



You can view the agenda on the [website](#)  
or use a smart phone camera and scan the code

---

To: The Chair and Members  
of the Procedures  
Committee

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

---

Date: 8 November 2021

Contact: Karen Strahan 01392 382264

Email: [karen.strahan@devon.gov.uk](mailto:karen.strahan@devon.gov.uk)

### **PROCEDURES COMMITTEE**

Tuesday, 16th November, 2021

A virtual meeting of the Procedures Committee is to be held on the above date to consider the following matters.

Phil Norrey  
Chief Executive

## **A G E N D A**

### **PART I - OPEN COMMITTEE**

1 Apologies for absence

2 Minutes

Minutes of the meeting held on 14 September 2021, previously circulated.

3 Items requiring urgent attention

Items which in the opinion of the Chair should be considered at the meeting as a matter of urgency.

## **MATTERS FOR DECISION**

### 4 Member Development Strategy 2021 - 2025 (Pages 1 - 6)

Report of the County Solicitor: Chief Officer for Legal, Communications and Human Resources, presenting the Member Development Strategy for 2021-2025.

To be presented by Marion Geare (HR Strategy & Performance Manager)

*Electoral Divisions(s): All Divisions*

## **MATTERS FOR DISCUSSION**

### 5 Members Allowances and Local Government Association Boards

On the 15 September 2021, the Committee considered a Report of the Chief Officer for Legal, Human Resources and Communications on proposals for amending the Members Allowances Scheme in relation to certain Local Government Association (LGA) commitments.

The Committee noted that the LGA political groups made a number of appointments to other boards and forums of their own volition and it was felt appropriate to apply some consistency in the application of approval of travel expenses to such events as the allowances scheme did not recognise these Boards as an approved duty.

The Committee considered the different appointment mechanisms by each of the political groups for making the appointments and noted the Local Government Association (LGA) Allowances Scheme stated 'travel and subsistence costs for all other meetings should be met by the member's home authority.'

The Committee considered three options, but RESOLVED to adopt option 2 as outlined below;

'that Option 2 (to adopt a similar approach to that of attendance at training events where Members seek approval before they accept the appointment as to whether the Council will pay for the travel expenses for the meetings of the Board. This would be via approval of the budget holder, the Head of Democratic Services, in liaison with the Leader of the Council. Members would be expected to make a case, outline the expected costs and frequency and also demonstrate the benefits to Devon County Council), be adopted'.

However, the Committee also said that the position be reviewed in 12 months time.

*Electoral Divisions(s): All Divisions*

**MATTERS FOR INFORMATION**

NIL

**PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF PRESS AND PUBLIC ON THE GROUNDS THAT EXEMPT INFORMATION MAY BE DISCLOSED**

NIL

*Members are reminded that Part II Reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.*

## **MEETINGS INFORMATION AND NOTES FOR VISITORS**

### **Getting to County Hall and Notes for Visitors**

For SatNav purposes, the postcode for County Hall is EX2 4QD

[Further information about how to get to County Hall](#) gives information on visitor parking at County Hall and bus routes.

Exeter has an excellent network of dedicated cycle routes. For further information see the [Travel Devon webpages](#).

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street), St David's and St Thomas. All have regular bus services to the High Street.

Visitors to County Hall are asked to report to Main Reception on arrival. If visitors have any specific requirements, please contact reception on 01392 382504 beforehand.

### **Membership of a Committee**

For full details of the Membership of a Committee, please [visit the Committee page](#) on the website and click on the name of the Committee you wish to see.

### **Committee Terms of Reference**

For the terms of reference for any Committee, please [visit the Committee page](#) on the website and click on the name of the Committee. Under purpose of Committee, the terms of reference will be listed. Terms of reference for all Committees are also detailed within Section 3b of [the Council's Constitution](#).

### **Access to Information**

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

### **Public Participation**

The Council operates a Public Participation Scheme where members of the public can interact with various Committee meetings in a number of ways. For full details of whether or how you can participate in a meeting, please [look at the Public Participation Scheme](#) or contact the Clerk for the meeting.

In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

### **Webcasting, Recording or Reporting of Meetings and Proceedings**

The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

### **Declarations of Interest for Members of the Council**

It is to be noted that Members of the Council must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

### **WiFi**

An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall.

### **Fire**

In the event of the fire alarm sounding, leave the building immediately by the nearest available exit following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings; do not use the lifts; and do not re-enter the building until told to do so. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair.

### **First Aid**

Contact Main Reception (Extension 2504) for a trained first aider.

### **Mobile Phones**

Please switch off all mobile phones before entering the Committee Room or Council Chamber

### **Alternative Formats**

If anyone needs a copy of an Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: [committee@devon.gov.uk](mailto:committee@devon.gov.uk) or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.

### **Induction Loop available**







## **Devon County Council Member Development Policy 2021-2025**

### **1. Introduction**

The world of local government is rapidly changing and can place exceptional demands on its leadership. Members undertake a variety of complex roles and play a critical part in shaping future services for the benefit of the community and determining how these are delivered.

Devon County Council is committed to supporting the development of all Elected Members providing a programme of development opportunities that assists individuals to perform effectively in their role both as community leaders and as representatives of the County Council. Members take a leading role in their development both individually by engaging with the process and strategically through the Member Development Steering Group

### **2. Key Principles**

Through the processes in place to deliver Member Development we will ensure that:

- ❖ A comprehensive programme of development will support the delivery of the Council's priorities and meet individual learning needs as they evolve through the life of the Council.
- ❖ Development activities will be consistent with Equality and Diversity policies and deliver best value. They will be organised and delivered to align with core principles and behaviours as well as addressing the skills and knowledge requirements outlined in the Devon Members' Skills Framework and Senior Leadership Framework.
- ❖ Where possible local and national development initiatives will be utilised, including the LGA Leadership Academy, LGA online resource hub and the Shared Member Development Service.
- ❖ Tools are developed, utilised, and evaluated to support the development of elected Members.
- ❖ The process is Member owned and driven through the Member Development Steering Group. Individuals will be encouraged to take an active involvement in their own learning and development.

### **3. How we deliver this?**

Members will always be at different stages in their political careers, skills and knowledge will be different for each individual and their requirements for

# Agenda Item 4

development will vary. The learning and development programme will recognise this and assist in their development through the following processes:

## 3.1 Strategic Direction

The Member Development Steering Group will be responsible for setting the strategic direction for Member Development which will be implemented on their behalf by officers. This cross-party group will be chaired by the Cabinet Member with responsibility for Member Development and made up of other members representing geographical areas of Devon and providing political balance. The group will meet at least 3 times per year to discuss all aspects of Member development.

Group leaders will actively encourage party Members to agree personal development plans and participate in development activities. They will also be responsible for identifying suitable nominations for national/local conferences and external training opportunities.

## 3.2 Prior to Election

A variety of methods will be used to communicate with prospective candidates providing information about the role and how they will be supported should they be successful.

## 3.3 Induction

A comprehensive Induction Programme will be delivered following elections for new and returning Members. Skills and knowledge will be delivered in a timely manner using a variety of methods to allow for equality of access. The programme will cover the full range of activities that a Member will undertake and will be delivered incrementally to avoid overloading.

Preparations for the induction programme will take place in good time and will be influenced by feedback from the evaluation of the previous induction and good practice from other authorities.

## 3.4 Identifying development needs

All Members will be offered an annual personal development interview as a tool to identify their personal development needs. Members will be asked to use the Devon Members' Skills Framework to self-assess against, prior to the interview. A personal development plan will be produced for each Member, and this will form the basis of the Annual Members Learning and Development Plan.

Senior Leadership Development will be supported to identify their learning and development needs using the Devon Members Senior Leadership Skills Framework which includes a 360-degree review process



Organisational requirements to provide learning and development to Members will be considered through officer networks, existing committees, and the Member Development Steering Group.

### 3.5 Delivery of learning and development

Learning and development activities will be commissioned to meet individual committee and corporate development priorities.

- Generic skills to enable effective working as a councillor
- Service driven activities to support corporate priorities and committee roles
- Knowledge to support robust decision making
- Community leadership to enhance the community role
- Advanced development activities to enhance leadership skills
- Skills to meet new ways of working resulting from the changing shape of local government

We will provide learning in a way that meets individual needs through:

- Nationally recognised learning programmes
- Internal learning events
- Scrutiny masterclasses
- Briefings prior to or as part of the committee process
- Self-managed learning both paper and web based
- Officer briefings
- The Devon Shared Member Development Service
- Mentoring and Coaching arrangements

Delivery methods will consider inclusivity, access to learning, subject matter and learning styles offering both, face to face and online delivery and incorporating a variety of delivery methods.

### 3.6 Evaluation

Evaluation of all learning and development activities will take place against agreed objectives in accordance with the evaluation strategy (Appendix A). Action will be taken to make improvements based upon this feedback.

### 3.7 SW Charter for Member Development

Charter plus accreditation was achieved in October 2012 and April 2016 and these standards will continue to be applied to the work that we undertake in this field. This followed on from being awarded the SW Charter for Member Development in December 2008. We will continue to seek reaccreditation on a 3 – 4 yearly basis. SW Charter for Member Development is a nationally recognised standard developed by Local Government Improvement and Development and regionally administered by South West Councils.

### 3.8 Shared Member Development Service

# Agenda Item 4

Devon County Council has been a partner of the Shared Member Development Service since 2011 and leads on the organisation and development of the offer provided by this service. We will continue to promote and engage with the service taking up learning and development opportunities provided, using tools developed through the service and sharing best practice.

## 3.9 Support and implementation

Supported by a Senior Workforce Development Advisor to develop and facilitate a cost-effective member development programme and the Deputy Manager / Head of Scrutiny.

## 3.10 Access to Development Opportunities

- The Senior Workforce Development Advisor will offer all Members an annual personal development interview to identify individual learning needs.
- Member Learning and Development opportunities will be reported to the Member Development Steering Group for consideration and approval.
- Requests to attend non approved national/local conferences or courses with limited places will be considered in line with the process agreed by the Procedures Committee Minute 33 (5/6/18) requiring the approval of the budget holder, the Head of Democratic Services, in liaison with the Leader of the Council as appropriate and supported by a business case to ensure:
  - There is a fair allocation of opportunity
  - It is aligned with corporate priorities
  - It fits with individual roles and responsibilities
  - There is sufficient budget available to support the request
- Individuals attending the agreed events will need to ensure the:
  - Learning activity is has been identified as part of a personal development interview
  - Learning is shared/disseminated to all Members after the event.
- Information on additional development opportunities and officer briefing sessions will be communicated regularly throughout the year
- All Members should confirm whether or not they will be attending a learning and development session at least 2 weeks prior to the date of the event. In line with good practice Party Whips have asked to be kept informed of any non-attendance on the day, where no explanation or apologies are given.

## 3.11 Member Development Budget

The DCC Member development budget will be made up from two areas:

- An allocation for Learning and Development administered through Human Resources.
- A small allocation for approved Conferences administered through the office of the County Solicitor.

#### **4. Adoption of DCC Member Development Strategy**

The original strategy was approved by Procedures Committee and ratified by full County Council on 08/03/07.

The Member Development Steering Group Committee was first established and appointed at County Council on 25/05/07 to support the implementation of the strategy.

Members were appointed to Member Development Steering group at Full Council 25.06.09 these appointments are made and reviewed on an annual basis.

The Strategy was reviewed and revised in July 2009. approved by Procedures Committee 29.09.09 and ratified by Full Council 10.12.09.

The Strategy was reviewed and updated to a Member Development Policy in March 2013.

The Strategy was reviewed and updated in May 2017

The Strategy has been once again reviewed and is commended for adoption for the New Council with effect from May 2021.

