

## Appendix B – Data and Findings

### Introduction and Background

To support the development of a training and development strategy for Members, research was undertaken to identify a baseline in terms of training delivered, take-up of training and Members views on training. As part of this initial research a questionnaire was circulated to all Elected Members during January 2019. There were also more in-depth interviews with both Members and Officers to gather qualitative data.

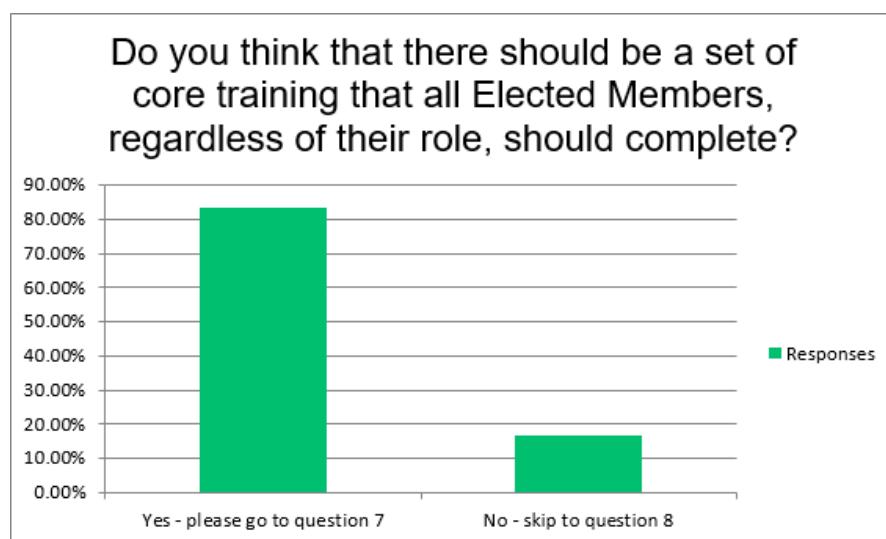
In addition to the data from the questionnaire and interviews, data on attendance at training was requested which had been recorded on the Council's data management system, however it has to be recognised that there could be some data missing as Elected Members training at that point was not always arranged and delivered centrally.

Further consultation with Members was undertaken during 2020 as part of the Covid re-set and recovery process.

The key findings of the research were as follows:

#### 1. **There are key skills and knowledge that Elected Members need, to be able to undertake their roles effectively**

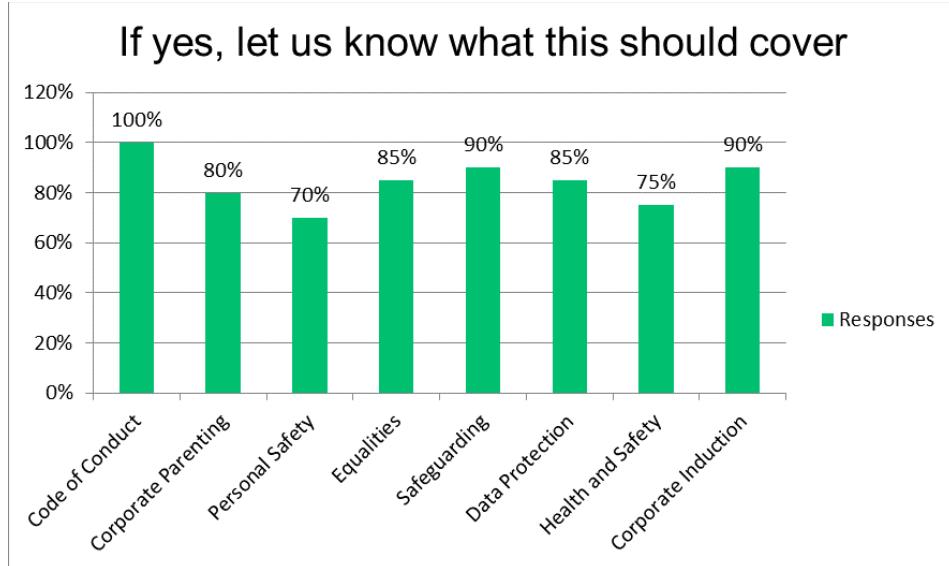
*Do you think that there should be a set of core training that all Elected Members, regardless of their role, should complete?*



Over 80% of the respondents agreed that there should be some core skills and knowledge that all Elected Members should have to carry out their role.

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*If yes, let us know what this should cover*



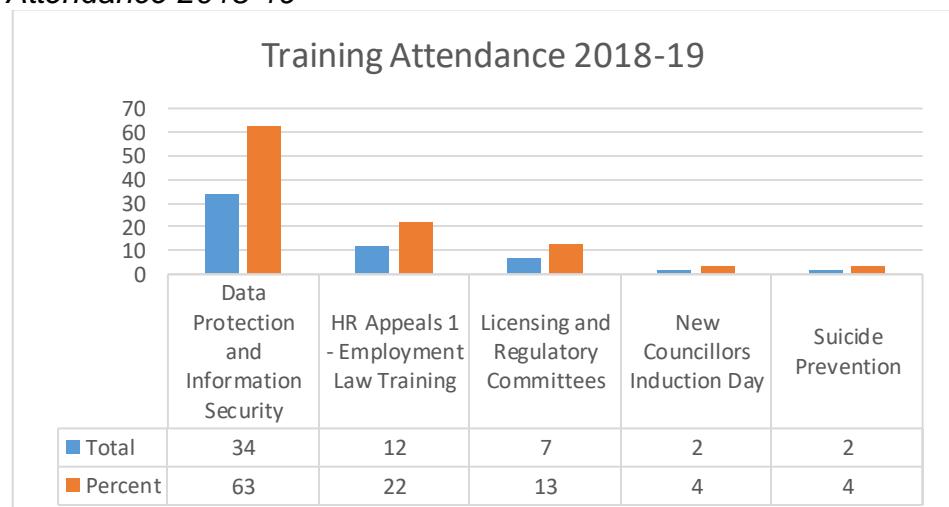
Elected Members who completed the questionnaire were also given several options as to what should be included in a mandatory training programme. 100% of the respondents thought that Code of Conduct should be included in a mandatory training programme. However, all of the options provided received 70% or more support from the respondents who thought there should be mandatory training.

This question had an “Other” option. Of the 20 responses to this question, 8 (40%) mentioned digital and social media, as part of the core offer. 2 (10%) requested that case-work training should be provided, and 2 responses suggested training that covered roles, responsibilities and expectations of Elected Members.

### 2. Take up of and attendance at training was low

Attendance at training offered was poor. The highest attendance of 63% of all Elected Members was for Data Protection and Information Security, which was a mandatory training session for all employees and Elected Members. However, this may not reflect a true picture as there could have been training provided which was not included within these figures. This also doesn’t include attendance at external training. In total there were 57 recorded training session attendances.

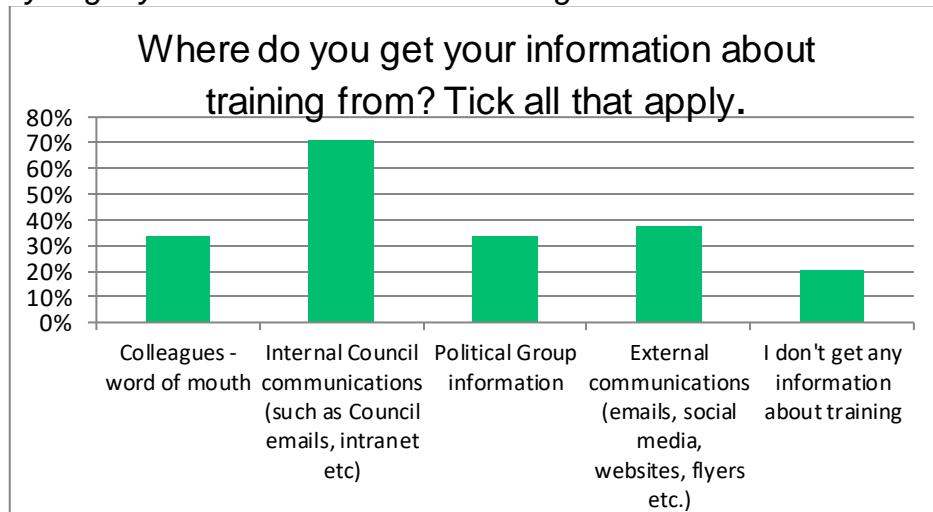
*Training Attendance 2018-19*



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### 3. Communication with Members about training was not effective

*Where do you get your information about training from?*



Although internal training was circulated directly to all of Elected Members via email, 20% of respondents to the questionnaire stated that they didn't get any information about training.

Following on from this survey, there was another wide-ranging survey as part of the Political Leadership and Governance Support Pillar of the Reset and Recovery programme. Overall, there were 31 responses received to the survey out of a possible total of 54. This represents a response rate of 57 per cent. The results relating to Members' training can be seen below.

#### 4. Have you attended Mandatory or any of the other training available to elected members?

The vast majority of respondents, 90%, answered yes to this question. (27/31)

#### 5. If yes to training, please identify which training?

There were 23 responses, and the most frequently mentioned by just over a quarter was data protection/GDPR (6/23)

The next most popular to be mentioned were MS Teams and Licensing which were both mentioned by 3 respondents each (around 1 in 8.)

Safeguarding, scrutiny, equality and diversity and induction were each mentioned by two respondents.

Other training mentioned once included:

- Social Media
- Briefings for Conservative Group
- LGA Training-Info Plus
- Centre for Public Scrutiny
- Child Protection for School Governor
- HR Appeals
- First Aid
- Mandatory training.

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### 6. If no to training, what has prevented you from attending the training?

There were three responses to this question:

- One person didn't feel they needed it.
- Another said they weren't offered it.
- A third said it lacked relevance as the training tended to be too basic.

### 7. How effective did you find the training?

There were 25 respondents and the average rating was 3.68 on a 5 point scale where 1 is not useful at all and 5 is very useful. Most ratings were in the 3 to 5 range but 2 people found the training not useful.

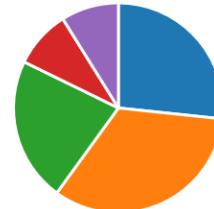
Rating	Number of Responses
1- Not useful	2
2	0
3	9
4	7
5- very useful	7

### 8. What type of training do you prefer?

30. What type of training do you prefer?

[More Details](#)

- |                     |    |
|---------------------|----|
| ● One to One        | 12 |
| ● Classroom/Seminar | 15 |
| ● Online videos     | 10 |
| ● Webinar           | 4  |
| ● Other             | 4  |



Of the 28 responses, the classroom/seminar option came top with over half (15/28) selecting it. Just over 4 in 10 chose the second favourite option classroom/seminar, while just over one third (10/28) favoured online videos.

### 9. If support was provided by webinar would you feel confident using this method of learning?

There were 28 responses and the average responses was 3.46 on a scale where 1 is "not very confident" and 5 is "very confident." There were 18% of respondents (5/28) who gave a response of 1, not very confident, while 32% (9/28) gave the top rating of very confident.

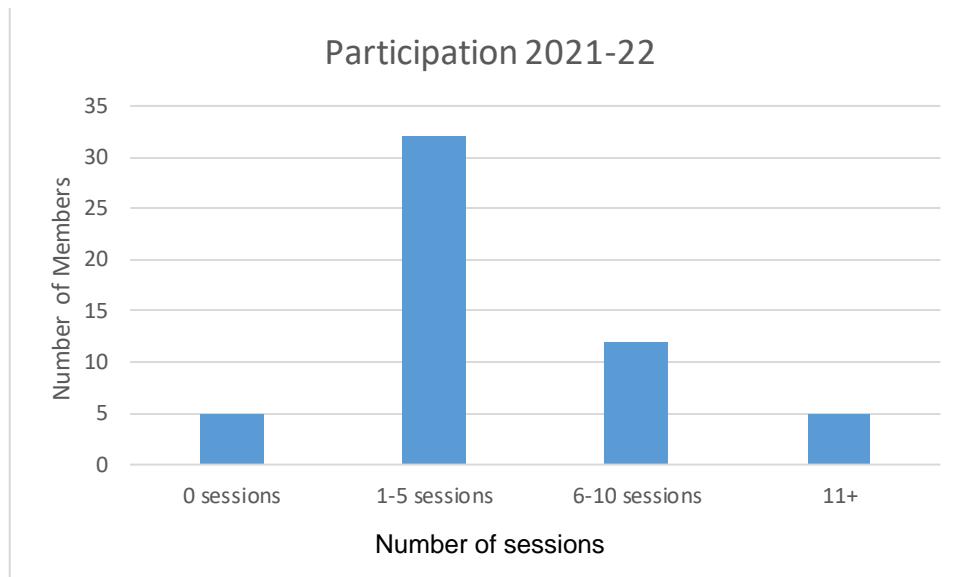
Q 31 Response Options	Number of Respondents
1-not very confident	5
2	1
3	7
4	6
5-very confident	9

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### 10. Training and Development 2021-22

In 2021 the budget for Members' training was transferred to the Members and Elections Team Manager and additional capacity within the team was identified to support the development and delivery of a members' training programme, as well as developing a wider strategy, and co-ordinate recording of attendance and participation in training and development.

As can be seen in the table below the majority of Members have attended between 1 and 5 training sessions this municipal year.



Members have been able to access 14 training and development sessions delivered internally this municipal year, in addition to offers from the LGA and seven sessions offered as part of the new members induction process. This equates to 253 recorded session attendances compared to 57 in 2018-29.

