NORTH AYRSHIRE COUNCIL

14 November 2023

Audit and Scrutiny Committee

Title:	**Elected Member Development**
Purpose:	To provide information and seek views on the development sessions provided to Elected Members over the 13 months from May 2022 to 30 June 2023, and on future planned development sessions.
Recommendation:	The Committee is recommended to note the report and to provide feedback a) on the Elected Member Development sessions held in the period May 2022 to June 2023 b) on means to support Elected Member attendance c) on how future programmes might be improved and d) to suggest additional topics for the next year.

1. Executive Summary

1.1 This report provides information on development support provided to Elected Members during the period May 2022 - June 2023, on attendance rates, feedback from current activities and on future planned development.

2. Background

2.1 An annual report is provided to Audit & Scrutiny which details the Council's learning events programme for Elected Members and individual Elected Member attendance figures. This report provides information for the period following local government elections from May 2022 until June 2023.

2.2 The Audit Commission report on "Roles and Working Relationships - Are you still getting it right?" emphasised that Councillors need the skills and tools to carry out their role. This includes training in relation to both Council and ALEO responsibilities, as well as scrutiny, audit and financial decision making. Finally, it noted that training and development should be an ongoing process, not a one-off induction.

2.3 Following a very extensive Elected Member Induction programme in 2022, after the Council election, North Ayrshire Council has continued to offer a full training programme for Members. The number of development sessions provided during that time is as follows:

- 2022 (post-election) - 33 sessions, of which 21 formed part of the Welcome Sessions following the election. Average attendance at the Welcome Sessions was 10 and attendance at the remaining sessions in 2022 was 11.
- 2023 (Jan-June) - 5 sessions, average attendance of 13 Members.

2.4 Appendix 1 contains details of the Induction sessions, including Appeals training which is covered later in this report.

2.5 Appendix 2 contains details of the development taking place after the Induction period between August and December 2022. The best attended sessions during 2022 outside of the Induction programme were Standing Orders (23 attendees) and Housing Allocation Policy and HRA Budget update (19 attendees).

2.6 Appendix 3 contains details of the development that has taken place between January and June 2023 and includes the 5 internal sessions organised plus Cyber Security e-learning and an external Improvement Service webinar. The best attended sessions were Community Budget engagement (18 attendees) and the Planning update (also 18 attendees).

2.7 On average each Member attended 12 development sessions during this 13-month period. Based on an average of 1½ hours per session this equates to approximately 18 hours of CPD per annum, albeit the true figure will be higher as a result of on-line training and individual Members attendance at external events and conferences. Individual Member attendance from May 2022 to June 2023 varied between attendance at 29 sessions to attendance at none.

2.8 Overall there were 346 separate Member attendances at development sessions in 2022 (including Induction sessions) and 69 in the first half of 2023. These figures include those aimed at specific committee members (Appeals Committee and Licencing Committee training).

2.9 The Council has previously offered members an annual PDP discussion to discuss their development needs. Take up for this is historically low and indeed there were none at the last time it was offered. However this is yet to be offered under the current administration but is planned for early next year. In addition the Improvement Service previously offered a 360 degree feedback session but this has been discontinued due to the low take up.

2.10 Council previously agreed that all Members who sit on the Appeals Committee should receive training before they sit on the Committee. An externally facilitated session was held in 2022 for panel members. As a result, all Members of the Appeals Committee are trained and now sit on the Committee.

2.11 Members can provide feedback by electronic means on sessions attended. During 2022 the feedback response rate was 18% and in the first half of 2023 it was 8%. The sessions are rated 1-5 by respondents on content, handouts, presentation, friendliness of tutor, relevance and overall service provided. The feedback is primarily positive with only one rating of 3 and everything else a 4 or 5. Generally training is well received with Members confirming that their skills/knowledge has increased by attending the training. A breakdown of the evaluations received for all sessions for this 13 month period is included in Appendix 4.

2.12 In addition to this there is learning available from the Improvement Service (IS) in the form of Briefing notes, masterclasses, newsletters and more recently webinars. Our own intranet Connects site also hosts information, such as the slides from learning events. There is also e-learning available through iLearn, although again take up is low (at the time of writing this report one Member completing the Cyber Security e-learning shown on the table in Appendix 3).

2.13 Members and Officers are consulted on future training topics and any views from the Committee are also welcome. The Elected Member Learning and Development Event Schedule for the first half of 2024 will be published in due course although the potential topics already submitted include Community Wealth Building, Environmental Sustainability & Climate Change, Local Transport & Active Travel and the Vacant and Derelict Land Strategy.

2.14 In conclusion, the Council continues to offer an extensive development programme for Members. While attendance levels vary from one session to another and between individual councillors, on average Members attend a significant volume of development, particularly when on-line and external events are included. Nevertheless, it is important that the Committee has the opportunity to review the current development arrangements and suggest improvements.

3. Proposals

3.1 The Committee is recommended to note the report and to provide feedback a) on the Member Development sessions held in the period May 2022 to June 2023, b) on means to support Member attendance c) on how future programmes might be improved and d) to suggest additional topics for the next year.

4. Implications/Socio-economic Duty

Financial

4.1 Investment in development produces more informed decisions and better outcomes. As this supports good governance and better decision making, Elected Member development continues to be an area of focus in terms of Best Value activity.

Human Resources

4.2 Effective development is key to keeping North Ayrshire Council as a high performing Council.

Legal

4.3 Effective development is a key component of good governance, leading to better decisions.

Equality/Socio-economic

4.4 Effective equalities training is essential for Members. Training in equalities assists Members to develop policy and inform decision making processes whilst ensuring that appropriate equalities impacts are taken into account.

Climate Change and Carbon

4.5   No Implications.
      A session on Environmental Sustainability and Climate Change is planned for next year.

Key Priorities

4.6   Sharing of information and knowledge through briefings and development sessions with Elected Members supports the delivery of all priorities outlined in the Council Plan.

Community Wealth Building

4.7   There are no direct community wealth building impacts although trained and skilled Members will be better placed to support their communities. A session on the Community Wealth Building refresh is planned for next year.

5.   Consultation

5.1   The Learning and Organisational development team have been involved in the preparation of this report. All sessions have been evaluated.

Aileen Craig
Head of Democratic Services

For further information please contact Paul Houston, Learning and Organisational Development Adviser, by email on phouston@north-ayrshire.gov.uk

Background Papers
None

Appendix 1 - Elected Members Induction Attendance 2022

Name	Intro to NAC/Meet the ELT	The Role of the Councillor-Keeping you Right	Welcome and IT Equipment Collection	Overview of the First Council Meeting	Communications & Social Media	Equalities/Appropriate Language	Cyber Security & Information Governance	EM Hub/Sharepoint/MS Awareness	Community Democracy	Remuneration/Allowances/Pension	Intro to Chief Executive's Service & Key Contacts	Intro to Place & Key Contracts	Audit, Scrutiny & Performance Role	Intr to Communities & Education	Intro to HSCP & Key Contacts	Growth & Investment	Planning Committee & Local Review Body Training	Appeals Committee Training	Community Wealth Building	Children Services Strategic Planning	Licensing Board Training	Total
Alan Hill																						0
Amanda Kerr																	Y					1
Angela Stephen																					Y	1
Anthea Dickson	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y		17
Anthony Gurney																Y	Y		Y	Y		4
Cameron Inglis	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y		17
Chloe Robertson	Y	Y		Y	Y	Y	Y	Y						Y			Y			Y		10
Christina Larsen	Y	Y		Y	Y	Y								Y	Y				Y		Y	9
Davina McTiernan	Y	Y		Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y							13
Donald L Reid	Y	Y		Y	Y			Y	Y	Y		Y		Y		Y			Y		Y	12
Donald Reid	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y			Y	Y	Y		16
Eleanor Collier													Y	Y	Y	Y					Y	5
Ian Murdoch													Y				Y		Y			3
Jean McClung	Y	Y		Y	Y			Y			Y			Y	Y						Y	9
Jim Montgomerie	Y																Y					2
Joe Cullinane	Y																					1
John Bell	Y	Y		Y	Y	Y		Y	Y				Y					Y	Y		Y	11
John Glover									Y	Y							Y					3
John Sweeney	Y	Y		Y	Y	Y	Y	Y				Y		Y								9
Louise McPhater	Y																					1
Margaret Johnson	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y		Y	Y		17
Marie Burns	Y	Y		Y				Y	Y					Y	Y				Y			8
Matthew McLean																					Y	1
Nairn McDonald	Y	Y		Y				Y						Y							Y	6
Robert Foster	Y																	Y		Y		3
Ronnie Stalker																					Y	1
Scott Davidson	Y	Y		Y	Y	Y	Y			Y	Y	Y		Y	Y		Y		Y	Y		14
Scott Gallacher																						0
Shaun Macaulay				Y				Y	Y									Y				4
Stewart Ferguson	Y	Y		Y	Y	Y	Y	Y	Y								Y					9
Timothy Billings																						0
Todd Ferguson	Y	Y																				2
Tom Marshall	Y							Y										Y				3
	21	16	0	16	13	11	9	15	11	7	7	8	4	14	10	6	11	5	11	8	9	212

Appendix 2 - Learning & Development Session Attendance 2022 (Aug-Dec)	Standing Orders	Civil Contingencies	PREVENT	Port Marine Safety Code	MAPPA	Tourism Update	National Care Service	Cyber Security and Information Governance	SPT Delivering for North Ayrshire	Health and Safety Update	Elected Member Online Account	Housing Allocation Policy and HRA Budget	TOTALS
Alan Hill	Y					Y							2
Amanda Kerr													0
Angela Stephen													0
Anthea Dickson	Y		Y	Y					Y	Y	Y	Y	7
Anthony Gurney	Y	Y	Y	Y		Y	Y	Y				Y	8
Cameron Inglis					Y	Y	Y	Y		Y	Y	Y	7
Chloe Robertson	Y	Y	Y			Y	Y					Y	6
Christina Larsen	Y	Y		Y	Y			Y				Y	6
Davina McTiernan	Y	Y	Y		Y	Y		Y	Y				7
Donald L Reid	Y	Y		Y			Y	Y	Y	Y	Y	Y	9
Donald Reid	Y	Y		Y				Y	Y			Y	6
Eleanor Collier	Y			Y				Y					3
Ian Murdoch	Y			Y	Y	Y							4
Jean McClung											Y	Y	2
Jim Montgomerie												Y	1
Joe Cullinane													0
John Bell	Y	Y	Y	Y					Y	Y	Y	Y	8
John Glover									Y			Y	2
John Sweeney	Y		Y		Y		Y	Y				Y	6
Louise McPhater													0
Margaret Johnson	Y		Y	Y			Y	Y	Y		Y	Y	8
Marie Burns	Y											Y	2
Matthew McLean	Y	Y					Y	Y				Y	5
Nairn McDonald	Y			Y								Y	3
Robert Foster	Y	Y			Y							Y	4
Ronnie Stalker	Y							Y					2
Scott Davidson	Y	Y											2
Scott Gallacher													0
Shaun Macaulay						Y							1
Stewart Ferguson	Y	Y	Y	Y		Y	Y					Y	7
Timothy Billings	Y	Y		Y	Y	Y		Y	Y		Y		8
Todd Ferguson	Y	Y		Y									3
Tom Marshall	Y			Y		Y			Y			Y	5
Totals	23	13	8	14	7	10	8	12	9	5	6	19	134

Appendix 3 - Learning & Development Attendance Jan-Jun 2023

	Community Budget Engagement	Your Next Move	Planning Update: NPF4	Roads Network	Zero Waste Strategy & Site Visit	Cyber Security e-learning	IS Session - Accounts Commission	TOTALS
Alan Hill	Y		Y					2
Amanda Kerr	Y							1
Angela Stephen								0
Anthea Dickson	Y	Y	Y	Y				4
Anthony Gurney	Y	Y	Y					3
Cameron Inglis	Y	Y		Y	Y			4
Chloe Robertson			Y	Y				2
Christina Larsen	Y	Y	Y	Y	Y			5
Davina McTiernan		Y	Y	Y				3
Donald L Reid	Y	Y	Y					3
Donald Reid	Y			Y				2
Eleanor Collier	Y	Y	Y					3
Ian Murdoch	Y		Y					2
Jean McClung				Y				1
Jim Montgomerie	Y							1
Joe Cullinane								0
John Bell	Y	Y	Y					3
John Glover	Y	Y		Y				3
John Sweeney	Y			Y				2
Louise McPhater	Y							1
Margaret Johnson		Y	Y	Y	Y		Y	5
Marie Burns	Y		Y		Y			3
Matthew McLean			Y					1
Nairn McDonald		Y						1
Robert Foster			Y					1
Ronnie Stalker				Y				1
Scott Davidson			Y					1
Scott Gallacher								0
Shaun Macaulay	Y		Y					2
Stewart Ferguson			Y		Y			2
Timothy Billings	Y	Y	Y	Y		Y	Y	6
Todd Ferguson								0
Tom Marshall					Y			1
Totals	18	12	18	12	6	1	2	69

Appendix 3 - Learning & Development Attendance Jan-Jun 2023

	Community Budget Engagement	Your Next Move	Planning Update: NPF4	Roads Network	Zero Waste Strategy & Site Visit	Cyber Security e-learning	IS Session - Accounts Commission	TOTALS
Alan Hill	Y		Y					2
Amanda Kerr	Y							1
Angela Stephen								0
Anthea Dickson	Y	Y	Y	Y				4
Anthony Gurney	Y	Y	Y					3
Cameron Inglis	Y	Y		Y	Y			4
Chloe Robertson			Y	Y				2
Christina Larsen	Y	Y	Y	Y	Y			5
Davina McTiernan		Y	Y	Y				3
Donald L Reid	Y	Y	Y					3
Donald Reid	Y			Y				2
Eleanor Collier	Y	Y	Y					3
Ian Murdoch	Y		Y					2
Jean McClung				Y				1
Jim Montgomerie	Y							1
Joe Cullinane								0
John Bell	Y	Y	Y					3
John Glover	Y	Y		Y				3
John Sweeney	Y			Y				2
Louise McPhater	Y							1
Margaret Johnson		Y	Y	Y	Y		Y	5
Marie Burns	Y		Y		Y			3
Matthew McLean			Y					1
Nairn McDonald		Y						1
Robert Foster			Y					1
Ronnie Stalker				Y				1
Scott Davidson			Y					1
Scott Gallacher								0
Shaun Macaulay	Y		Y					2
Stewart Ferguson			Y		Y			2
Timothy Billings	Y	Y	Y	Y		Y	Y	6
Todd Ferguson								0
Tom Marshall					Y			1
Totals	18	12	18	12	6	1	2	69

Appendix 4 - Evaluation Feedback from May 2022 - June 2023

Development Session	Content	Handouts and presentations	Presentation	Tutor	Relevance	Overall	Has the session increased knowledge and/or skills?
22 Aug 2022 - New Standing Orders	1	4		5		4	Yes
22 Aug 2022 - New Standing Orders	5	5	5	5	5	4	Yes
22 Aug 2022 - New Standing Orders	4	5	4	5	4	4	Yes
22 Aug 2022 - New Standing Orders	5	4	5	5	5	5	Yes
30 Aug 2022 - Civil Contingencies Awareness	4	5	5	5	5	4	Yes
30 Aug 2022 - Civil Contingencies Awareness	3	4	4	4	3	3	No
22 Aug 2022 - New Standing Orders	5	5	5	5	5	4	Yes
8 Sep 2022 - PREVENT Awareness	5	5	5	5	5	5	Yes
26 Sep 2022 - Port Marine Safety Code	4		4	4	2	4	No
26 Sep 2022 - Port Marine Safety Code	5	5	5	5	5	5	Yes
20 Oct 2022 - National Care Service	5	5	5	5	5		Yes
9 Nov 2022 - Cyber Security and Information Governance	5	5	5	5	5		Yes
17 Nov 2022 - SPT: Delivering in your area	5	5	5	5	5	5	Yes
17 Nov 2022 - SPT: Delivering in your area	5	4	4	5	4	5	Yes
9 Nov 2022 - Cyber Security and Information Governance	4	4	3	4	4	4	Yes
17 Nov 2022 - SPT: Delivering in your area	3	4	2	4	5	4	Yes
24 Nov 2022 - Health and Safety Update	5		5		5	5	Yes
24 Nov 2022 - Health and Safety Update	5	5	5	5	5	5	Yes
30 Nov 2022 - Elected Member Online Account	5	5	5	5	5	5	Yes
30 Nov 2022 - Elected Member Online Account	2	3	3	5		2	No
30 Nov 2022 - Elected Member Online Account	5	5	5	5	5	5	Yes
5 Dec 2022 - Housing Allocation Policy and HRA Budget	4	4	4	4	4	5	Yes
5 Dec 2022 - Housing Allocation Policy and HRA Budget	5	5	5	5	5	5	Yes
5 Dec 2022 - Housing Allocation Policy and HRA Budget	5	5	4	5	5	4	Yes
5 Dec 2022 - Housing Allocation Policy and HRA Budget	5	5	5	5	5	5	Yes
12 January - Community Budget Engagement	4	3	4	4	4	4	Yes
12 January - Community Budget Engagement	5	5	5	5	5	5	Yes
6 March 2023 - Your Next Move: Working North Ayrshire	5	5	5	5	5	5	Yes
31 Mar 2023 - Roads Network: Direction of Travel	5	4	5	5	5	4	Yes
20 Apr 2023 - Zero Waste Strategy and Shewalton Visit	5	5	5	5	5	5	Yes

Note

The scale runs from 1 (Dissatisfied) to 5 (Satisfied) on all of these ratings, with the exception being Overall which is presented as 1 (Dissatisfied) to 5 (Delighted).