

Member Development Report 2013

1.0 Main Activities

Planning and Evaluation

- 1.1 The Local Government Association branded Political Skills' framework, has been adopted as a benchmark for all Member roles within the organisation and continues to be used to inform performance management corporately.
- 1.2 The skills framework sets out the key knowledge and skills needed to support new and experienced councillors to be effective in their role. It aims to provide a foundation for the support and development for our elected members.
- 1.3 Annual reviews are promoted for Council Members to look at current and desired levels of skill and comfort against the framework.
- 1.4 These are self-reflective learning reviews based on each of the Political Skills Framework skill sets that can be used by councillors to identify their own areas of strength and areas for development to be effective in their role.
- 1.5 Group leaders discuss and review skills' levels with individuals and, where relevant, outcomes of discussions are used to provide Member learning vehicles and address training needs. Development activities do not always form part of a formal training course. Other methods include reading; self study workbooks; regional/national seminars; audio CDs; research time; on-line training courses; visits; project work; and shadowing.
- 1.6 Individual development which has involved formal sessions has included attendance at the Leadership Academy's 'Making decisions in line with planning policy' and the Leadership Development Academy programme residential modules.
- 1.7 Agile working has become increasingly the norm. The Council is provided with a mixture of in-house workshops, external courses, distance learning and e-learning activities to give a balanced approach.
- 1.8 InSite, the EBC intranet, has pages specifically providing information and learning resources for Councillors.
- 1.9 Evaluation of training is a regular and ongoing feature and Members continue to provide event feedback by completing immediate post activity review forms. The key feedback has been obtained for 2013 sessions is detailed in Appendix A.

2.0 Introduction

- 2.1 At the heart of our Corporate Plan is a commitment to empowering and developing people. The Member Development approach in

Eastbourne:

- Invests in measurable learning and development opportunities to improve understanding and performance
- Provides cost effective framework and training to meet Members needs.
- Researches, trials and implements varied and cost effective ways of learning such as e-learning.
- Improves intranet usage for development activities and information links.
- Delivers programmes that sustain the culture and effective operation of our organisation and people

2.2 The Council is provided with a mixture of in-house workshops, external courses and learning materials on the intranet to give a balanced approach.

2.3 Compulsory Modules:

Certain committee work requires designated members to participate in training sessions annually.

Licensing training sessions are arranged when there are updates or changes to the Licensing Act. Where appropriate, updates are provided or training is completed at General Licensing Committee.

Planning seminars are planned across the year and the content is confirmed near to the time of the session to ensure the content covers the latest updates or issues.

2.4 Self Selection:

A majority of learning events are available on a self-selection basis to Councillors. They self select or agree nominations with Leaders to take up such opportunities.

3.0 **Context for 2014/15**

3.1 In-house workshops

Full Council Member Briefing Sessions will continue to be planned over the course of the year to enable updates by members of CMT on relevant corporate and community matters relevant at the time. All Councillors are invited to attend these sessions.

3.2 Departmental requests to commission or deliver Member Development activities will continue to identify learning outcomes against service and corporate objectives.

3.3 Appendix B outlines the proposed calendar for in-house events for 2014/15.

3.4 Distance learning

There is a Member Development area on the EBC intranet (InSite). This gives access to a suite of professional Workbooks developed by the Local Government Association. These cover a variety of

subjects relevant to the roles of Members in a busy Council. These workbooks provide distance learning materials which can be accessed and used in the individual's own time and at a pace to suit themselves. Each workbook has been designed as a stand alone unit that should take two to three hours to complete.

3.5 e-learning

The Council subscribed to Modern Councillor in preparation for providing easily accessible learning activity following the 2011 local elections. Modern Councillor is an online learning resource which consists of a suite of modules covering topics such as 'Your role as a Councillor' and 'Community Leadership'. These provided an effective introduction to the role.

3.6 Modern Councillor is useful to Councillors when they are first elected to the role and is easily accessible if a Councillor wishes to complete refresher training. There were seventeen modules in 2011 and the number has subsequently reduced and there are currently eleven modules available. There are no plans by Learning Pool to develop further sessions at this point and therefore it has limited value to established Councillors except as refresher training.

3.7 The plan for 2014/15 is to develop the e-learning training offer available to Members by providing access to a greater number of online training sessions.

3.8 Currently employees have access to e-learning via OLLIE (On Line Learning In Eastbourne). This is a tool that enables Officers to access "e-learning" training via the internet. Many of the OLLIE sessions take no more than 30 to 45 minutes to complete. The courses which have been developed include business skills and communication skills which are also relevant to Councillors.

3.9 The intention is to provide an area on OLLIE where e-learning sessions which are relevant to Councillors are stored. There will be a selection page with suggested e-learning, some already available on OLLIE and any bespoke sessions which are developed. The Councillor specific Modern Councillor sessions will also be made accessible in the same Councillor area. The sessions will all be in one place and Councillors will be able to access them from any computer via the internet and without the requirement to log on to the extranet.

3.10 Appendix C summarises the learning activities available to the Council which are aligned to the Political Skills framework.

4.0 **Appendices**

4.1 Appendix A: Evaluation of learning activity during 2013

4.2 Appendix B: Proposed calendar for in-house events for 2014/15.

4.3 Appendix C: Training Map - learning activities available which are aligned to the Political Skills framework.