

REPORT TO:	ETHICS COMMITTEE 7 MARCH 2019
SUBJECT:	MEMBER LEARNING AND DEVELOPMENT 2018-19 UPDATE
LEAD OFFICER:	JACQUELINE HARRIS BAKER, EXECUTIVE DIRECTOR OF RESOURCES & MONITORING OFFICER
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:	
The Council has determined that the Ethics Committee shall be responsible for receiving reports from the Monitoring Officer on matters of probity and ethics for consideration.	
FINANCIAL IMPACT:	
There are no additional financial implications arising from the contents of this report.	

RECOMMENDATION:
The Committee is asked to:-
<ol style="list-style-type: none"> 1. Note the content of the report. 2. Endorse the revised Terms of Reference of the Members' Learning and Development Panel.

1. EXECUTIVE SUMMARY

1.1 This report provides the Committee with a log of Member Learning and Development activity in the 2018-19 Municipal Year. This activity is led and monitored by the Member Learning and Development Panel.

1.2 The role of the Members' Learning and Development Panel is to co-ordinate a training and development programme for Members. The Panel has reviewed its Terms of Reference to ensure they still remain fit for purpose. The updated Terms of Reference, agreed at the Panel meeting on 24 January 2019, are set out in Appendix A for the Ethics Committee to endorse.

2. MEMBER LEARNING AND DEVELOPMENT ACTIVITY 2018-19

2.1 The Council has a £21,000 annual budget for Member training and conferences. This is managed through the cross party Member Learning and Development Panel.

2.2 As there was an Election in May, activity in 2018-19 has been divided between induction based training and other training.

2.3 Activity in the 2018-19 Municipal Year has been as follows:

Induction Training Events

Event	Date	Attendance
Corporate Induction	17 May 2018	12
DPI	21 May 2018	4
Licensing Training	30 May 2018	9
Licensing Training	31 May 2018	2
Planning Training	31 May 2018	5
Pension Committee Training	5 June 2018	2
Planning Training	5 June 2018	10
Licensing Training	12 June 2018	15
Planning Referrals	18 June 2018	16
Emergency Planning	20 June 2018	8
Ward Budget Training	17 July 2018	28
General Purposes & Audit Committee Training	18 July 2018	2
Planning Referrals	23 July 2018	10
Information Management	24 July 2018	3
DPI & Ethical Standards	5 Sept 2018	10
Equalities Training	6 Sept 2018	8
Local Government Finance	10 Sept 2018	5
Pensions Committee	17 Sept 2018	6
Members' Health & Safety	20 Sept 2018	4
Health & Wellbeing Training	26 Sept 2018	3
Anti-Fraud Training	23 October 2018	6

Other Training Events

Event	Date	Attendance
London Keynote Seminar	16 May 2018	Individual
An introduction to Local Government Finance	28 May 2018	Individual
Young Runaways and Missing Children	11 Sept 2018	Individual
National Health Scrutiny Conference	14 Sept 2018	2
Effective Scrutiny	27 Sept 2018	Individual
Overcoming Leadership Challenges in Children's Social Care	27 Sept 2018	2
Healthy Streets 2018	12 Oct 2018	Individual
Improving the Educational Outcomes of 'Children in Need' Training	17 Oct 2018	2
Responding to Air Pollution: Setting the Agenda to Improve Air Quality	23 Oct 2018	Individual
Planning the future of British High Streets	31 Oct 2018	Individual
LGA Scrutiny Training	11 Nov 2018	8
Local Government Scrutiny Conference	4 Dec 2018	Individual
Priorities for improving the quality of apprenticeships	17 Jan 2019	Individual
Effective Scrutiny	26 Jan 2019	Individual
Scrutiny Guidance Seminar	28 Jan 2019	Individual
The Future for LEPs	29 Jan 2019	Individual
Black, Asian and Minority Ethnic Councillors Weekender	9 Feb 2019	Individual
Transforming Technology Services in Local Government Conference 2019	7 March 2019	Individual

3. MEMBER LEARNING & DEVELOPMENT 2019/20

- 3.1 The Members' Learning and Development Panel is currently undertaking a Training Needs Analysis with a survey sent to all 70 Councillors. The results from this work will be used to inform the Member Learning and Development programme for 2019/20.

4. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 4.1 There are no direct financial or other implications arising from this report.
Approved by Lisa Taylor, Director of Finance, Assurance and Risk.

CONTACT OFFICER: Simon Trevaskis, Senior Democratic Services & Governance Officer - Scrutiny.

BACKGROUND DOCUMENTS: None.

Members' Learning and Development Working Group – Terms of Reference

Purpose

The purpose of the Members' Learning and Development Working Group is to provide strategic leadership and take responsibility for Member Development.

To equip Members with the knowledge and skills to enable them to effectively carry out the various roles that they are expected to perform and is consistent with the principles of good corporate governance and responsibility, in delivering the Corporate Plan for Croydon and helping Members meet their statutory responsibilities.

The processes and procedures put in place for Members' training and development should provide a robust framework for responding to future challenges and legislative changes to help the Council to deliver on all of its strategic priorities.

Aims

The Working Group aims to:

1. Promote the benefits of Member development for all councillors and encourage attendance at individual and group development events.
2. Identify and address the wider development needs of Members.
3. Ensure that access to development is open and allows for individual needs
4. Introduce, integrate and monitor best practice into learning and development to ensure a continuously improving organisation.
5. Develop a Members' Training and Development Programme

Functions

The Working Group will:

1. Identify annual learning and development needs and priorities in the context of organisational need and available resources
2. Monitor the budget for Member development and promote the uptake of Learning and Development opportunities.
3. Produce an annual Member's Learning and Development Plan
4. Manage and monitor the implementation of the Learning and Development Plan, updating the plan as necessary.
5. Champion learning and development good practice, including the value of non-classroom based development and peer learning from other authorities.
6. Review evaluation feedback from Members to inform future Learning and development.

Meetings

The Members' Learning and Development Working Group will meet once a quarter as a minimum and on an ad-hoc basis where necessary.

Membership

The Working Group Members are:

Councillors: Patsy Cummings (Chair), Simon Brew, Clive Fraser, Felicity Flynn, Stephen Mann, Stuart Millson and Robert Ward.

Responsibilities of Working Group Members

All Working Group Members:

1. To consult with Group member colleagues about learning and development issues prior to Working Group meetings so that they can represent their views.
2. To update Group colleagues on the delivery of the Learning and Development Plan, for instance ensuring that it is discussed at Group meetings.
3. To be a point of contact for learning and development issues within their respective Groups.
4. To treat any information about individuals and their learning needs with confidentiality and to observe the requirements of the General Data Protection Regulations 2014.
5. To promote and encourage the completion of mandatory Member development activities, for example, for members of statutory committees or topics of Council-wide importance.
6. To develop a clear structured action plan for Member development that responds to the fundamental themes that support the vision of the Corporate Plan

The standing items on each agenda should include:

1. Feedback from Member training events from the previous quarter
2. The ongoing development of the Members' Training and Development Programme
3. Monitoring of expenditure against the Members' Training and Development Budget