

Appendix 1 Members Training and Development Strategy

Annual Review 2023-24

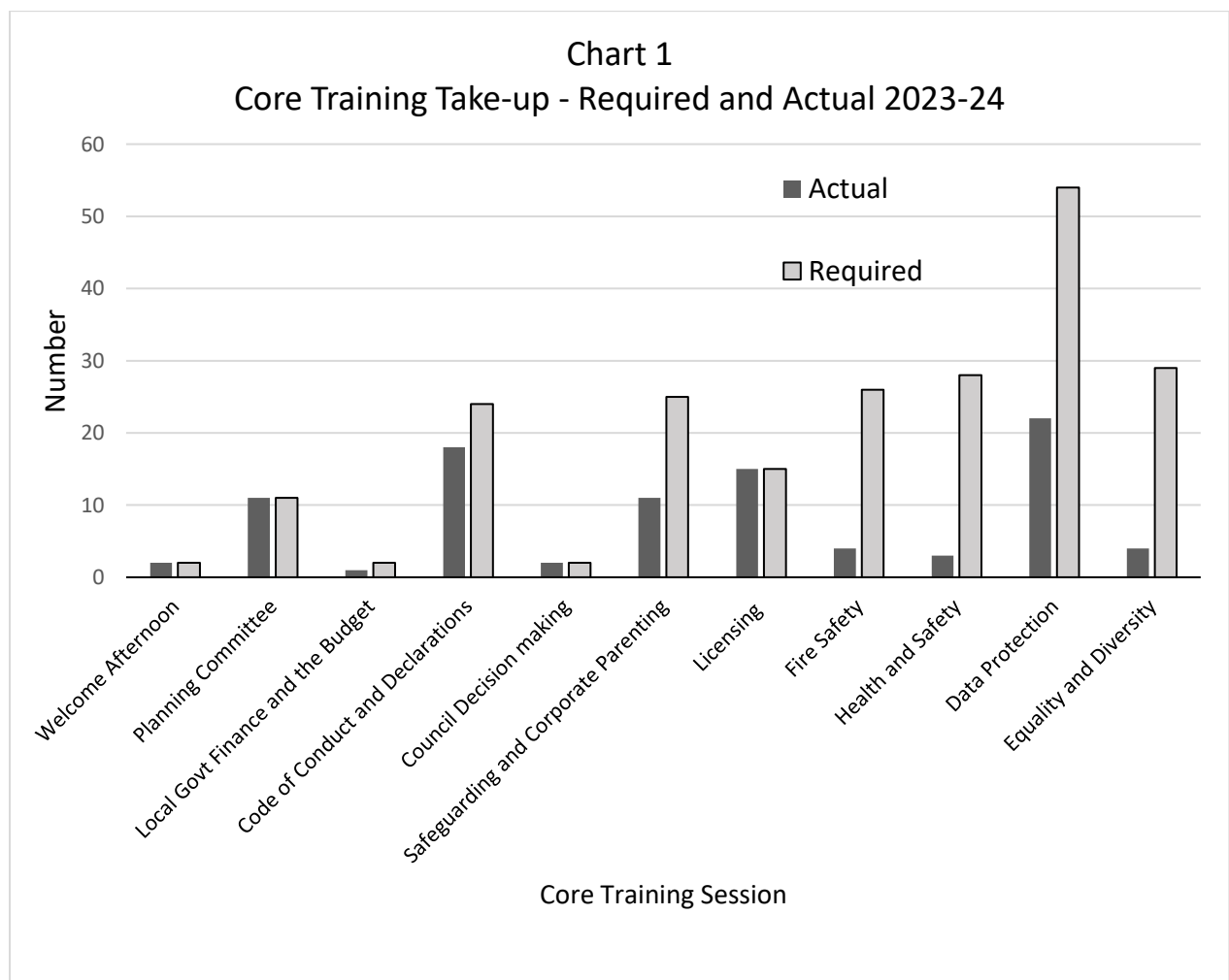
1. Core Training - May 2023-February 2024

There is a requirement agreed as part of the Members Training and Development Strategy, that there is a core programme of training that is offered to Members.

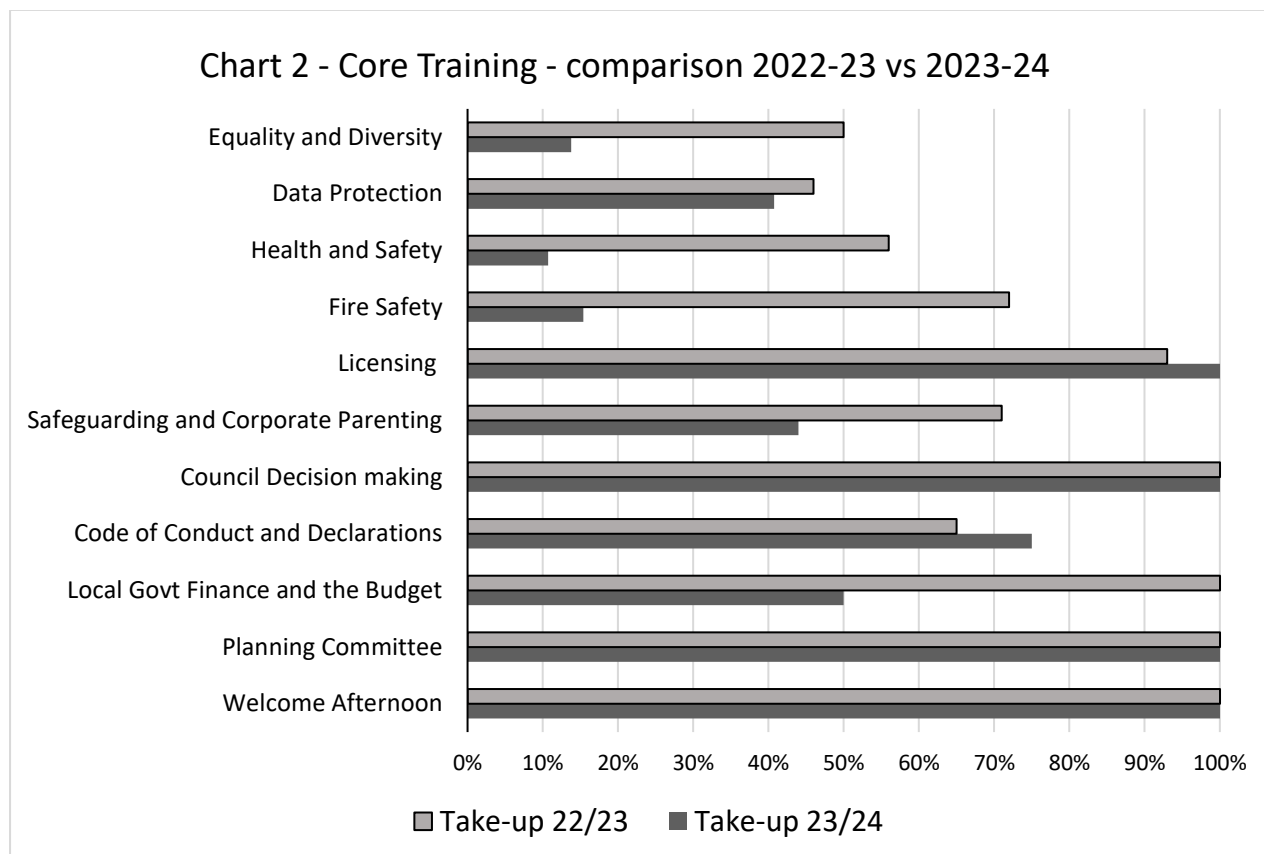
Members who are elected or re-elected in May are required to attend these sessions. Newly elected Member have an additional induction programme. These training sessions are only required once during a Member’s four-year term of office. The exception to this is Data Protection training, which is required by all Members every year, as recommended by the ICO.

If Members do not complete the core training in their first year, they will be offered the same sessions in subsequent years; this is reflected in the higher number of required attendances in 2023-24, above the 18 newly elected Members any given year.

Chart 1 shows the take up compared to required attendance for this year. There is good take up of committee related training. Of particular note is the reduction in Members completing the on-line training (Fire Safety, Health and Safety, Data Protection and Equality and Diversity)



Core training percentages are down this year from last. This is shown in Chart 2. This again could be that there are fewer newly elected Members within the cohort. This group are more likely to attend training than Members who have been in the role for a number of years. Also, any Member who did not attend the core training as part of their first year in office last year was also invited to attend the core training this year, so required numbers are higher.



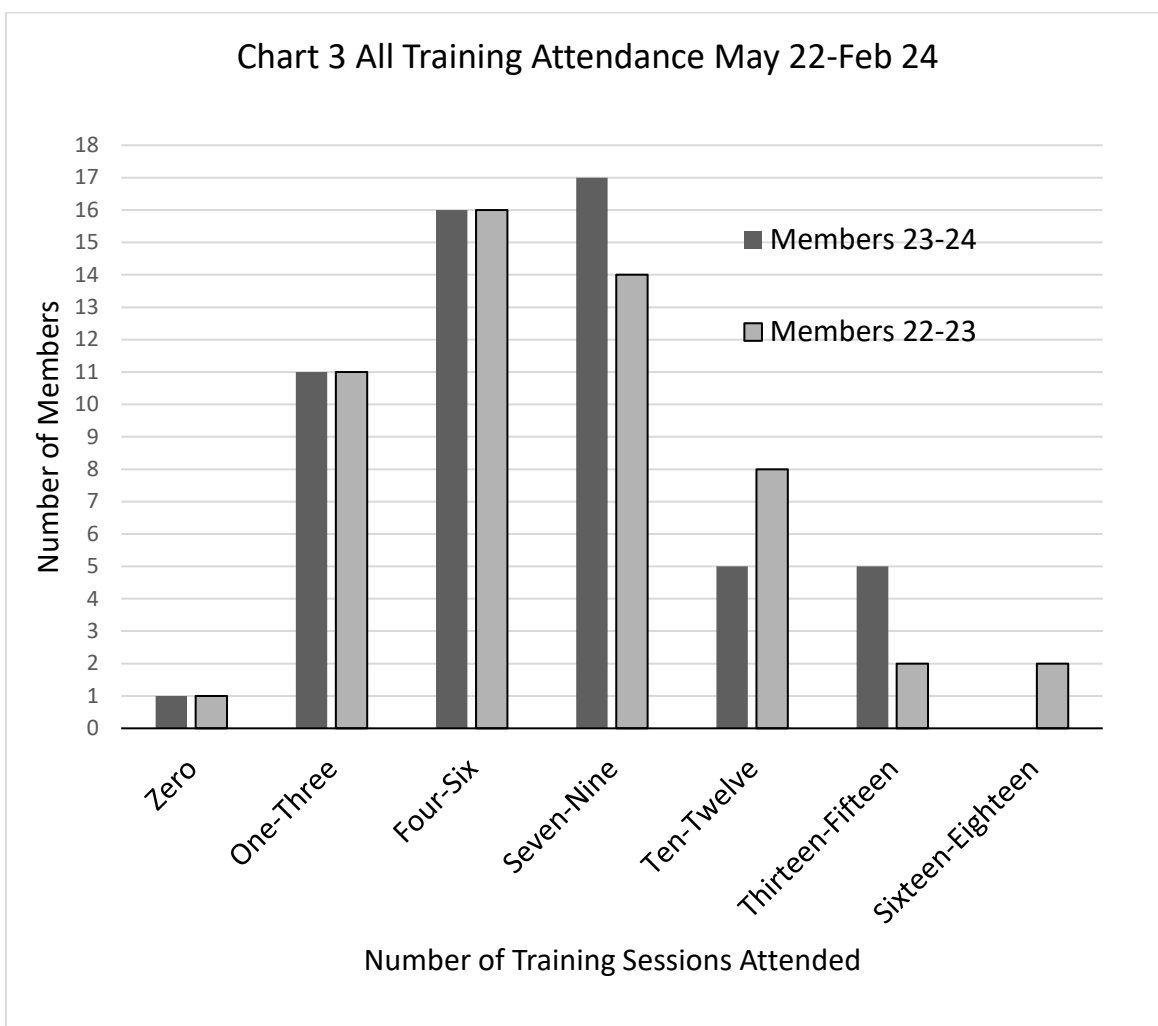
2. Overall Training Attendance

2.1. In total 46 training sessions have been taken up this year compared to 54 last year, which has resulted in 350 attendances by 53 Members. However, there were fewer newly elected Members in May resulting in fewer attendances at induction sessions.

2.2. As shown on Chart 3, 44 Members have attended between 1 and 9 sessions so far this year, this compares to 41 last year. There has been a general increase in number of Members attending a training session from last year, with an average of 6.5 sessions attended compared to 5.7 last year. There has also been an increase in the most frequent number of sessions attended (mode) from 5 in 2022-23 to 7 in 2023-24

2.3. Members are also able to access 1-1 digital training. This has been taken up by 31 different Members over 39 sessions between May 2023 and February 2024. These figures are not included in the overall training attendance as they are recorded separately. However, training on the new Casework tool has been included in the overall total.

Chart 3 All Training Attendance May 22-Feb 24



3. Training Delivery

- 3.1. The largest provider of training has been in-house using Council officers, covering 26 sessions of the training. The LGA have provided 8, external training providers 3 sessions, 3 by the CfGS and 1 by the LGiU.
- 3.2. Training is delivered via a combination of e-learning, on-line and face to face sessions, with 23 delivered via Teams or Zoom, 13 face to face sessions and 7 via e-learning.
- 3.3. In-house training and the LGA offer is delivered free, however there were 9 training sessions that did have a cost. The only core training session with a cost associated is for Licensing Committee.
- 3.4. There were 56 attendances that had a cost associated during 23-24.

4. Training Information

- 4.1. Members receive information about training available through regular emails, as well as a dedicated intranet page, only accessible by Members that provides information about training, recordings of webinars, access to on-line learning and how to request one-off training, as well as the bespoke offer for Members in Digital Skills.
- 4.2. A screen shot of the intranet page is shown overleaf.

Home News Work Info Social Coventry.gov.uk Governance and Scrutiny Your favourites Favourite this page

Elected Members Training and Development

The Elected Members Training and Development Strategy was agreed at Council on 22 March 2022.

The Elected Members Training and Development Strategy provides a framework for Elected Members to access a programme of training that meets their needs, as well as the needs of the organisation to deliver the ambition set out in the One Coventry Plan. The strategy will help to continue to support the development of a training culture for Elected Members.

One Coventry Elected Members Training and Development Strategy.

In order to ensure that a wide range of training and development is offered to Elected Members, we will be undertaking training assessments with all Elected Members to ensure that the training offered meets the needs of Councillors. A training matrix will be developed and endorsed by the Elected Members Training and Development Advisory Panel. This will then be regularly reviewed and evaluated to ensure it meets Elected Members' training needs.

The training matrix will provide a programme of mandatory training which all Elected Members will be required to complete. In addition to this, there will be role-specific mandatory training for those Elected Members with special responsibilities, or who sit on specific committees. These training sessions will cover both knowledge-based and enabling skills.

Elected Members Training Matrix 2023-24

Training requests

Search Members

Members home

On this page

- Training requests
- Webinars and training recordings
- Digital Skills support and ICT guides
- 1-1 Digital support
- Training notes and presentations
- Equality and diversity workshops
- E-Learning
- External training
- Induction for Elected Members

5. All-Members Seminars

5.1. All-Members sessions have continued to be an effective way of bringing Members up to date with current issues. There have been at least four All-Members seminars this year, which have covered:

- Homefinder and Housing
- Coventry City of Culture Evaluation
- Flooding
- One Coventry Plan

5.2. Suggested topics for All Members Seminar for next year include 'Planning for Members not on Planning Committee' and 'Enforcement'.

5.3. Members have also continued to take advantage of the training offer from the LGA. These sessions are usually free to LGA member authorities and Coventry has benefited from 13 LGA training sessions, covering 8 different courses, as well as 5 from the Leadership Essentials Programme.

6. Members Feedback

6.1. A short survey was circulated to Members regarding this years' programme. Initial feedback is positive. However more responses are needed to identify any ways to address barriers to accessing training. There have currently been 8 responses received.

6.2. Members will be encouraged to complete the survey and once a significant amount of feedback has been received, this will then be analysed and used to develop the action plan for 2023-24.

7. Training 2023/24 – Training Matrix

	Core Training	Role Specific Core Training	Supplementary Training	One-off and additional training requests
Knowledge Based	New Members Induction Programme	Licensing	All Members Seminar Homefinder & Housing	CfGS Annual Conference
	Code of Conduct	Planning	All Members Seminar City of Culture Evaluation	LGA EU voter changes
	Fire Safety Awareness*	Audit and Procurement	All Members Seminar Flooding	LGA Licensing Conference
	Safeguarding (Awareness) including Corporate Parenting*	Shareholders Panel	All Members Seminar Once Coventry Plan	LGA Adult Social Care Assurance
	Health and Safety in the Workplace*	HR Appeals	VLR test track visit	
	Local Government Finance and Budget Setting	Planning Seminars x2		
	Data Protection*			
Enabling skills	Equality and Diversity*	EIA Briefing	Chamber Skills	LGA New Members - National
			Mayor and Deputy Mayor training	LGA Leadership Essentials
			Equality Impact Assessments	LGA Handling On-line Abuse LGA Personal Safety
			Committee Chair's Training	LGiU – Being an effective Councillor
			Members roles as Directors/Trustees/Shareholders/Outside bodies	LGA Introduction to Local Govt Finance
			Case Work Manager training	LGA Data and Performance
				CfGS Bitesize sessions – Questioning Skills, Member/Officer Relationships

8. Action Plan 2024-25

- Refreshed induction programme
- Continued programme of All-Members training.
- Identifying barriers to accessing training
- New training based on Member feedback.
- Consider the value of external training providers.

* Available via e-learning

9. Recommendations

The Ethics Committee are recommended to:

- 1) Note the attached report covering the Members Training and Development Programme for 2023-24, including plans for 2024-25.
- 2) Consider ways in which to increase Member's participation in training and development and to address barriers experienced in accessing the programme.
- 3) Support the continued delivery of the Members Training and Development Strategy, including actions for 2024-25