![Renfrewshire Council logo]

| To: | **Cross Party Sounding Board** |
| On: | **15 February 2018** |

| Report by: | **Director of Finance and Resources** |

| Heading: | **Member Development Arrangements** |

1. Summary

1.1. The purpose of this report is to detail progress to date in terms of the review of the elected member development programme and to give the Cross Party Sounding Board the opportunity to consider the planning for a proposed week of focussed development activity in April 2018.

1.2. The Council's Best Value Assurance Report, published in August 2017 – although based on attendance at events of members of the previous Council – identified that councillors had not made the most of the development opportunities available to them. They noted that immediately after the elections in 2012, there was good attendance at welcome and induction sessions for new councillors but that this subsequently fell away. The report highlighted that following the local government elections in May 2017, the Council had prepared a comprehensive induction programme for new councillors and that a range of introductory meetings and events had been set up on various topics. The report recommended that councillors should take advantage of development opportunities that the Council provides to ensure that they have the necessary skills and knowledge to perform their role effectively.

1.3. Following the local government elections in May 2017, a focussed two-week programme of member development, prepared in consultation with elected members and senior officers, was delivered. This was in the main directed at new members but re-elected members were also encouraged to participate.

1.4. Going forward, as we are almost a year into the members current term of office, to ensure that they continue to have all the information and support they need in their role, we are taking the opportunity to have a focussed week of briefings, clinics and skills workshops. Some of the topics are based around feedback from members following evaluation of the induction programme. In addition, in recognition of members' possible work commitments a number of 'twilight' sessions have been included. It is proposed that these events will take place during the week beginning 16 April

2018 and a draft programme is attached at appendix 1 for consideration by the Cross Party Sounding Board.

2.   **Recommendation**

2.1   That the Cross party Sounding Board considers the arrangements in place to support members' development including the proposed development week and the draft programme for the development week.

3.   **Background**

3.1   As part of the Council's response to the recommendations made in the Audit Scotland Best Value Assurance Report, it was agreed to undertake a review of the current development programme through engagement and consultation with elected members, to identify potential opportunities to further support attendance and participation levels.

3.2   Some work had already been underway following on from the success of the induction programme, and member development continued throughout the remainder of 2017 with sessions directed as appropriate towards Board members; conveners; members of joint boards/outside organisations and all councillors; and ongoing development opportunities were identified. Attendance by members during induction and these following sessions is detailed in appendix 2 to this report.

3.3   The Head of Corporate Governance subsequently met with the Leaders of the political groups and Councillors McCartin and Andy Doig. Comments included the view that some briefings were too simplistic for established elected members; that the presentational style of briefings was not helpful; that the timing of meetings was difficult for members who had jobs and that members needed more practical assistance, for example, in relation to ICT support and dealing with constituent enquiries. Little use was made of the Improvement Service Portal.

3.4   A number of actions have been taken to encourage member attendance at development opportunities, including:

   •   A councillor development leaflet highlighting all available development opportunities and support, including those available on-line;

   •   Bespoke briefings targeted towards specific members, for example those taking part in the Non-domestic rates Appeals Panel and Chief Officer Appointments. In addition, where members have been unable to attend, follow up sessions with individual members have been arranged where possible;

   •   Where appropriate, a more focussed, discussion-based, rather than presentational style of briefing, involving case studies to encourage participation have been arranged; briefings in relation to the implementation of new legislation, guidance, codes etc are arranged as soon as practicable; and

specific briefings are being arranged in response to member requests, including procedures and protocols in relation to Council and Board meetings, interpreting budget reports and understanding the budget process; a further tour of regeneration projects to include conservation areas; suicide awareness; media skills and the Council's complaints process;

- The establishment of quarterly clinics/skills workshops on ICT and case management; and on-going one to one support is provided to enable members to produce their personal development plans;

- The use of external presenters where appropriate;

- The terminology around how development opportunities are advertised to elected members being changed with the use of the word "training" being avoided;

- The Council has agreed that members may attend seminars/conferences within Scotland which are free of charge, without the requirement for Board approval;

- Consultation will be undertaken with individual members, who have been unable to attend sessions to allow engagement with them separately to identify actions to assist them to take part.

3.5   To build on the work undertaken to date and to take account of the feedback from elected members during recent consultations, it is proposed to have focussed week of development activity during the week beginning 16 April 2017. This will be 11 months after the delivery of the induction programme following the elections in May 2017

Implications of this report

1.   Financial Implications – none

2.   HR and Organisational Development Implications – none

3.   Community Plan/Council Plan Implications – none

4.   Legal Implications – as detailed in the report.

5.   Property/Assets Implications – none

6.   Information Technology Implications – none

7.   Equality and Human Rights Implications

(a)   The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.   If required following implementation, the actual impact of the recommendations and the

mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8.   **Health and Safety Implications –** none

9.   **Procurement Implications** – none

10.   **Risk Implications** – none

11.   **Privacy Impact** – none

12.   **CoSLA Policy Position** – not applicable

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List of Background Papers – none
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Councillor Development Sessions – April 2018

Date	Time	Venue	Topic	Content	Facilitator
Monday 16.04.18	11-12	Members' Suite	**Personal Safety**	How to identify and protect yourself from cyber crimes, harassment, stalking, corruption and other risks and pressures	Police Scotland
	2 - 5	Members' Suite	**ICT Clinic/ 'Caseworker' Refresher**	Hints and tips to help you get the best from our ICT systems and the new CASEWORKER software	ICT
(Group meetings)					
Tuesday 17.04.18	10 – 12	Members' Suite	**Engage Renfrewshire/ West College Scotland**	Find out about our relationships with partners Engage Renfrewshire and West College Scotland	Alan McNiven/ Audrey Cumberford
	2 – 5	CMR ?	**Effective Public Presentation Skills**	Become a more effective/confident public speaker	
	5 – 7	CMR 1	**Council Protocols & Standing Orders**	Workshop session on Council protocols and the practical application of Standing Orders	Ken Graham
Wednesday 18.04.18	10 – 1		**Tour of Renfrewshire**	An opportunity to see and find out more about some of our major regeneration projects/assets	
	2 – 5	CMR ?	**Our Budget & Financial Reports**	A jargon-busting workshop on how the Council Budget is prepared and how performance is scrutinised and monitored	
	5 – 7	CMR ?	**Constituent Enquiries**	Find out more about how the Council deals with matters you raise on behalf of constituents	

Thursday 19.04.18	10 – 11	Members' Suite	**Advanced Manufacturing Innovation District**	Find out more about this initiative and its ambition to deliver high quality jobs to Renfrewshire	
	2 – 5	Members' Suite	**Practical Social Media Skills**	Practical workshop to help develop/enhance Social Media skills	
	5 – 7	Members' Suite	**SafeTalk Initiative**	How to recognise and assist those at risk of suicide	Douglas Johnston (Choose Life)
Friday 20.04.18	*10 – 1	Members' Suite	**Chairing Meetings**	Practical workshop to help develop/enhance your chairing skills	Clair Higgon (External Trainer)
	2 - 5	Members' Suite	**ICT Clinic/ 'Caseworker' Refresher**	Hints and tips to help you get the best from our ICT systems and the new CASEWORKER software	ICT
				Or	
		CMR ?	**Charity Law**	Advisory discussion for Councillors appointed to charitable organisations	Institute of Directors

*we could offer either a half day workshop – or a full day (6 x 1 hour) of intense 1-2-1 sessions

Councillors' Attendance 2017/18

Topic	Date	Target attendance	No. Attended (%)
New Council **Welcome/Orientation:** Day 1 - Induction	08 May 2017	43	38 (88%)
"Get Connected" Individual Induction sessions Set Up & Use: SurfacePro Tablet & Mobile Phone	Held throughout May 2017	43	43 (100%)
Strategic Overview: Day 2 - Induction	09 May 2017	24 New members	21 (87.5%)
Ward Profile: Day 2 – Induction	09 May 2017	24 New members	23 (96%)
Standards & Ethics Day 3 – Induction	10 May 2017	24 New members	22 (92%)
Roles & Responsibilities of Councillors Day 3 – Induction	10 May 2017	24 New members	22 (92%)
Scheme of Delegation Day 3 – Induction	10 May 2017	24 New members	22 (92%)

Event	Date	Target	Attendance
Online Induction/CPD Day 4 – Induction	11 May 2017	24 New members	15 (62.5%)
Getting it Right Induction Event: Right Decisions	22 May 2017	24 New members	11 (46%)
Getting it Right Induction Event: In the Chair	22 May 2017	19 Conveners & Depute Conveners	8 (42%)
Getting it Right Induction Event: As a Councillor	23 May 2017	24 New members	10 (42%)
Renfrewshire Educational Trust	23 May 2017	2	2 (100%)
Introduction to Children's Services Induction Event	24 May 2017	24 New members	12 (50%)
Education Placing Request Appeals Induction Event	24 May 2017	24 New members	8 (33%)
Key Partners Lunch Induction Event	25 May 2017	24 New members	23 (96%)
Liquor Licensing Mandatory event	26 May 2017 13 June 2017 4 July 2017 9 August 2017	10 Board members	10 (100%)

Appendix 2

Event	Date	Attendees	Attendance
Civic Government Licensing Induction Event	30 May 2017	10 Board members	6 (60%)
Introduction to Development & Housing Services Induction Event	30 May 2017	24 New members	7 (29%)
Planning Applications Induction Event	30 May 2017	15 Board members	7 (47%)
Renfrewshire Educational Trust	31 May 2017	2 Trustees	2 (100%) (5 attended)
Access to Agendas/Minutes (CMIS) Induction Event: Individual Induction Sessions	Held throughout May/June 2017	24 New members	24 (100%) (34 have taken part)
Corporate Parenting Induction Event	01 June 2017	24 New members	4 (17%)
Introduction to Chief Executive's Service Induction Event	02 June 2017	24 New members	7 (29%)
Equalities Induction Event	02 June 2017	24 New members	5 (20%)
City Deal Update Induction Event	05 June 2017	24 New members	9 (37.5%)

Event	Date	Members	Attendance
Introduction to Police Scotland and Scottish Fire and Rescue Service Induction Event	06 June 2017	5 Sub-committee members	5 (100%) (13 attended)
Paisley 2021 – Update Induction Event	12 June 2017	24 New members	8 (33%)
Introduction to Renfrewshire Leisure Limited Induction Event	13 June 2017	3 Directors	3 (100%) (6 attended)
Introduction to Community Resources Induction Event	14 June 2017	24 New members	9 (37.5%)
Complaints Resolution Induction Event	14 June 2017	24 New members	4 (17%)
Public Protection Induction Event	19 June 2017	15 Board members	5 (33%)
Introduction to Renfrewshire Health & Social Care Partnership Induction Event	19 June 2017	7 appointees	7 (100%)
Introduction to Finance & Resources Induction Event	20 June 2017	24 New members	7 (29%)
Personnel Appeals Induction Event	20 June 2017	24 New members	6 (25%)

Appointments to Trusts, Outside Bodies and ALEOs Induction Event	22 June 2017	24 New members	8 (33%)
Personal Safety Induction Event	26 June 2017	24 New members	3 (12.5%)
Tour of Regeneration Projects in Renfrewshire Induction Event	26 June 2017	24 New members	11 (46%)
Information Governance Induction Event	28 June 2017	24 New members	2 (8%)
Audit Committee Role Induction Event	28 August 2017	9 Board members	9 (100%) (10 attended)
Local Review Body	29 August 2017	15 Board members	7 (47%)
RH&SCP/IJB – Financial Planning	1 September 2017	8 Board members	3 (38%)
Counter Terrorism Induction Event	12 September 2017	15 Board members	12 (80%)
Induction Events – feedback Induction Event	21 September 2017	24 New members	6 (25%)
Improvement Service Workshop **Participatory Budgeting**	25 September 26 September	1	1 (100%)

Topic	Date	Members	Attendance
Council Integrity: Serious & Organised Crime Induction Event	4 October 2017	24 New members	5 (20%)
RH&SCP/IJB – Inspection of Adult Services	9 October 2017	8 Board members	1 (13%)
Hate Crime – 3rd Party Reporting Induction Event	26 October 2017	24 New members	6 (25%)
Chief Officer Appointments Induction Event	31 October 2017	24 New members	9 (37.5%)
Cyber Security Risks & Control	6 November 2017	9 Board members	9 (100%)
Community Councils Induction Event	10 November 2017	24 New members	3 (12.5%)
Non-domestic Rates Appeals Board	13 November 2017	5	5 (100%) (10 attended)
Council Insurance – "Risk Matters" Induction Event	15 November 2017	24 New members	7 (29%)
Council & Board Meetings: Procedures & Protocols	27 November 2017	24 New members	10 (42%)
Scottish Towns Conference	21 November 2017	1	1 (100%)
Councillor Case Management (Pilot)	05 December 2017	6	5 (83%)

Civil Contingencies	12 December 2017	15 Board members	10 (67%)
RH&SCP/IJB – Standards & Code of Conduct; GP Contract; NHSGGC Moving Forward Together Programme	14 December 2017	8 Board members	3 (38%)
Code of Conduct: Article 10	14 December 2017	43	6 (14%)
Standards Commission Roadshow	15 December 2017	4	4 (100%)
RH&SCP/IJB – NHSGGC 5-Year Mental Health Strategy; Financial Planning; Capability Scotland Update	12 January 2018	8 Board members	3 (38%)
Street Lighting Investment Strategy Update	24 January 2018	15 Board members	14 (93%)
Appointment Board Guidance	24 January 2018	5 Board members	4 (80%)
Breaking Digital Ground (GovNews - Edinburgh)	7 February 2018	1	1 (100%)
The School Mock Court Case Project SCIO (Royal Society of Edinburgh)	19 February 2018	1	1 (100%)