Member Development Plan – 2022 - 2027

Introduction

The Council Plan 2021 – 23 sets out the Council's vision which is to make a positive difference to residents' lives and our environment in East Devon.

The way we will make a positive difference to residents' lives and our environment will be influenced by our values. These include:
- seeking continuous improvement of our high performing council
- listening to and learning from our residents and caring for them
- adapting as a council to new ways of working and refreshed priorities whilst recognising the pressure on resources

The Council Plan focuses on the things that matter most to residents and is based on three priorities; better homes and communities for all, a greener East Devon and a resilient economy.

Elected members are accountable for the delivery of the Council's objectives. This relies on them having the key skills and knowledge to balance varied responsibilities and fulfil their role as Councillors.

Given the demands placed upon all Councillors, ensuring good opportunities for learning and development is a key aim at East Devon.

We provide training in a number of different ways which include:
- Mandatory training immediately on election
- Phased induction training following election
- Training for Councillors elected during the civic term
- Face to Face
- E-learning (Learning Nexus): Learning Nexus
  Some helpful tips on 'How to navigate Nexus' can be found at the end of this document
- LGA Workbooks Councillor workbooks | Local Government Association

Training is split into mandatory training (Standards in Public Life, Code of Conduct, Equalities and Safeguarding) immediately on election, phased induction training and highly recommended on-going training and development.

If a training need arises which is not outlined in this Plan, please contact myself or Susan Howl, Democratic Services Manager (showl@eastdevon.gov.uk) to discuss this requirement. Should you require a Learning Nexus password or password reminder, please contact Ann Woodland awoodland@eastdevon.gov.uk.

Please do contact me if you have any feedback on this plan or the training provided.

Cllr Sarah Jackson
Portfolio-holder for Democracy, Transparency and Communications

1 Mandatory Training immediately on election

Mandatory training is for ALL Councillors on election. The Council's Code of Conduct has introduced a requirement that Councillors undertake the Code of Conduct training and that, if training is not undertaken, a Councillor would be in breach of the Code.

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
1 Mandatory training for all Councillors (immediately following ordinary elections)	Councillors Induction To include using Council provided IT	Democratic Services	On election	New Councillors – LGA Workbook Councillor induction – LGA e-learning module
	Use of Council provided IT	Democratic Services & Strata	On election	Local instructions/ Guidance notes/ Drop-in sessions
	Councillors Welcome Sessions (1 & 2) *Note: different sessions, not repeats*	Chief Executive & Monitoring Officer	On election	Being an Effective Ward Councillor – LGA Workbook LGA e-learning module Handling Casework – LGA Workbook

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
1 Mandatory Training *continued*				Working with Town and Parish Councils – LGA Workbook
	Standards in Public Life	Monitoring Officer	On election	Councillor/Officer Relations – LGA Workbook
	Code of Conduct	Monitoring Officer	On election	LGA e-learning module
	The Equalities Framework	External training provider	On election and as required thereafter	Diversity, Equality & Discrimination – Learning Nexus Equality, Diversity & Inclusion – LGA e-learning module
	Safeguarding	External training provider	On election and as required thereafter	

2 Phased Induction Training following election

Phased induction training is for all Councillors and is split into the following:

2.1 General induction training for all Councillors – this gives an overview of the work of the Council's Committees and Members' roles and responsibilities, including the role of the frontline Councillor.

2.2 Mandatory training for all Councillors for the Planning Committee and Licensing & Enforcement Committee as these Committees have a regulatory function.   Members are only able to sit on these Committees if they have attended the appropriate training. Following an election, the intention is for all Councillors to be trained as membership of Committees may change during the civic term and Councillors may be appointed to these Committees at a later date.

2.3 Pre-meeting briefings – training specifically for the first meeting of Committees and Panels to include current issues and work programme.

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
2.1 General Induction training for all Councillors (immediately following ordinary elections)	Data Protection Training	Monitoring Officer	As per induction timetable	Data Protection Training module – Learning Nexus Data Protection Act 2018 – Learning Nexus UK GDPR – LGA e-learning module
	The Role of the Frontline Councillor	External training provider	As per induction timetable	
	Scrutiny training	External training provider	Prior to attending first Scrutiny Committee meeting	Scrutiny – LGA Workbook Scrutiny of Finance – LGA Workbook Scrutiny for Councillors – LGA e-learning module Good Scrutiny Guide – Centre for Public Scrutiny

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
2.1 General Induction training for all Councillors *continued*	Overview training	External training provider	Prior to attending first Overview Committee meeting	
	Strategic Planning	Chief Executive & Service Lead	Prior to attending first Strategic Planning Committee meeting	
	Overview of Recycling & Waste Service	Recycling Team & Suez	As per induction timetable	
	Overview of Local Government Finance issues: Budget setting Audit & Governance Asset Management Treasury Management	External training provider	As per induction timetable and prior to attending first meeting of Committees	Local Government Finance – LGA Workbook LGA e-learning module
	Housing & tenant participation		On election and as required thereafter	

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
2.1 General Induction training for all Councillors *continued*	Mock Council debate – the Constitution and statutory procedures in action	Monitoring Officer & Democratic Services	As per induction timetable and before first ordinary Council meeting	
	Effective meetings & chairing skills	External training provider	As per induction timetable	Chairing Skills – LGA Workbook
2.2 Mandatory training for all Councillors Planning Committee Licensing & Enforcement Committee	Planning Committee Members	Service Lead & Development Manager	Prior to attending first Planning Committee meeting	Planning – LGA Workbook Planning – LGA e-learning module
	Licensing Committee Members	Barrister (in person) Barrister (online)	Prior to attending first Licensing Committee meeting	Online videos – Cornerstone Chambers website Licensing & Regulation – LGA e-learning module

Type of training	Subject	Provider	Completion date	Additional resources / continuous development
2.3 Pre-meeting briefings	Annual Council (All Councillors)	Chief Executive	Immediately before Annual Council meeting	
	Strategic Planning	Service Lead	Prior to first Strategic Planning Committee	
	Planning	Service Lead	Prior to first Planning Committee	
	Asset Management Forum Members	Strategic Lead Finance	Prior to first Asset Management Forum meeting	
	Housing Review Board Members	Strategic Lead Housing, Health & Environment	Prior to first Housing Review Board meeting	
	Recycling & Waste Partnership Board Members		Prior to first Recycling & Waste Partnership Board meeting	
	Scrutiny Committee Members	External training provider	Prior to first Scrutiny Committee meeting	

	Budget Setting & Capital Allocations Panel Members	Strategic Lead Finance	Prior to first Budget Working Party meeting
	Overview Committee Members	External training provider	Prior to first Overview Committee meeting
	Audit & Governance Committee Members	Strategic Lead Finance	Prior to first meeting of the Audit & Governance Committee

3 Highly Recommended

The following training and development is highly recommended both after election and as refresher training or on-going development. Information can be found at the following links:

New councillor hub | Local Government Association

Councillor e-learning | Local Government Association

Councillor workbooks | Local Government Association

Acting on Climate Change	LGA Workbook	As required
Biodiversity for Councils	LGA e-learning module	As required
Bribery and Fraud Prevention	LGA Workbook	As required
Commissioning Services	LGA Workbook LGA e-learning module	As required
Community Engagement & Leadership	LGA e-learning module	As required
Community Safety	LGA Workbook	As required
Creating a 'fit for the future organisation'	LGA Workbook	As required

Economic Development	LGA e-learning module	As required
Engaging Young People	LGA Workbook	As required
Facilitation and Conflict Resolution	LGA Workbook LGA e-learning module	As required
Handling complaints for service improvement	LGA Workbook	As required
Handling Intimidation	LGA e-learning module	As required
Health and Safety in the Council	LGA Workbook	As required
Influencing Skills	LGA Workbook LGA e-learning module	As required
Media Skills Training	External Trainer	As required
Police & Crime Panels	LGA e-learning module	As required
Safeguarding Adults	Learning Nexus	As required
Social Media Training	1-2-1 with Communications Team	As required
Stress Management and Personal Resilience	LGA Workbook LGA e-learning module	As required
Supporting Mentally Healthier Communities	LGA e-learning module	As required
Supporting Residents with Complex Issues	LGA Workbook LGA e-learning module	As required
Whistleblowing	Learning Nexus	As required

How to Navigate Learning Nexus

Learning Nexus

To find your chosen subject, please search the course catalogue which can be found on the opening screen of Learning nexus. Just type a key word or words, such as 'data protection' into the box.

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Your options will appear on the next screen. Click on the coloured text of the course name to access the e-learning course and follow the instructions.

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