



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Friday 16 September 2022

**TO: COUNCILLORS V CUMMINS (CHAIRMAN), G DOWLING (VICE-CHAIRMAN),
M ANDERSON, R BAILEY, J FILLIS, MRS J MARSHALL AND
A OWENS**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held on **MICROSOFT TEAMS** on **THURSDAY, 22 SEPTEMBER 2022 at 6.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL' with a flourish.

Jacqui Sinnott-Lacey
Chief Operating Officer

AGENDA
(Not open to the Public)

1. **APOLOGIES**
2. **SUBSTITUTIONS (IF ANY)**
3. **DECLARATIONS OF INTEREST** 1 - 2
4. **NOTES OF THE PREVIOUS MEETING** 3 - 6
To receive as a correct record the notes of the meeting held on 3 March 2022.

5. TERMS OF REFERENCE

To consider and note the terms of reference for the Member Development Commission as follows:

Functions

- (1) To update the “Member Training and Development Strategy” and act as ‘Champions’ for Member Development.
- (2) To continue to develop and support processes to identify member training needs and to prepare a Training Plan for each Member.
- (3) To ensure that all Members are given equal opportunities to attend Training courses/seminars, including IT training, in line with their responsibility as Councillor and that appropriate training records are kept.
- (4) To monitor the expenditure of appropriate budgets.
- (5) To evaluate and monitor Elected Member training and development undertaken.
- (6) To ensure that each Councillor takes ownership of his/her training and development, and ‘Member Development’ appears as a regular item at Group meetings.
- (7) To consider future development of the Member Development website.

6. MEMBER INDUCTION

7 - 10

To consider the report of the Corporate Director of Transformation, Housing & Resources.

7. MEMBER TRAINING-SUMMARY OF EVENTS HELD MARCH 2022 TO PRESENT

11 - 16

To note summary of events held March 2022 to present, including an appended summary of the attendance at the Code of Conduct training held July 2019 and July 2022. (Note: Code of Conduct Training was not held in 2021).

8. ANALYSIS OF WLBC TRAINING MEDIUM / STYLE

17 - 20

To consider the report of the Corporate Director of Transformation, Housing & Resources.

9. FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS

To receive feedback from the Member Development Group Representatives.

10. FUTURE TRAINING

29 September 2022 – Political Governance Arrangements (All Member Briefing on the recommendations of the Working Group)

25 October 2022 – Grant Thornton - Value for Money (Prior to A&G Committee 6.30pm)

31 January 2023 – Social Value in Procurement (Prior to A&G Committee 6.30pm)

11. **WORK PROGRAMME 22/23 AND DATE OF NEXT MEETING** 21 - 22
To consider the Work Programme of the Commission and to note the future meeting date, 2 March 2023 – 6.00pm

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-
Julia Brown on 01695 585065
Or email julia.brown@westlancs.gov.uk

REMOTE MEETINGS – GUIDANCE FOR MEMBERS (Working Group Meetings)

This guidance is designed to assist members when attending remote meetings.

The guidance should be read in conjunction with the Council's Remote Meetings Procedures Rules.

General

1. If members wish to speak on a particular item it will assist the smooth running of the remote meeting if they indicate to the Chairman their wish to speak in advance of the meeting.
2. Please join the meeting no later than 15 minutes before the start of the meeting to ensure that the technology is working correctly.
3. At the start of the meeting please ensure that your microphone is muted and your video feed (if available on your device) is paused. Please remember to unmute your microphone (and unpauses your video feed if available) when invited to speak by the Chairman.
4. At the start of the meeting the Democratic Services Officer will read out which Members and Officers are present. The attendance of members will be recorded. If a member attends after the start of the meeting their presence will be announced.
5. Please remember to mute your mic/pause your video feed when you're not talking.
6. Only speak when invited to by the Chair.
7. Please state your name before you make an address.
8. If you're referring to a specific page or slide mention the page or slide number.
9. In the event that a member's individual remote connection should fail, the Chairman will call a short adjournment to determine whether the connection can be re-established (either by video technology or telephone connection). If connection cannot be restored after a reasonable period of time then the presumption is that the meeting should continue, providing the meeting remains quorate.

Voting

10. Unless a recorded vote is called by a member, the method of voting will be, at the discretion of the Chairman, by:
 - General assent by the meeting (where there is no dissent); or
 - By the Democratic Services Officer calling out the name of each member present with members stating "for", "against" or "abstain" to indicate their vote when their name is called. The Democratic Services Officer will then clearly state the result of the vote (to be confirmed by the Chairman)
11. Details of how members voted will not be minuted, unless a recorded vote is called for prior to the vote taking place.

Declarations of Interest

12. Any member participating in a remote meeting who declares a disclosable pecuniary interest, or pecuniary interest that would normally require them to leave the room in which the meeting is taking place must leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer who will invite the relevant member to re-join the meeting at the appropriate time.

Exclusion of the Press and Public

13. Every Member in remote attendance must ensure there are no other persons present in their remote location who are able to hear, see or record the proceedings (unless those such persons are also entitled to be so present). Members must declare to the meeting, if at any point during discussion of the item, this requirement is not met.

Agenda Item 3

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of: (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease. (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;

"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

'a connected person' means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

'body exercising functions of a public nature' means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

Agenda Item 4

MEMBER DEVELOPMENT COMMISSION

HELD: Thursday, 3 March 2022

Start: 6.00 pm

Finish: 6.40 pm

PRESENT:

Councillor: C Dereli (Chairman)

Councillors: Mrs J Marshall

D Westley

G Johnson

I Moran

V Cummins

Officers: Jacky Denning, Democratic Services Manager
Julia Brown, Member Services Officer

78 **APOLOGIES**

Apologies for absence were received from Councillor Y Gagen.

79 **SUBSTITUTIONS (IF ANY)**

In accordance with Council Procedure Rule 4, the Commission noted the termination of Councillors G Dowling and A Owens and the appointment of Councillors G Johnson and V Cummins for this meeting only, thereby giving effect to the wishes of the Political Groups.

80 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

81 **NOTES OF THE PREVIOUS MEETING**

AGREED: That the notes of the previous meeting held on 7 October 2021 were received as a correct record.

82 **MEMBER TRAINING-SUMMARY OF EVENTS HELD SEPTEMBER 2021 TO PRESENT**

Consideration was given to the report of the Corporate Director of Transformation and Resources, which provided an update on Training and Briefings undertaken since September 2021.

In discussion, the Chairman informed that she had attended the Post COP26 Briefing and Powering our Communities Fund, as a Member of Burscough Town Council, and suggested how it may be useful to liaise with the Parish/Town Councils in respect of arranging future training events. It was also noted that some training may be duplicated for Members, in respect of their Membership with LCC/ WLBC/ Parishes.

Members also felt that encouragement and reminders be given to Members in respect of partaking in all aspects of training.

The Chair asked Members of the Commission for their preferred system of medium

in 'attending' training sessions, either virtually, face to face or hybrid. Members gave feedback that it is easier/convenient to attend 'virtually' on line, although hybrid would provide greater flexibility. It was also suggested that future training sessions could possibly be recorded to enable Members to 'catch up' at a suitable time. The Chairman requested a report be presented to the next meeting in respect of Members preferred system of medium for training sessions are held and what methods would be most suitable for the various training sessions being held.

The Chairman thanked Member Services for maintaining training throughout difficult circumstances during Covid.

AGREED:

A. That the update be noted.

B. That a report be presented to the next meeting of the Commission, in respect of Members preferred system of the medium for training sessions are held and what methods would be most suitable for the various training sessions being held.

83 **FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

In discussion, the topic of mental health and wellbeing was raised. This has been brought to the fore even more so since the Covid Pandemic and the pressures that most have faced in different ways.

A question was raised if there is any provision, resources or signposting in respect of mental health and wellbeing for Members.

The Member Services Officer informed that E-merge contains useful resources, and that we also have 'mental health first aiders' for staff but would endeavour to find out if this was available also to Members along with any other resource that may be helpful.

AGREED: That mental health and wellbeing resources and signposting available be circulated to Members.

84 **FUTURE TRAINING**

In discussion comments and questions were raised in respect of the following:

- Code of Conduct training – Case Studies - include behaviour / comfortable working environment for all
- ICT /Egress/ access to 'Part 2' Papers – Instructions in written format?

The Democratic Services Manager explained that instructions and training on Egress has been circulated and provided to Members. She informed that Susanna Crowe will assist Members if they have any issues in respect of this. She also advised that Member Services are available each day in the Office should they require assistance with Modgov or access to 'Part 2'.

AGREED: That the training/briefings listed below be noted.

- ICT-MS365 Rollout-MFA Registration and support for Members – Wednesday 9 March and Wednesday 23 March 2022 – 6.00pm via MS Teams
- Local Authority Roadshow - United Utilities – March/April 2022 (tbc)
- Risk Management Training – April 2022 (tbc)
- Code of Conduct – to be advised
- New Member Induction – Thursday 12 May 2022
- Planning Training – Thursday 19 May 2022
- Licensing Training – Wednesday 22 June 2022
- Scrutiny Training – June 2022 (tbc)
- Social Value in Procurement – Tuesday 14 June 2022
- Coercive Control Training To be implemented on Emerge -June 2022 (tbc)
- Antisemitism Training – to be advised

85

WORK PROGRAMME 22/23 AND DATE OF NEXT MEETING

The Chairman raised concerns in respect of the 'Training Needs Assessment' form that new Members are asked to complete following induction. It was questioned how this is followed through with assessing their training needs and if it delivers. It was suggested that the item 'Training Needs Assessment' be included on the future Work Programme of the Commission for feedback in respect of this.

AGREED:

- A. That the Work Programme of the Committee and dates of the next meetings to be held on 22 September 2022 and 2 March 2023 be noted.
- B. That 'Training Needs Assessment' be included on the future Work Programme of the Commission.



MEMBER DEVELOPMENT COMMISSION

22 September 2022

Report of: Corporate Director of Transformation, Housing & Resources

Relevant Portfolio Holder: Councillor Y Gagen

Contact for further information: Mrs Julia Brown (Extn 5065)
(E-mail: Julia.brown@westlancs.gov.uk)

SUBJECT: MEMBER INDUCTION

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To provide feedback on the Induction process provided to newly elected Members undertaken in May 2022.

2.0 RECOMMENDATION

2.1 That the induction process for newly elected Members, be noted.

3.0 BACKGROUND

3.1 Induction is provided for newly elected Members following an election.

3.2 New Members are issued with a New Councillor Pack containing information to assist them in their new role.

4.0 CURRENT POSITION

4.1 Following the election of ten new Members, all were issued with a New Councillor Pack.

4.2 The procedure for the new Member Induction was held in person this year following the Covid-19 Pandemic in the previous year.

4.3 On Thursday 12 May 2022, the new Members attended the Member Induction Session at the Council Offices, 52 Derby Street with the Chief Operating Officer, Legal & Democratic Services Manager & Monitoring Officer and Democratic Services Manager, to complete the formalities associated with their role and to learn more about the procedures and functions of the Council.

- 4.4 The Member Induction is assessed each year through a feedback form included in the Induction packs.
- 4.5 The new Members were also issued with an Identification of Training Needs questionnaire (ITN) to identify their learning and development needs. The information in the completed ITNs will assist in identifying the most significant needs of the Councillors in relation to Member training and development.
- 4.6 The newly elected Members had an opportunity to attend a training event, 'Hitting the Ground Running' on 11 October 2022, which is organised by the Local Government Association (LGA) to support newly elected members in exploring their roles, it will also provide an opportunity to hear from cross-party guest speakers about their experiences and insights as well as support this cohort of newly elected members from across the region to develop their networks. Two Members attended the Northwest Employers Councillor Induction Programme, a real-life induction into the role which was held virtually.
- 4.7 New Members were also advised of the e-learning modules on the Emerge platform and a number of briefings/training sessions were also held, the details of which can be found on the next report on the agenda.

5.0 CONCLUSION

- 5.1 The induction process for newly elected Members is important and assists the development of elected Members in their role as effective community leaders and is reflective of the Council's commitment towards Member training.

6.0 SUSTAINABILITY IMPLICATIONS

- 6.1 On-going Member development gives support to Members in their responsibilities under legislation and in their wider community role.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are no significant financial and resource implications arising from this report other than officer time in dealing with these matters.

8.0 RISK ASSESSMENT

- 8.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

9.0 HEALTH AND WELLBEING IMPLICATIONS

There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore, no equality Impact Assessment is required.

Appendices

None.

Agenda Item 7

MEMBER TRAINING SUMMARY OF EVENTS MARCH 2022 TO PRESENT

Date	Title	Training Provider	Cost	Attendees
Ongoing to September 2022	Emerge E-learning system – Councillor Development	West Lancashire Borough Council	FREE	OFFERED
9 March 2022	ICT - MS365 Rollout MFA Registration walkthrough (Virtual)	WLBC	FREE	Councillor: T Aldridge, M Blake, I Davis, I Eccles, J Gordon, S Gregson, J Thompson, D Westley Total: 8
19 April 2022	United Utilities Roadshow (Virtual)	United Utilities	FREE	Councillor: I Eccles, J Gordon, S Gregson, J Howard, G Johnson, E Pope, I Rigby, D Westley Total: 8
12 May 2022	New Member Induction (In person and virtual)	WLBC	FREE	Councillor: M Anderson, R Bailey, P Burnside, A Fowler, P Hogan, R Molloy, D Owen Total: 7
19 May 2022	Annual Planning Training (In person)	PAS Planning Advisory Service		Councillor: R Bailey, A Blundell, A Fennell, J Finch, A Fowler, P Hogan, G Johnson, K Jukes, G Owen, I Rigby, J Thompson, J Witter Total: 12
24 May 2022 (Various dates for 3 Modules)	Life as a Councillor Induction Programme (Virtual)	NWE North West Employers	FREE	Councillor: D Owen, S Patel Total: 2
15 June 2022	An Introduction to Planning Reform for	Town & Country Planning	£45	Councillor: I Eccles, J Finch, J

	Elected Councillors (Held on Zoom)	Association		Howard, E Pope, I Rigby, J Witter Total: 6
22 June 2022	Licensing Training (In person)	WLBC	FREE	Councillor: T Aldridge, I Eccles, N Furey, S Gregson, L Gresty, J Howard, G Johnson, J Mee, R Molloy, J Monaghan, M Nixon, P O'Neill, S Patel, J Witter Total: 14
30 June 2022	Scrutiny In West Lancashire (Virtual)	WLBC	FREE	Councillor: M Blake, P Burnside, I Eccles, A Fennell, S Gregson, J Howard, K Jukes, K Mitchell, R Molloy, P O'Neill, D O'Toole, D Owen, G Owen, A Owens, S Patel, E Pope, I Rigby, J Thompson, D Westley, M Westley, J Witter Total: 21
6 July 2022	Code of Conduct Training (In person)	WLBC	FREE	Councillor: A Fennell, J Finch, P Hogan, J Howard, K Jukes, J Mee, K Mitchell, G Owen, A Owens, I Rigby, P Turpin, M Westley, J Witter Total: 13

7 July 2022	Risk Management Training (Virtual)	WLBC	FREE	Councillor: P Burnside, I Davis, I Eccles, A Fennell, J Gordon, S Gregson, J Howard, K Jukes, R Molloy, D Owen, G Owen, A Owens, J Witter, Total: 13
20 July 2022	Social Value Training (Virtual)	LGA	FREE	Councillor: J Finch Total: 1
25 July 2022	Review of Political Governance Arrangements (Virtual)	CfGS		Councillor: P Burnside, G Clandon, C Coughlan, V Cummins, I Davis, G Dowling, A Fennell, J Finch, N Furey, Y Gagen, K Jukes, K Mitchell, R Molloy, G Owen, A Owens, S Patel, I Rigby, A Sutton, J Thompson, D Westley, D Whittington, Total: 21

9 July 2019	Code of Conduct Training for Borough and Parish Councillors	Weightmans Solicitors	£750	<p>Councillors:</p> <p>P O'Neill, A Sutton, K Mitchell, J Thompson, I Rigby, C Coughlan, G Johnson, J Finch</p> <p>Total: 8</p>
6 July 2022	Code of Conduct Training for Borough and Parish Councillors	WLBC	£0	<p>Councillors:</p> <p>A Fennell, J Finch, P Hogan, J Howard, K Jukes, J Mee, K Mitchell, G Owen, A Owens, I Rigby, P Turpin, M Westley, J Witter</p> <p>Total: 13</p> <p>Apologies: 9</p> <p>A Fowler, J Monaghan, D O'Toole, D Owen, N Pryce-Roberts, J Upjohn, D West, D Whittington, K Wilkie</p>



**MEMBER DEVELOPMENT
COMMISSION:
22 SEPTEMBER 2022**

Report of: Corporate Director of Transformation, Housing and Resources

Relevant Portfolio Holder: Councillor Y Gagen

**Contact for further information: Julia Brown(Extn.5065)
(E-mail: julia.brown@westlancs.gov.uk)**

SUBJECT: ANALYSIS OF WLBC TRAINING MEDIUM / STYLE

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To agree the questionnaire/survey to be sent to all Members in respect of their preferred training medium / style, and note that the responses will be collated and presented to the next meeting of the Member Development Commission.

2.0 RECOMMENDATIONS

2.1 That the questionnaire/survey in respect of Members preferred training medium / style, attached as an Appendix to the report, be considered and circulated to all Members.

2.2 That a report be submitted to the next meeting on the responses received.

3.0 BACKGROUND

3.1 The Member Development Commission agreed at its meeting held on 3 March 2022 that a survey be carried out, to establish Members' preference of medium and style for future training sessions held by WLBC.

4.0 CURRENT POSITION

4.1 Since March 2022, WLBC has held 5 virtual training sessions and 4 in person training sessions. All external training has been held virtually during this period.

4.2 A copy of the proposed questions to Members is attached as an Appendix to this report for consideration.

5.0 SUSTAINABILITY IMPLICATIONS

5.1 On-going Member Development gives support to Members in discharging their responsibilities and in their wider community role.

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial or resource implications arising from this report.

7.0 RISK ASSESSMENT

7.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers.

8.0 HEALTH AND WELLBEING IMPLICATIONS

8.1 There are no health and wellbeing implications arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

Draft questionnaire

Training Medium Questionnaire

Dear Councillor,

Further to the Member Development Commission, it was requested that Members be asked to provide feedback in respect of preference of the medium/methods which would be most suitable for the various training sessions held.

Thank you for your comment and feedback. I would be grateful if you can please respond by ?????

(Please place x in column of your preference(s))

TRAINING	MICROSOFT TEAMS	IN PERSON	HYBRID	ANY	COMMENTS
NEW MEMBER INDUCTION					
PLANNING					
LICENSING					
CODE OF CONDUCT					
SCRUTINY					
RISK					
Briefing prior to A&G					
ANY OTHERS?					

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME 2022/23

<p>2 March 2023 6.00pm</p>	<ol style="list-style-type: none">1. Member Training - Summary of Events held September 2022 to March 20232. Member Development Group Representatives – Feedback from Members3. Future Training Events4. Analysis of WLBC training medium / style5. Training Needs Assessment6. Work Programme 2022/237. Date of next Meeting 21 September 2023
<p>21 September 2023 6.00pm</p>	<ol style="list-style-type: none">1. Member Induction2. Member Training - Summary of Events held March 2023 to September 20233. Member Development Group Representatives – Feedback from Members4. Future Training Events5. Work Programme 2023/246. Date of next Meeting 7 March 2024

