

## MEMBER DEVELOPMENT PROGRAMME 16/17

### 1 Purpose

- 1.1 To set out how the member development programme will deliver from May 2016 to April 2017.

### 2 The Programme

- 2.1 The programme continues to be built around the four areas identified from the initial scoping of a member development programme in early 2015:

New Member Induction	On-going Member Development
<b>Aim: To give oversight of council processes and procedures to enable new members to get quickly up to speed with their role</b>	<b>Aim: to provide ongoing development opportunities for members related to current and potential future role and responsibilities</b>
<ul style="list-style-type: none"> <li>• Understand role and responsibilities, the Council's values &amp; behaviours, define new development offer</li> <li>• Managing casework, code of conduct and the constitution</li> <li>• Who's who in Birmingham, customer intelligence and access to IT and council services</li> <li>• 1-2-1's</li> </ul>	<ul style="list-style-type: none"> <li>• Skill development (e.g. running surgeries, media training and dealing with conflict) ; networks and external visits</li> <li>• A survey poll of all members for targeted training</li> <li>• Community leadership development (i.e. place shaping, partnership, civic and civil)</li> <li>• Site visits and floor walking of council services</li> <li>• Future roles and responsibilities - progressing to Chair/Vice Chair/Cabinet; how member roles are changing</li> </ul>
Scrutiny, District & Deputy Chairs	Member/Officer Relationship
<b>Aim: To develop good community governance with effective and positive scrutiny</b>	<b>Aim: members and officers share understanding about their roles and responsibilities and how they work together</b>
<ul style="list-style-type: none"> <li>• Understand the new constitution, roles and responsibilities and what it means in practice</li> <li>• Future District Delivering Differently programme overview and how to implement locally</li> <li>• Joint session with Scrutiny and District Chairs/Vice Chairs on new ways of working together</li> </ul>	<ul style="list-style-type: none"> <li>• Member &amp; Officers – redefined roles &amp; expectations, supported by development programme</li> <li>• Underpinning behavioural standards, the new constitution and community governance with outward place focus</li> </ul>

### **3 Councillor Development Offer 16/17**

3.1 On the basis of the feedback of the 15/16 Member Development programme some adjustments have been made to the format of learning & development this year. These changes will be in place from September 2017.

#### **3.1.1 Member Feedback**

Feedback from the 15/16 member development programme has been used to inform the programme this year. Key changes include:

- Development of an overarching member development programme that includes different approaches to learning, e.g. learning from others as well as development sessions that cover different outcomes for the individual.
- Introduction of the ability to secure relevant qualifications through member development as required.
- The introduction of more bespoke development sessions in conjunction with partners to support the changing direction of local government e.g. Education landscape and the West Midlands Combined Authority
- The themes from the 360s have been collated and used to inform the development of the programme.
- A revised induction for new Councillors was implemented and feedback from this has been collated to inform changes to the wider induction due to be held in 2018 following the all-out election schedule.

#### **3.1.2 Member and Development focus**

An existing vacant post within the Organisational Development and Change structure has been converted to provide dedicated support to member development. This represents a key step by Birmingham City Council to ensure that member development is adequately resourced and supported.

The post will work with officers in Member and Scrutiny support services to provide consistent and timely support for Members, including:

- Facilitation of development sessions for members and officers as required
- Programming and overall management of the member development programme
- Timely communications and messaging with Members
- Development of the key actions arising from the member officer workshops
- One to one support for members (including coaching if required)
- Liaison with the Monitoring Officer on behavioural themes identified

In addition regular discussions with the group Leaders and group Secretaries will take place to ensure clear commissioning of development activity can take place as required.

### **3.1.3 The Development Offer**

In order to ensure that the most appropriate learning and development is available to Members the development programme will focus at four levels; individual development, group development, specialist development and general development. This builds on the established 15/16 programme.

The Leader of each party have met with the Assistant Director for Organisational Development and Change to discuss group development approaches as well as specific knowledge and skill development required. These meetings took place across the Summer and have resulted in skills audits being commissioned for each group to provide a baseline and gap analysis to inform the member development programme. This is in recognition of the different dynamics in each group, e.g. newly elected members vs established members.

A cross-party member development steering group is being established, following nominations from the group Leaders, convened by the Member Development Officer. This group will support the commissioning and development of the member work programme, which will bring together:

- Knowledge and skill development (delivered in-house, via LGA or by specially commissioned partners; for example Centre for Public Scrutiny or Media relations)
- Frontline/ staff visits
- Member/ officer relationship actions (as a result of the workshops, which will continue through the year)
- Visits to other authorities and links with LGA peer members
- Future Think talks

### **3.1.4 Learning and Development Support**

The Learning and development will also be supported by a review of the member portal (established in 2015) and the newsletter sent to Councillors by Member Support services and Comms and Marketing. In addition once completion of the Councillor office moves has taken place a space audit will be undertaken of the Council House to identify whether there is any suitable space available to support a cross party networking space.

Once the outcomes of the member/ officer workshops is known these will inform additional activity that will take place to support the development of the role of members, as well as support additional practical activities that will strengthen the resetting of the member/ officer relationships. These will be supported by the revised member/ officer protocol and changes to the constitution led by the Monitoring Officer.

