	28	29	30 MI21 Social Media and Coms	31		

JUNE 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Modules yet to be confirmed
MI2 Scrutiny I:	MI3 Scrutiny II: Work MI8 H&S for Exec Exec	5 MI35 Police Priority Profiling LJP	6 MI30 Major Projects 2: HGGT and Hertford Theatre	7	
10	11 OS	12 MI1b DMC: Induction II	13 MI10 Licencing & enforcement I	14	MI33 Members' Personal Safety
	MI32 PAGC: Induction I Standards	MI22 Economic MI9 Planning: Briefing for members	19 DMC MI13 DMC: Legislative update	20 MI7 Outside Bodies & Trusteeships MI14 GDPR: Practical Guidance	21 MI15 Universal Credit
24	MI5 Advanced Chairing Skills for all	26 Licensin	MI11 Licencing & enforcement II	27	28

JULY 2019

DRAFT Version 02/5. Whilst the date of some elements may change, there are unlikely to be substantial changes to the overall programme.

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1	2	3 HR	4 MI17 Environmental / MI 20 Housing and	5	
8 MI36 Leisure Development update / MI35 Waste and Recycling	9	10 MI16 How many hats? Working in a three tier authority	11	12	
15	16 MI29 PAGC: Induction II	17 DM	MI19 Emergency Planning 18 / MI18 Sustainable	19	
22	23	24 Council	MI28 Dementia Awareness 25 / MI12 Community	26	
29	30	31 PAG			

SEPTEMBER 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Modules yet to be confirmed
					MI33 County Lines and Knife Crime
2	3 Exec	3 LJP	5 MI26 Our District and Our customers	6	
10	11 OS	12 MI 25 Safeguarding for Members	13	14	
17	18	19 DMC	20	21	
25	25	26 Licensin	27 MI27 Financial sustainability and	28	

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