

Meeting Date	25 January 2017
Report Title	Member Training and Development Strategy 2017 - 2020 and Role Profiles for Councillors
Portfolio Holder	Councillor Duncan Dewar-Whalley, Cabinet Member for Finance and Performance
SMT Lead	Mark Radford, Director of Corporate Services
Lead Officer	Jo Millard, Senior Democratic Services Officer
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none">1. Council is asked to approve the Member Training and Development Strategy and Evaluation Statement for 2017 - 2019.2. Council is asked to approve the Role Profiles for Councillors.

1 Purpose of Report and Executive Summary

- 1.1 Council last approved a Member Training Strategy and Role Profiles for Councillors at Council in March 2013 (Minute No. 650/03/13 refers). Both were approved for a three year period.
- 1.2 The Member Development Working Group undertook a review of the two documents over the past few months. The revised documents are being submitted to Council for approval for a further three years.

2 Background

- 2.1 Over the past three years the Council has recognised the importance and value of formalising Member Development activities with the support of Members and Officers. The cross-party Member Development Working Group play a key role in monitoring training and development for Councillors. It is essential, to ensure that the Council runs effectively and efficiently, that all Members are afforded the maximum opportunity for, and take full advantage of, programmed training and briefings. The Member Development Working Group seeks to provide a range of activities and would ask that all Members try to maximise their attendance. In addition, there are other activities such as ward walks and officer shadowing that can help improve Member understanding of the work of the Council.
- 2.2 The Member Training and Development Strategy was first agreed in 2010. It provides a framework for Swale's training provision for Members and is a useful reference document for Members and officers when considering training and development opportunities. At the request of Members, a number of additional

training sessions were added throughout the last municipal year 2015/16, resulting in fourteen briefing sessions.

- 2.3 The revised Strategy reflects changes to the Council's corporate priorities and updated governance procedures.
- 2.4 The purpose of the Role Profiles is set out in the introduction to the document. The role profiles are intended to support and assist Councillors who wish to progress into other roles, as well as being a useful reference for members of the public interested in standing for election. They can also be used to identify future training or development needs.
- 2.5 The approval of these documents will demonstrate the Council's continued commitment to improving the member training provision for Councillors.

3 Proposal

- 3.1 Members are asked to approve the Member Training and Development Strategy for 2017 – 2020 and Role Profiles for Councillors.

4 Alternative Options

- 4.1 That the Strategy and Role Profiles be agreed with amendments or not approved at this time.

5 Consultation Undertaken or Proposed

- 5.1 The Member Development Working Group consulted relevant officers during the review of the role profiles and incorporated any suggestions within the revised documents. At the start of the review, Members were asked for their views, and throughout the review period members of the Member Development Working Group were encouraged to seek Members' views.

6 Implications

Issue	Implications
Corporate Plan	Member Training and Development supports the objective of the Localism priority to assist Members with Championing their Communities.
Financial, Resource and Property	The Member Training budget is £8,000. There were 14 briefing sessions in the municipal year 2015/16, held within existing resources.
Legal and Statutory	None identified at this stage.
Crime and	None identified at this stage.

Disorder	
Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	Each individual Member will have differing backgrounds, and a differing range of knowledge and experience that they bring to the role of Councillor. This strategy provides a framework for Members to take responsibility for their own learning and development needs helping to overcome equality and diversity barriers that prevent individual Members from fulfilling their role as Councillors. Members as Community Leaders also have a role to help identify equality and diversity barriers that prevent the Council from building more cohesive communities.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report
- Appendix I: Member Training and Development Strategy and Evaluation Statement 2017 - 2020
 - Appendix II: Role Profiles for Councillors