# Members Training and Development Strategy

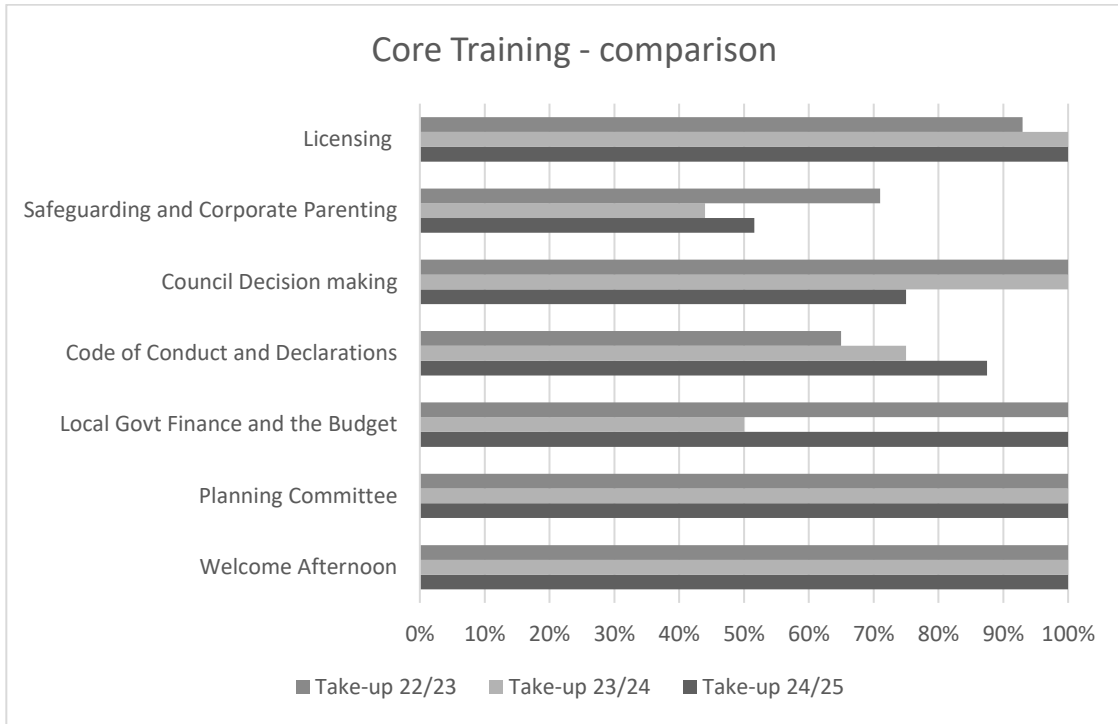# Annual Review 2024-25

1. Core Training - May 2024-February 2025

1.1. 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.

1.2. 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.

1.3. 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.

1.4. Chart 1 shows the take up compared to required attendance for this year. There is good take up of committee related training. Due to changes to the on-line learning system, this year's data does not include the core training which is accessed on-line, as Members have not been able to access the courses. This covers Fire Safety, Health and Safety, Data Protection and Equality and Diversity). There has been good take up of committee related training. However, of particular note is the low take-up of safeguarding/corporate parenting and there are still some Members who have not completed the Code of Conduct training. This session has been offered twice this year.

Chart 1
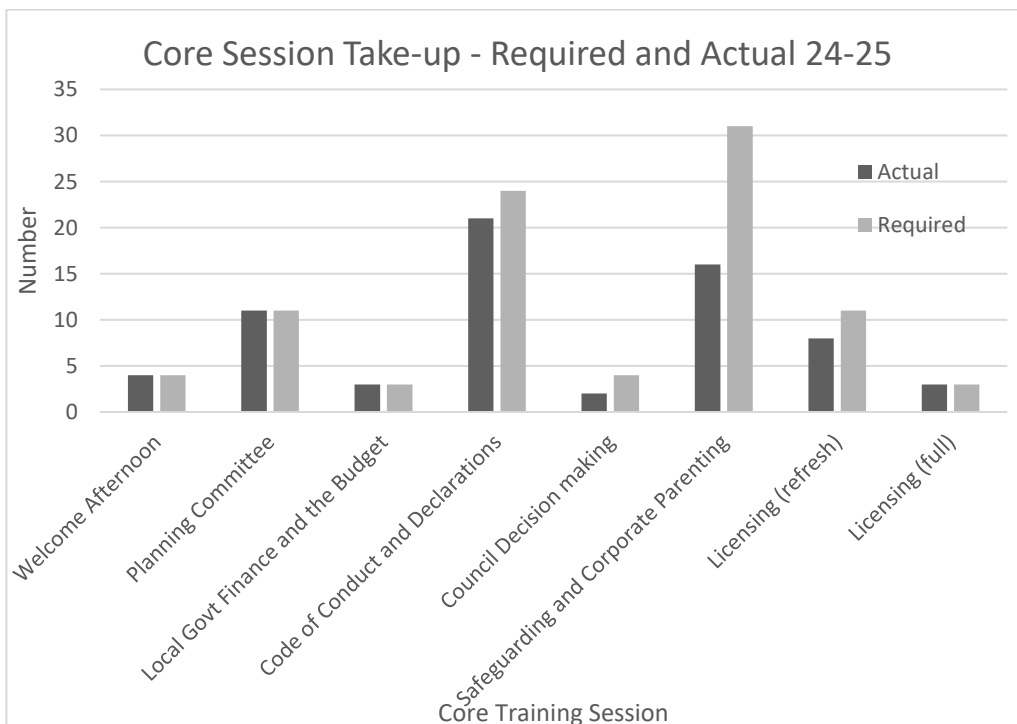
1.5. Overall attendance at Core training has improved since 2022. This is shown in Chart 2 below.

Chart 2

Core Training - comparison

Categories (top to bottom): Licensing, Safeguarding and Corporate Parenting, Council Decision making, Code of Conduct and Declarations, Local Govt Finance and the Budget, Planning Committee, Welcome Afternoon

Legend: Take-up 22/23, Take-up 23/24, Take-up 24/25

1.6. The exception to this is Safeguarding and Corporate Parenting and it recommended that work is done to emphasise the importance of their role as corporate parents to Members, as part of the training programme for 2025-26.

2. Overall Training Attendance

2.1. In total 44 training sessions have been taken up this year compared to 47 last year and 44 the year before. However, this years' figure do not include the 4 on-line training courses accessed 22-23 and 23-24, which Members were unable to access for a large proportion of the year 24-25.

Chart 3

Sessions taken-up

Y-axis: Sessions ran
X-axis: Municipal Year (22-23, 23-24, 24-25)
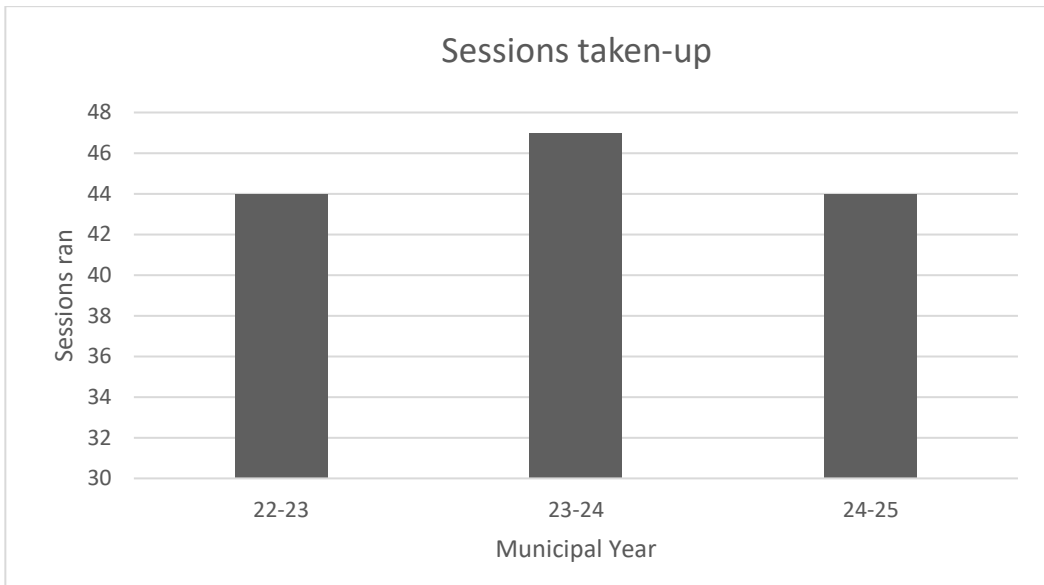
2.2. This has which has resulted in 258 attendances by 50 Members, taking the total of all attendances at all training sessions. This is down on last year and the year before as Chart 4 shows.

Chart 4
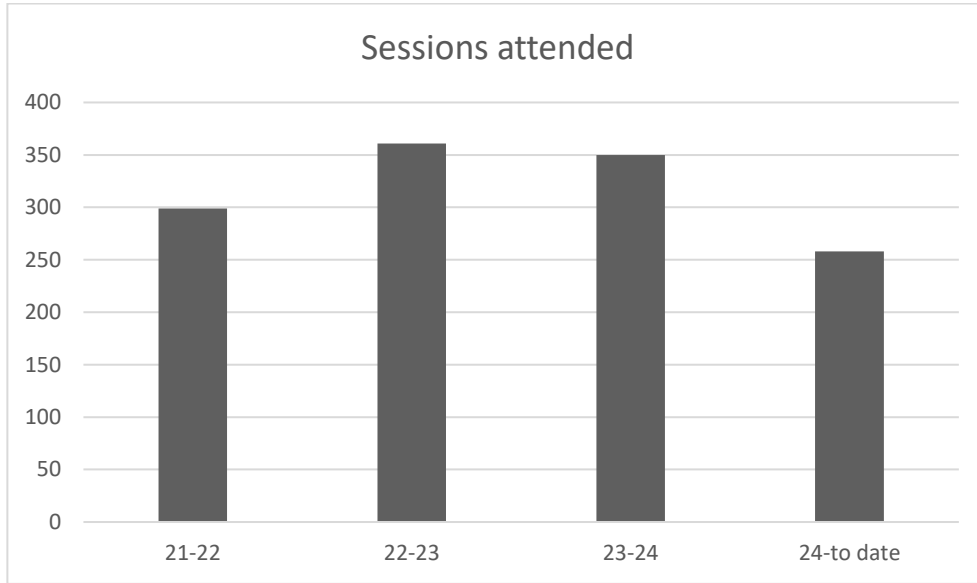
Sessions attended

2.3. As shown on Chart 5 and 6, 43 Members have attended between 1 and 9 sessions so far this year, this compares to 44 last year and 41 the year before. This year there has been a general decrease in the number of Members attending a training session from last year, with an average of 4.7 session compared to 6.5 sessions last year and 5.7 the year before.
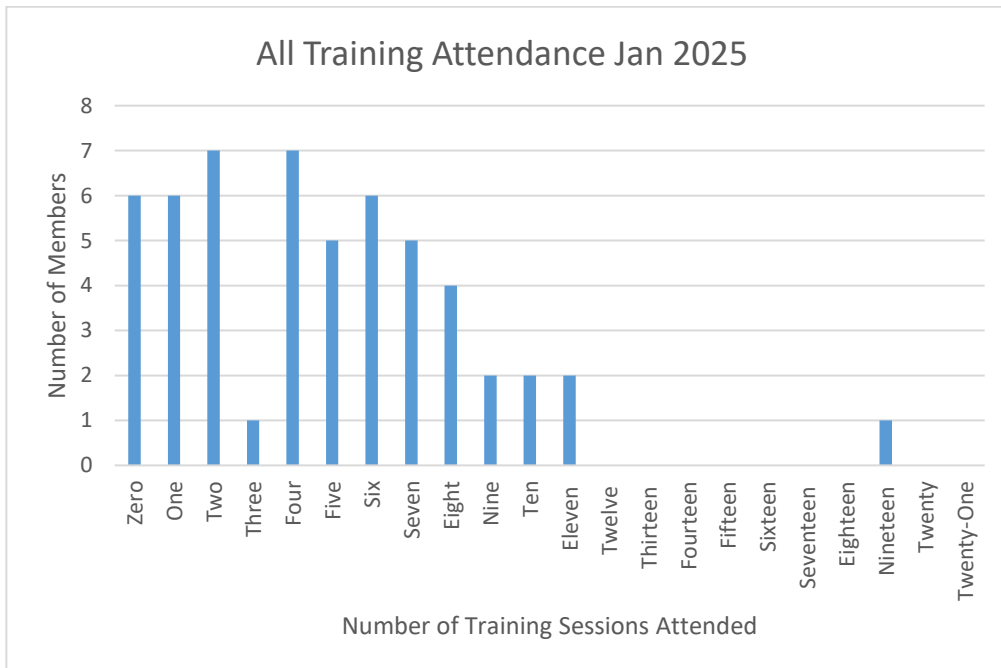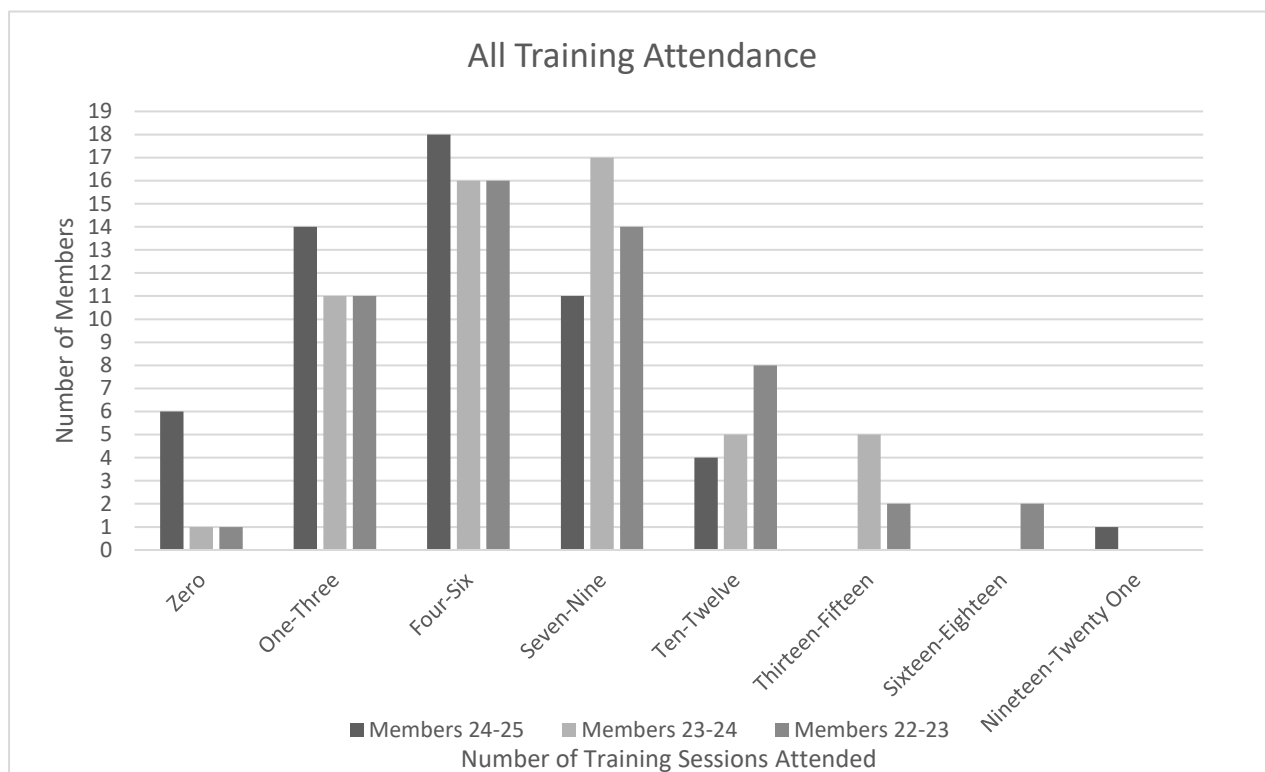
Chart 5

All Training Attendance Jan 2025

Chart 6

All Training Attendance

Chart showing Number of Members (y-axis, 0-19) against Number of Training Sessions Attended (x-axis), comparing Members 24-25, Members 23-24, and Members 22-23.

Number of Training Sessions Attended	Members 24-25	Members 23-24	Members 22-23
Zero	6	1	1
One-Three	14	11	11
Four-Six	18	16	16
Seven-Nine	11	17	14
Ten-Twelve	4	5	8
Thirteen-Fifteen		5	2
Sixteen-Eighteen			2
Nineteen-Twenty One	1		

2.4. More details of the training provided to Members this year can be found in the Training Matrix in Section 7.

3. Training Delivery

3.1. The largest provider of training has been in-house using Council officers, covering 15 sessions of the training. This number is down on last year, mainly due to the reduction in All Members Seminars this year. The LGA have provided 11, external training providers 6 sessions, as well as 4 by the Centre for Governance and Scrutiny and 4 by the LGiU. Ensuring a good mix of training providers make for a varied and more interesting programme offered to Members. However this has to be balanced against the cost of external providers compared to in-house delivery.

3.2. Training is delivered via a combination of e-learning, on-line and face to face sessions, with 21 delivered via Teams or Zoom, 18 face to face sessions and 1 via e-learning (not including the core modules not available to Members this year).

3.3. In-house training is delivered at no costs and the majority of the LGA sessions are free, however there were 10 training sessions that did have a cost. The only core training session with a cost associated is for Licensing Committee.

3.4. There were 75 attendances that had a cost associated during 24-25. This is an increase on last year from 56.

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. The Members intranet page has been refreshed this year along with the rest of the Council's intranet. The information remains the same and is regularly refreshed to ensure information is as up to date as possible.

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 only been 2 All-Members seminars this year, which have covered:

- Diversity and Inclusion in Recruitment
- Bus Franchising

5.2. This could account for the reduction in attendances this year, as All-Members seminars are an effective way of sharing knowledge with a large number of Members. To enable a more effective programme this needs to be scheduled from the start of the municipal year, as the Municipal calendar can get very busy.

6. Members Feedback – Key Highlights

6.1. Following one of the actions from the LGA Peer Challenge, a short survey was circulated to Members regarding training and barriers to accessing training. There were 42 responses to the survey which is a significantly improved response on previous surveys.

6.2. Training was positively received with an average score of 4.2 out of 5. 38 Members reported that email was their main source of information about training, the next highest was the Members bulletin with 11. Emails were also overwhelmingly the most preferred option to receiving the information, with 32 respondents identifying emails.

6.3. In terms of barriers to training, the main issue identified was time – with 11 responses for not having time to do the training, and 13 responses for the training is at the wrong time of day. However, the highest response was for "Nothing – I can access the training I want to" with 19 responses.

6.4. In previous surveys there has been a fairly even split between preference for on-line and face to face training. However, this survey, with a more significant sample size, has on-line training as a strong preference, with 21 stating that preference, as opposed to 10 reporting that more face-to-face training would address barriers to accessing training.

6.5. A key highlight was that "more evening training" was identified by 12 respondents as something that could help to address accessing training. As a result, two training sessions have been successfully held early evening. This something that will be continued next municipal year and will be monitored for effectiveness in increasing attendance.

6.6. Members were asked if there was any specific training that they would like to receive. Public speaking, which has already been arranged was mentioned by several respondents, as well as Chairing and IT support. Members are able to access 1:1 digital skills support, so this will continue to be promoted to ensure all Members are able to access digital skills.

7. Training 2024/25 – Training Matrix

	Core Training	Role Specific Mandatory Training	Supplementary Training	One-off and additional training requests
Knowledge Based	New Members Induction Programme	Licensing	Scrutiny Work Programming	LGA – Leadership Essentials - Finance
	Code of Conduct and Declarations	Planning	Audit and Financial Scrutiny Board Training	LGA – Leadership Essential – Cultural Services
	Local Government Finance and Budget Setting	Planning Advisory Service – Making Defensible Decisions	All Scrutiny Financial Training	CfGS – Scrutiny of Council finances
	Safeguarding and Corporate Parenting		Air Quality Literacy	Coventry Safeguarding Children Board – Loan Sharks
			Bus Franchising – All Members Seminar	CfGS – Audit and Scrutiny Development Pilot
				LGA – Leadership Essentials – Leading Healthier Places
Skills Based			Casework Management tool	LGA – Getting to the heart of the matter
			Pre-election Personal Safety	LGA – time management
			Cabinet Member Media Training	LGA – BAME Weekender
			Diversity and Inclusion in Recruitment – All Members Seminar	LGA – newly elected Councillors
			LGA – Handling Online Abuse and Harassment	LGiU – New Members
			Windows 11	LGiU – Chairing Skills
			West Midlands Police - Operation Ford – Personal Safety	LGiU – Questioning skills for Scrutiny
				LGiU – Social Media

8. Action Plan 2025-26

- Plan for new intake of 2026 all out elections.
- Highlight the importance of Corporate Parenting and councillors' roles and responsibilities.
- Schedule in dates for All-Members Seminars at the beginning of the year and agree a programme of sessions
- New training programme based on Member feedback.

Gennie Holmes
Scrutiny Co-ordinator
gennie.holmes@coventry.gov.uk

Asher Veness
Governance Services Officer
asher.veness@coventry.gov.uk