

Appendix C

Training – Types and Circulation

The Authority receives training information in a number of ways including:

- e-mails – ad hoc
- paper mail – ad hoc
- through Councillors who have received information directly
- through Councillors' requests (individual)
- through recognised training organisations (included in circulation list)
- through the Joint Unitary Authority Member Development Group (Bristol, South Glos, North Somerset and B&NES)
- through the Core Skills Councillor Development Programme (arranged through the Joint Unitary Authority Member Development Group)
- the internal Corporate Training Programme – Word, Excel and assertiveness training in particular

Training/development opportunities information received is normally sent to the Senior Members' Support and Development Officer (Lola Thomas) who is the prime person in Democratic Services that deals with Members' training and development needs. The Members' Secretary (Anne Larkins) also assists in training administration. The Members' Support Team is overseen by the Legal and Democratic Services Administrative Officer (Lyneve Thyer).

The information received is perused and circulated to the appropriate personnel depending on the nature of the training/development opportunity. Details of courses can be circulated through:

- The Leader of the Council (mainly for Cabinet Members)
- Group Leaders
- Political Group Assistants
- All councillors

When details are circulated we have to consider any nominations against:

- how many places are available – quite often numbers are restricted to maybe one or two per Council
- the role of the Member being nominated – is it appropriate, within their specific role
- what training the nominees have already undertaken
- how much the course costs (including any travel and subsistence)
- current budget and balances

There is an intense Induction Programme that starts in the election year and usually runs for up to 18 months plus. This programme is published in the Induction Pack that all councillors receive shortly after the elections take place. The next programme will therefore cover 2015 – 2019. The current Induction Programme can be seen at Appendix A (Councillor Learning and Development Programme). Training is often offered across the day and

evening with repeat sessions as appropriate in order to accommodate Members' availability.

At election time the Senior Members' Support and Development Officer undertakes a training audit (especially for new Members) so that appropriate training/personal development plan can be planned/arranged. This is part of the Induction Pack.

Main Training/Member Development Organisations

The main training organisations we deal with are:

- Local Government Improvement and Development – Primarily Leadership Academy Programme
- South West Councils – short half day specific skills plus Community Leadership training
- Core Skills Councillor Development Programme (Joint Unitary Authority Member Development Group) – For example chairing skills, speed reading, presentation skills etc

There are a number of other organisations that have been used in the past providing specific training to meet individual members' needs depending on existing skills and the role they are in. As mentioned above these are brought to the Members' Support Team's attention in a number of ways and circulated according to the nature of the training/development opportunity.

Other Member Development Opportunities

Service areas outside of Members' Support also arrange training/advisory sessions available to councillors on specific topics e.g. Localism, Planning, Licensing. These are arranged by the service area and recorded in the Council diary and training records.

Post Training

Members attending training are requested to complete a feedback form so that the appropriateness of the training can be assessed for future usage. Not everyone completes this form and it is intended to "chase" Councillors for this form in the future so that adequate feedback is returned for analysis.

A Register of courses attended by Members is maintained and regularly updated. This identifies what courses a councillor has attended at any given time. It is available on request and demonstrates the skills and knowledge gained whilst undertaking the role of councillor. This includes all training attended, including Induction Programme, specific key courses, service led training, leadership training and core skills. This was primarily set up as a result of an Audit of Members' Services so that officers could check which councillors were trained regarding regulatory committees. This is also often looked at when training is requested to ensure there is no duplication in order to give other councillors that have not attended the opportunity to do so.

Member Development Champion

Councillor Martin Veal is the Member Development Champion and regular update meetings are held between him and Lyneve Thyer, both of whom attend the Joint Unitary Authority Member Development Group. This group is made up of Councillors and the lead Members' Support Officers from Bristol City Council, South Gloucestershire Council, North Somerset Council and Bath and North East Somerset Council. The Group meets up three or four times a year to discuss areas of member development e.g. skills programme, Localism etc.