Democracy Committee	3 July 2017
Is the final decision on the recommendations in this report to be made at this meeting?	**Yes**

Member Development Plan 2017-2018

Final Decision-Maker	Democracy Committee
Lead Director or Head of Service	Angela Woodhouse, Head of Policy, Communications and Governance
Lead Officer and Report Author	Sam Bailey, Interim Democratic and Administration Services Manager
Classification	Non-exempt
Wards affected	All

This report makes the following recommendations to the final decision-maker:

1. To approve the Member Development Plan for 2017-18

2. To note the actual spend on Member Development in 2016-17

3. To identify any additional training needs that are not currently covered in the Member Development Plan for 2017-18.

This report relates to the following corporate priorities:

1. Keeping Maidstone Borough an attractive place for all
2. Securing a successful economy for Maidstone Borough

Timetable	
Meeting	*Date*
Democracy Committee	3 July 2017

Member Development Plan 2017-2018

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 The report sets out the Member Development Plan for 2017-2018 along with estimated expenditure.

1.2 The report also sets out the actual spend on Member Development for 2016-17.

1.3 There may be additional training needs identified by the Democracy Committee that, budget allowing, can be included in the Member Development Plan for 2017-18.

2. INTRODUCTION AND BACKGROUND

2.1 Democracy Committee has the responsibility for setting the Member Development Plan and expected budget spend for 2017-2018 as proposed in this report.

2.2 The Member Development Budget is set at £10,600 for 2017-18. This is the same amount as in 2016-17.

2.3 The last six years' actual spends can be found below:

2016-17	£3937.59
2015-16	£5642.19
2014-15	£6752.15
2013-14	£7795.16
2012-13	£6281.39

2.4 For a more detailed breakdown of spend on Member Development in 2016-17 please see Appendix I.

2.5 The Member Development Plan for 2017-18 can be found at Appendix II. The Member Development sessions listed have been compiled following suggestions from this committee at the meeting of 8 March 2017.

2.6 There may be additional training needs identified by the Committee. There is sufficient budget remaining to meet further training needs should they exist.

2.7 Planning Committee and Licensing Committee both have their own training plans that are agreed by the Committee. These are included in the Member Development Plan. Planning Committee has requested a budget to bring in external trainers on some more specialised areas of planning legislation. As the member training budget is usually significantly underspent, and Planning Training falls under the remit of the Member Development Plan, £2,000 has been allocated to Planning Committee to allow them to bring in an external

trainer.

2.8 Member briefings may also take place throughout the year, as and when required. These can be on topics of local importance or could be on changes to national legislation. Some examples of these that have recently taken place are an all member briefing on the Kent Medical Campus and a workshop on Planning Performance Agreements held for members on the Planning Committee and Strategic Planning, Sustainability and Transportation Committee. These briefings have not been included in the Member Development Plan due to their ad hoc nature. Audit, Governance and Standards Committee normally holds a briefing before each of its meetings on a subject relevant to the agenda under discussion at the formal meeting. Democratic Services will ensure that officers arranging these sessions ensure that at least one month's notice is given to members, as per the Democracy Committee's wishes expressed at their meeting on 7 March 2017.

3.   AVAILABLE OPTIONS

3.1 Members are asked to approve the proposed Member Development Plan for 2017-2018 (Appendix II).

3.2 The Committee could choose to stop providing Councillor training and development activities. However this approach would make it difficult for Councillors to carry out their roles effectively.

4.   PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 The preferred option is 3.1, as the Member Development Plan will give members an overview for the training planned for them over the next year, and will ensure members are equipped with the right skills to carry out their roles effectively.

5.   CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

5.1 This Committee was consulted on training sessions required during its meeting in March 2017. The results of this consultation were considered when arranging the training outlined in Appendix II.

5.2 Planning and Licensing Committee members have also been consulted on their specific training programmes.

6.   NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Most of the training sessions outlined in the plan in Appendix II have already been circulated to members. However any sessions that haven't, and any future

sessions planned, will be circulated to councillors at least one month in advance to give sufficient notice.

6.2 The Democratic Services team, along with the Learning and Development Team, will monitor this programme and add to it as and when new learning and development events are required.

6.3 It is the responsibility of Councillors and Group Leaders to identify any individual training needs, and subject to checking budget availability with the Democratic Services Team, make the arrangements to attend the required training. These responsibilities are set out in the Member Development Policy.

6.4 It is also the responsibility of Councillors that attend conferences and training events to ensure that learning is disseminated and shared with other Members.

6.5 In general, it is important that Members take advantage of the training and briefing that is on offer so that they are able to fulfil their duties effectively. Democratic Services will consider further measures to promote and facilitate participation in training and briefing during the course of 2017/18.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This is a cross-cutting requirement as Member involvement is essential for the delivery of all priorities and good decision making impacts on the whole council.	Head of Policy, Communications and Governance
Risk Management	The risks associated with not investing in a planned approach to learning and development are that the investment does not lead to supporting good decisions and the expenditure on learning and development fails to deliver value for money.	Head of Policy, Communications and Governance
Financial	The annual budget for Member Development and Conferences is £10,600. This budget will be used to resource the proposed programme set out in Appendix II.	Head of Policy, Communications and Governance
Staffing	The impact on staffing relates to the officer time invested in delivering the learning and development activities to Members	Head of Policy, Communications and Governance
Legal	There are no legal implications in the general nature of the report, however some of the training relates to the learning and development required for quasi legal committees such as licensing and planning and it is	Head of Policy, Communications and Governance

	essential members are trained to carry out these roles	
Equality Impact Needs Assessment	The training will be delivered flexibly and in line with equality policies to ensure that there is equal access to opportunities.	Head of Policy, Communications and Governance
Environmental/Sustainable Development	None identified at this time	Head of Policy, Communications and Governance
Community Safety	None identified at this time	Head of Policy, Communications and Governance
Human Rights Act	None identified at this time	Head of Policy, Communications and Governance
Procurement	The procurement rules will be followed in the process of selecting organisations to deliver the necessary training.	Head of Policy, Communications and Governance
Asset Management	None identified at this time	Head of Policy, Communications and Governance

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix I: Member Development Spend 2016-17
- Appendix II: Member Development Budget 2017-18