

STANDARDS AND PERSONNEL APPEALS COMMITTEE

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Tuesday, 3rd October, 2023 at 7.00 pm

Present: Councillor Lee Waters in the Chair;

Councillors Paul Grafton, Oliver Hay and
Dave Shaw.

Apologies for Absence: Councillors Kier Barsby, Jamie Bell and
Phil Rostance.

Officers Present: Lynn Cain, Ruth Dennis, Mike Joy and
Shane Wright.

In Attendance: Duncan Deaves (Selston Parish Council
Representative).

SP.7 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests

No declarations of interest were made.

SP.8 Minutes

RESOLVED

that the minutes of the meeting of the Committee held on 15 July 2023,
be received and approved as a correct record, subject to it being recorded that
Councillors Warren Nuttall and Sarah Madigan were also in attendance at the
meeting.

SP.9 Member Training and Induction Programme

The Scrutiny Research Officer presented the report, which had been added to
the Standards Workplan earlier in the year to enable Members to reflect and
provide feedback in respect of the Council's Member Induction Programme
following the District Elections in May 2023.

A summary of the Induction Programme itinerary was then presented including
details of the Induction Day which had enabled the Council to welcome new
Members and settle them into their new surroundings. This has included the
following:

- signing of Declaration of Acceptance of Office with the Chief Executive
- photos for Website and Security Cards
- completion of Register of Interest Form

- collection of new Samsung tablet and basic training
- sign up for HR and Payroll details
- introductory conversations with officers.

The 2023 Induction Programme had been developed, taking into account Committee Members suggestions to hold the event over 3 days whilst providing smaller training groups to enable better integration and involvement. Extra sessions were included in respect of IT training and Member behaviour and standards, which had been delivered externally by the Local Government Association (LGA). An external provider was also appointed to deliver sessions in respect of chairing meetings and the scrutiny process.

New training topics had been introduced including local government finance, neighbourhoods, housing and community safety. The programme of events had been demanding but had provided a wide range of training topics to give new Members a comprehensive start to their new roles.

In an effort to ensure Members are kept up to date with training requirements throughout their 4 year term of office, the Democratic Services Team were keeping detailed records of all individual training completions and requirements (including details to Group Leaders of non-attendances). This would hopefully ensure that all training access/development would remain available and be delivered in a timely manner over the next 4 years.

Members then assessed the success, or otherwise, of the Council's induction programme and responded as follows:

Induction Programme Elements:	Member Responses:	Officer Responses:
3 Day Programme of Events	Training was nicely spaced out over the 3 day period	Noted
Smaller Training Groups	It was helpful to be in smaller groups and less intimidating. Members contributed more because of this	Noted
Variety of Training Topics	Really Good	Noted
Internal/Officer Training Providers	The IT training session was great, and it was helpful to be offered further one to one training if required	Noted
External Training Providers	LGA Trainer was excellent and explained everything well	Noted
Refreshments	Really Good	Noted

Follow Up Sessions	These were well provided but there should be a firmer Council response to Members who continue to fail to complete their training	Noted
After Care	1. It may have been helpful to have had a follow-up day during June to receive feedback and deal with any queries	Good idea and will look to arrange for next time
	2. It would have been useful for officers to have handed out their contact details after their training sessions	There is currently a review taking place with SLT and Leadership regarding the provision of effective Member/officer communications with the development of a communications policy
	3. Online training should have been ready to roll out straight after the induction programme and promoted more with Members	Apologies extended but advised that there were ongoing technical issues with the online training system which has caused delays
	4. It would have been helpful to have received the training slides after the training sessions	The slides were shared with new Members after the induction programme but accept that further training material, building on the face to face session, would have been helpful
	5. Is there currently a budget for individual Member training?	Yes, there is a small pot and Members can request individual training via pro-forma submitted to the Democratic Services Team. A copy of the Member Development Strategy will be re-circulated to Members for information

	6. Would it be possible for Members to periodically receive a copy of their training records for information?	Yes, this is something that the Democratic Services Team can look at doing on a periodic basis
Lessons Learnt		There is scope for providing hybrid training sessions next time to enable greater accessibility

RESOLVED

that the feedback/comments/suggestions received in respect of the Member Induction Programme for 2023, be accepted and considered by the Democratic Services Team accordingly.

(During consideration of this item, Councillor Dave Shaw entered the meeting at 7.27pm.)

SP.10 Quarterly Complaints and Gifts and Hospitality Monitoring

The Assistant Director for Democracy presented the report and advised Members that two new formal complaints had been received by the Authority since the last meeting of the Committee. Work was continuing on all the current complaints outlined in the report which had now been reduced to five in total following some successful completions.

RESOLVED that

- a) the updated position in respect of Member complaints as at June 2023, as outlined at Appendix A to the report, be received and noted;
- b) it be also noted that no declarations of received gifts and hospitality were received from July to September 2023;
- c) the Assistant Director for Democracy be requested to ensure that a note be placed on any future reports, stating that any discussions on Member complaints are only at an operational level and do not involve any details in respect of individual cases.

SP.11 Standards Workplan 2023/24

The Chairman requested the Executive Director for Governance to give Members an update in respect of progress against the 2023/24 Standards Workplan, which was duly given.

The meeting closed at 7.56 pm

Chairman.

