



## Standards Committee 16 January 2024

<b>Report Title</b>	<b>Member Training and Development Update</b>
<b>Cabinet Portfolio</b>	Corporate Services
<b>Cabinet Member</b>	Councillor Martin Bond
<b>Exempt Report</b>	No
<b>Reason for Exemption</b>	N/A
<b>Key Decision</b>	No
<b>Public Notice issued</b>	N/A
<b>Wards Affected</b>	All
<b>Report of</b>	Vicky Willett Director of Policy & Transformation <a href="mailto:VickyWillett@sthelens.gov.uk">VickyWillett@sthelens.gov.uk</a>
<b>Contact Officer</b>	Laura Bellis OD&D Team Manager – Delivery <a href="mailto:laurabellis@sthelens.gov.uk">laurabellis@sthelens.gov.uk</a>  Emma Morris Head of Organisational Design & Development <a href="mailto:Emmamorris@sthelens.gov.uk">Emmamorris@sthelens.gov.uk</a>

<b>Borough Priorities</b>	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 June 2023 to 30th November 2023, and also the member training programme currently planned for 2023/2024.

## **2. Recommendation for Decision**

**i. The 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 June 2023 to 30th November 2023, and the current training/briefing programme for members for the remainder of 2023/2024.
- 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, 10 briefing/training sessions were delivered during the period of 1st June 2023 to 30<sup>th</sup> November 2023, that were attended by a total of 110 members (Appendix 1).
- 4.2 The sessions were hosted via a combination of in-person and virtual events, enabling greater flexibility for both officers and members.
- 4.3 Looking forward, there are currently 6 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.
- 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 Awareness
  - Safeguarding Children
  - Unconscious Bias

In May of this year the Organisation Design and Development Team commissioned and launched 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. 1 member has completed this eLearning module

as of December 2023. Safeguarding Adults Awareness module was launched in August 2023 and currently showing as 4.2% of members in progress. Promotion of Safeguarding Adults Awareness and Modern Slavery will continue to be communicated to members to encourage completion of both modules.

- 4.6 The team is also currently collaborating with the relevant Team Managers on the development of a Data Protection eLearning module designed specifically for members, this is expected to be launched by Spring 2024.
- 4.7 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.
- 4.8 Members have access to a resource area and a training and briefing materials repository on My Learning. 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
- 4.9 Content in the resource area is reviewed on a quarterly basis to ensure it remains current and accessible.
- 4.10 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.
- 4.11 The Organisational Design and Development Team continue to update and develop the My Learning site including the upload 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.
- 4.12 Once tested the above developments will be shared and promoted with members.

## **5. Consideration of Alternatives**

- 5.1 None. Positive feedback has been received from Members and at the Overview and Scrutiny Committee meeting about the resources available to Members, along with the

My Learning platform, noting how easy they are to access, navigate and monitor progress.

## **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 There are no known legal implications associated with this report.

## **8. Equality Impact Assessment (EIA) Implications**

- 8.1 There is no EIA with this report because the decision is for noting only.

## **9. Social Value**

- 9.1 There are no social value implications associated with this report.

## **10. Net Zero and Environment**

- 10.1 This report has no impact on net zero and environment.

## **11. Health and Wellbeing**

- 11.1 There are no known Health and Wellbeing implications associated with this report.

## **12. Customer and Resident**

- 12.1 There are no known customer and resident implications associated with this report.

## **13. Asset and Property**

- 13.1 There are no known asset and property implications associated with this report.

## **14. Staffing and People Management**

- 14.1 There are no known staffing and human resources implications associated with this report.

## **15. Risks**

- 15.1 If elected Members do not complete their training, they may not be as impactful when dealing with issues on behalf of the residents of St Helens. To mitigate this, training is made available via the portal and can be accessed 24/7 to enable Members to complete at a time to suit them. Where face to face briefings take place more than one date is offered where possible.

## **16. Finance**

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

## **17 Policy Framework Implications**

17.1 There is no known policy framework implications associated with this report.

## **18 Impact and Opportunities on Localities**

18.1 There is no known impact and opportunities on localities associated with this report.

## **19. Background Documents**

19.1 None.

## **20. Appendices**

Appendix 1 - Member training/briefings delivered 1 June 2023 to 30 November 2023

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

Appendix 3 – Member essential eLearning completion