

Appendix 1

Member Development Group: Report to Cabinet 2019-20

1. Introduction

The purpose of the Member Development Group is to provide a forum where members can advise on the planning, delivery and evaluation of member development activities. The Group is made up of a member of each political group and is chaired by the Portfolio Holder for Business and Resources.

The Group is required to report to Cabinet on an annual basis. This report meets this requirement and summarises the work of the Group during the 2019-20 municipal year.

2. Terms of Reference

The Group's Terms of Reference are as follows:-

The Member Development Group will advise on the planning, delivery and evaluation of member development activities and make recommendations to Cabinet where appropriate. The Member Development Group will report to Cabinet on an annual basis.

The membership of the Member Development Group will be the relevant Portfolio Holder with responsibility for Member Development and one member from each political group represented on the Council. The Group will be chaired by the Portfolio Holder. Members of the Group will be responsible for the promotion of Member Development within their political group.

The Member Development Group will:-

- oversee the provision of member development opportunities;
- advise on policies and procedures relating to member development; and monitor their implementation and effectiveness;
- regularly review the level and allocation of the Councillor development budget;
- oversee the evaluation of member development opportunities and assess the contribution of member development opportunities towards the Council's corporate objectives;
- ensure that Charter Status for Member Development is maintained and monitor the progress of the implementation of the recommendations from the Charter Assessment.

3. Composition

The membership of the Group in 2019-20 was as follows:-

Councillor David King, Portfolio for Business and Resources, Chair
Councillor David Harris
Councillor Jackie Maclean
Councillor Sam McCarthy
Councillor Beverley Oxford

The Group has been supported by Hayley McGrath, Corporate Governance Manager, and Richard Clifford, Lead Democratic Services Officer.

The Group has met on three occasions in 2019-20. A further meeting in March 2020 was scheduled but was cancelled as a result of the Covid 19 emergency.

4. Main Areas of Work

4.1 The Provision of Member Development

Details of attendance at member development sessions for 2019-20 is at Appendix 1. The attendance figures are positive and continue to demonstrate a healthy interest in training and development across the Council. Feedback is collected at most sessions and this is largely very positive.

The Group established measurable objectives to measure attendance and quality of member development sessions and performance against these objectives is shown below. The figures for 2018-19 are also included for comparison and to indicate trends.

	Target	2018-19	2019-20
Number of Councillors attending one or more Development Session	80%	92%	84%
Number of Councillors attending 5 or more Development Sessions	25%	49%	43%
Number of Development Sessions or Briefings provided for Councillors over the course of a municipal year	10	21	23
Number of Councillors who have completed Leadership Academy programme during the course of the Municipal Year	1	-	-
Percentage of completed feedback forms indicating that development session was worthwhile	75%	88%	92%

The programme of member development has provided briefings to keep members up to date on key Council projects and initiatives, particularly in respect of the Local Plan and the North Essex Garden Communities. There has also been an emphasis on raising awareness on some equality and diversity issues, including sessions on LGBTQ+ Awareness and the Impact of Sexual Violence.

In addition some specialist training was arranged for the Scrutiny Panel to help it discharge it's functions in respect of scrutinising the commercial complainies and in respect of treasury management. Whilst most training is provided in-house using the

Council's officers, the specialist nature of this training meant that external trainers were commissioned to provide the training.

Planning and licensing training has also been provided to ensure that members are kept up to date with developments in these fields and to ensure that there is a wide pool of members able to sit on the Planning and Licensing Committees.

4.2 Member Charter Status

The Council was reaccredited with Charter Status for Elected Member Development in July 2018. Accreditation is for a period of three years, with a "light touch" interim after a period of 18 months. The Council undertook its interim reassessment in January 2020 and was successful.

The Group reviewed the recommendations made by the Assessment Team in July 2018. In particular it looked at the recommendation from the Assessment Team that the Council should invest in creating space and informal opportunities for councillors to meet and discuss issues in a non-partisan environment. This led to a proposal to provide improved facilities for members by relocating the Members Room. Further progress on this has been stalled by the closure of the Town Hall as a consequence of the Covid 19 emergency.

The Group has also considered whether to seek Charter Status again in July 2021 when the current accreditation expires. Following consideration of the benefits of Charter Status and the requirements involved, it made a recommendation to Cabinet that the Council seek reaccreditation at the higher Charter Plus level in 2021. At the request of Cabinet, the views of Group Leaders are being sought on this proposal and will be reported to Cabinet.

4.3 Member Development Budget and Resources

The member development budget for 2019-20 was set at £8,000. The budget is split into two elements: a core training budget of £4900 which is used to fund core training with a council wide application such as training on licensing, planning and scrutiny. It is also used to fund a place at Leadership Academy. The remainder of the budget is split between the political groups on the basis of £100 per member.

Expenditure on the budget 2018-19 is set out below.

Overall Budget - £8,000

Core Budget - £4,900

Licensing training, 12 June 2019, Cornerstone,	£1000
Licensing training, 21 June 2019, Tendring District Council,	£190
Chairing Skills, 14 August 2019, Frontline Consulting	£800

Scrutinising the Work of Commercial Companies, 22 October 2019, Centre for Public Scrutiny	£1005
Treasury Management Training, 17 December 2019, LINK	£1500
Cabinet Away Day, 5 October 2019, The Training Team	£450
Sub Total	£4945
Balance	£45 overspend

Conservative Group Budget - £2300

No spend on budget

Liberal Democrat Group Budget - £1300

Chairing Planning Committee Essentials, LGA, Attendance by Cllr Luxford Vaughan, 19-20 September 2019	£335
Sub total	£335
Balance	£995

Labour Group Budget - £1100

Mentoring support through the LGA Mentoring Scheme	£600
Sub total	£600
Balance	£500

Highwoods Group Budget - £300 no spend

Overall spend on budget: £5880

Member development is supported by the Democratic Services Team. Support was also provided by the Corporate Governance Manager as and when required. Considerable time and efforts is put into providing sessions and development by officers across the organisation. The Group wishes to formally record its appreciation for the time and effort that officers and partners put into providing development opportunities for Councillors.

5. Conclusion

The Group considers that a useful and varied programme of development opportunities has been provided for councillors. In particular briefings on the Local Plan and the North Essex Garden Communities helped keep members well informed of progress on these important initiatives. The resources put into member development have provided good value and have contributed towards the delivery of the Council's strategic priorities.

Appendix 1

Attendance at Training and Development Opportunities 2019-20 Municipal Year

Training	New Member Induction	Planning training	Governance and Aud	Local Plan Briefing	Licensing training	Licensing training
Dates	15-May-19	21-May-19	04-Jun-19	10-Jun-19	12-Jun-19	21-Jun-19
Attendees	Goacher McCarthy Wood	Goacher Harris Luxford Vaughan McCarthy	Barlow Dundas Goacher Higgins McCarthy Pearson Scott-Boutell Willetts Wood	Barber Barlow Bourne Buston Chillingworth Coleman Ellis Fox Hogg King Luxford Vaughan Pearson Scordis Young, J Young, T	Buston Chuah Crow Elliott Harris Hogg Oxford, B Wood	Barton Young, T

Local Plan Briefing 03-Jul-19	Local Plan Briefing 18-Jul-19	Statement of Account 23-Jul-19	Chairing Skills 14-Aug-19	Planning Training for Parish Cllrs 12-Sep-19	Affordable Housing (Planning) Training 12-Sep-19	The Impact of Sexual Violence and Child Abuse 18-Sep-19
Barlow	Barlow	Buston	Barlow	Jackie Daines - Aldham	Bourne	Chuah
Bourne	Coleman	Liddy	Barton	Adam Scott - Aldham	I Chapman	Cory
Chillingworth	Cory	Pearson	Coleman	Angela McLauchlan - E	Ellis	Crow
Elliott	Ellis	(incomplete)	Crow	Karen Thompson - Bo	Loveland	Goacher
Ellis	Fox		Harris	Susan Chamley - Cha	Hazell	Goss
Fox	King		Liddy	Lesley Suttling - Cop	fo Liddy	Hogg
Goacher	Lilley		Pearson	James Macauley - Co	Luxford Vaughan	Jarvis
Luxford Vaughan	Luxford Vaughan		Warnes	Anna Appleyard - East	Scott-Boutell	Oxford, B
Moore	Maclean, J			Sharon Law - Fingring	l Warnes	Oxford, G
Oxford, G	Pearson			Jonathan Martin - Fing	Willetts	Whitehead
Scordis	Warnes			Kathryn Cameron - Fo	Young., J	Young. J
Warnes	Young, J			Burt Thomas - Marks	Tey	
Wood				Martin Baird - Mount	Bures	
Young, T				Ian Woodman - Mount	Bures	
				Gary Braddy - Myland		
				Debby Bloomfield - Stanway		
				Dan Jordan - Stanway		
				Irnina Wancerska - Stanway		
				Norma Smith - West	Bergholt	
				John Akker - West	Mersea	
				Paula Moore - West	Mersea	
				Carl Powling - West	Mersea	
				Chris Wood - West	Mersea	
				Jo Beighton Emms - Wivenhoe		
				Daniel Fenn - Wormingford		

Planning Committee Leadership Essentials - LGA	Garden Communities Briefing	Scrutinising Commercial Companies	Planning Training	East Suffolk and North East Essex - Building Better Care	Local Plan Briefing	LGBTQ+ awareness
19-20 September 2019	03-Oct-19	22-Oct-19	23-Oct-19	30-Oct-19	14-Nov-19	19-Nov-19
Luxford-Vaughan	Barlow	Bourne	Barton	Chapman	Barber	Bourne
	Bourne	Davies	Bourne	Chuah	Barlow	Cory
	Coleman	Hogg	Fox	Ellis	Bourne	Fox
	Cory	Warnes	Harris	Hogg	Ellis	Goacher
	Davies	Whitehead	Hazell	Moore	Harris	Maclean, J
	Ellis		Higgins	Young, T	King	Scott-Boutrell
	Fox		Hogg		Luxford Vaughan	Warnes
	Goacher		Jarvis		Moore	
	Hazell		Lilley		Young, J	
	Jarvis		Liddy			
	King		Lissimore			
	Luxford Vaugan		Loveland			
	Oxford, B		Moore			
	Oxford, G		Warnes			
	Scott-Boutell		Willetts			
	Warnes					
	Whitehead					
	Willetts					
	Young, J					
	Young, T					

Treasury management scrutiny briefing	Neighbourhoods briefing	Garden Communities Briefing
17-Dec-19	13-Jan-20	11-Feb-20
Bourne	Chapman	Barlow
Buston	Chillingworth	Bourne
Davies	Davidson	Chapman
Jarvis	Harris	Fox
King	Hazell	Harris
Maclean, J	Liddy	Hazell
McCarthy	Loveland	Hogg
Warnes	Maclean, J	King
Whitehead	McCarthy	Liddy
Wood	Oxford, G	Luxford Vaughan
	Pearson	Moore
	Scott-Boutell	Oxford, G
	Whitehead	Pearson
	Willetts	Warner
	Wood	Whitehead
	Young, T	Willetts
		Young, J

Name	Number of development sessions attended
Christopher Arnold	
Lewis Barber	2
Nick Barlow	8
Lyn Barton	3
Kevin Bentley	
Tina Bourne	10
Roger Buston	4
Nigel Chapman	4
Peter Chillingworth	3
Helen Chuah	3
Phil Coleman	4
Nick Cope	
Mark Cory	4
Simon Crow	3
Robert Davidson	
Beverly Davies	3
Paul Dundas	1
John Elliott	2
Andrew Ellis	7
Adam Fox	7
Mark Goacher	7
Martin Goss	1
Dave Harris	6
Chris Hayter	
Pauline Hazell	5
Theresa Higgins	2
Mike Hogg	6
Brian Jarvis	4
John Jowers	
David King	7
Cyril Liddy	6
Michael Lilley	2
Sue Lissimore	1
Derek Loveland	3
Andrea Luxford Vaughan	9
Sam McCarthy	5
Fiona Maclean	
Jackie Maclean	4
Patricia Moore	5
Beverley Oxford	3
Gerard Oxford	5
Philip Oxford	
Chris Pearson	7
Lee Scordis	2
Lesley Scott-Boutell	5
Martyn Warnes	10
Lorcan Whitehead	6
Dennis Willetts	6
Barbara Wood	6
Julie Young	7
Tim Young	6