



ST HELENS
BOROUGH COUNCIL

Standards Committee 10 July 2023

Report Title	Member Training and Development Update	
Cabinet Portfolio	Corporate Services	
Cabinet Member	Councillor Martin Bond	
Exempt Report	No	
Reason for Exemption	N/A	
Key Decision	No	
Public Notice issued	N/A	
Wards Affected	All	
Report of	Paul Hussey Interim Director of Policy & Transformation paulhussey@sthelens.gov.uk	
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Borough Priorities	Ensure children and young people have a positive start in life	
	Promote good health, independence, and care across our communities	
	Create safe and strong communities and neighborhoods for all	
	Support a strong, thriving, inclusive and well-connected local economy	
	Create green and vibrant places that reflect our heritage and culture	
	Be a responsible Council	X

1. Summary

- 1.1 This report details the training opportunities available to members and attendance rates from 1st January 2023 to 16th June 2023, and member training currently planned for 2023/2024.

2. Recommendation for Decision

- i) Standards Committee is recommended to note the report.

3. Purpose of this report

- 3.1 To provide the Standards Committee with an overview of the training opportunities provided to members from 1st January 2023 to 16th June 2023, and the current training/briefing for the remainder of 2022/2023.
- 3.2 The detail of all completed training is provided in Appendix 1.
- 3.3 The details of upcoming training currently planned for 2023/2024 can be found in Appendix 2.

4. Background / Reason for the recommendations

- 4.1 In accordance with the records held by the Organisational Design and Development Team, 9 briefing/training sessions were delivered during the period of 1st January 2023 to 16th June 2023, that were attended by a total of 85 members (Appendix 1).
- 4.2 The sessions were hosted via a combination of in-person and virtual events, enabling greater flexibility for officers and members.
- 4.3 Looking forward, there are currently 7 events planned for the remainder of 2023/2024 (Appendix 2).
- 4.4 In addition to the briefing events noted in Appendices 1 and 2, members also have access to over 1000 e-resources on the Learning Hub, bitesize learning on the IT Learning Support Hub, and eLearning opportunities on the My Learning and LGA platform. These resources are all available via the Council's intranet.
- 4.5 Members have also been invited to complete the following eLearning modules:
- Action Counters Terrorism
 - Hate Crime
 - Suicide Awareness
 - Equality & Diversity
 - Fraud Awareness
 - Fire Safety
 - Safeguarding Children
 - Unconscious Bias
- 4.6 The Organisation Design and Development Team have recently commissioned a short Modern Slavery eLearning module, available to all members, which is designed to provide a brief overview and awareness of the signs of Modern Slavery and how to raise concerns.
- 4.7 The team is also currently collaborating with the relevant Team Managers on the development of a Data Protection eLearning module designed specifically for

members, and a Safeguarding Adults Awareness module. These are both expected to be available by the Autumn time.

4.8 Appendix 3 outlines the completion rates of the above modules. Further promotion will be undertaken to encourage members to review these modules and progress will be reported in the next Standards Committee report.

4.9 Members also have access to a resource area and a training and briefing materials repository on My Learning.

4.10 Similar to the new member induction, the resource area contains links to key documents, eLearning and signposting to systems and websites, in the following subject areas:

- About St Helens
- Senior Leadership Structures
- eLearning detailed in para 4.5
- Key Strategic Documents
- Key Sites and Systems
- Being a Councillor
- Emergency Planning
- Planning
- Prevent
- Safeguarding Adults
- Safeguarding Children
- Schools
- Scrutiny
- Your Health and Wellbeing
- Your Personal Development

4.11 Content in the resource area is reviewed on a quarterly basis to ensure it remains current and accessible.

4.12 The training and briefing materials repository provides members with easy access to materials shared during training such as presentation slides and guidance documents, following the event.

4.13 The Organisational Design and Development Team have recently undertaken further developments on the My Learning site including the upload of member training records, the inclusion of short 'how to' videos demonstrating how to complete a variety of tasks on the site, and the implementation of a learner dashboard to enable members to view their learning progress.

4.14 Once tested the above developments will be shared and promoted with members.

5. Consideration of Alternatives

5.1 None.

6. Conclusions

- 6.1 The Organisational Design and Development Team will continue to work with the Member Training and Development Steering Group and senior officers to develop training that meets members' needs and support the delivery of Council priorities.

7. Legal Implications

- 7.1 None.

8. Community Impact Assessment (CIA) Implications

- 8.1 N/A

9. Social Value

- 9.1 N/A

10. Sustainability and Environment

- 10.1 N/A

11. Health and Wellbeing

- 11.1 N/A

12. Equality and Human Rights

- 12.1 N/A

13. Customer and Resident

- 13.1 N/A

14. Asset and Property

- 14.1 N/A

15. Staffing and Human Resources

- 15.1 N/A

16. Risks

- 16.1 N/A

17. Finance

- 17.1 The costs are contained within the Member Training budget for 2023/2024.

18. Policy Framework Implications

- 18.1 N/A

19. Impact and Opportunities on Localities

19.1 N/A

20. Background Documents

20.1 None.

21. Appendices

21.1 Appendix 1 - Member training/briefings delivered 1st January 2023 to 16th June 2023

21.2 Appendix 2 – Member briefing/briefings currently planned for the remainder of 2023/2024

21.3 Appendix 3 – Member essential eLearning completion