



# Standards Committee

## 14 January 2025

<b>Report Title</b>	<b>Member Training and Development Update</b>	
<b>Cabinet Portfolio</b>	People, Performance & IT	
<b>Cabinet Member</b>	Councillor Keith Laird	
<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>	<p>Laura Bellis OD&amp;D Team Manager – Delivery <a href="mailto:LauraBellis@sthelens.gov.uk">LauraBellis@sthelens.gov.uk</a></p> <p>Emma Morris Head of Organisational Design &amp; Development <a href="mailto:EmmaMorris@sthelens.gov.uk">EmmaMorris@sthelens.gov.uk</a></p>	
<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 neighbourhoods 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 together with the attendance dates from 1st June 2024 to 30<sup>th</sup> November 2024, and the member training currently planned for the remainder of the 2024/2025 financial year.

## **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 2024 to 30<sup>th</sup> November 2024, and the current training/briefing planned up until 31<sup>st</sup> March 2025.
- 3.2 The detail of all completed training is provided in Appendix 1.
- 3.3 The details of upcoming training currently planned for 2024/2025 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, fourteen briefing/training sessions were delivered during the period of 1st June 2024 to 30<sup>th</sup> November 2024, these included four Ward Member Grant Scheme Training sessions, one All Members Briefing, two Ketamine Awareness Training sessions, Licensing Training along with a variety of other training sessions. Attendance was 132 members in total across all fourteen training sessions. Attendance and an overview of all sessions is detailed in 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 5 events planned or in the process of having training dates confirmed up to 31<sup>st</sup> March 2025 (Appendix 2).
- 4.4 Members have been invited to complete the following eLearning modules:
- Action Counters Terrorism
  - Equality and Diversity
  - Fire Awareness
  - Fraud Awareness
  - Hate Crime
  - Safeguarding Children Awareness
  - Safeguarding Adult Awareness
  - Suicide Awareness

- Unconscious Bias
- 4.5 Appendix 3 outlines the completion rates of the above modules. Details of eLearning have been shared with Members to encourage completion in recent weeks. Further promotion will be undertaken to encourage members to review these modules and progress will be reported at the next Standards Committee report.
- 4.6 In April this year, the Organisation Design and Development Team commissioned and launched a short Modern Slavery eLearning module, which has been made available to all members. This eLearning was designed to provide a brief overview and awareness of the signs of Modern Slavery and how to raise concerns. Currently four members have completed this training. This eLearning module and further promotion will be discussed at the next Member Training and Development Steering Group Meeting.
- 4.7 The Organisational Development team is continuing to collaborate with the relevant officers on the review and development of a Data Protection eLearning module designed specifically for members, this is expected to be launched in 2025.
- 4.8 Following feedback from Members an in person drop-in session has been planned for January 2025 focusing on the Members Portal. This session will provide an overview to the Portal, how to access and navigate the site along with an opportunity for any issues or questions to be raised.
- 4.9 The Organisational Development team is working with relevant colleagues to coordinate the delivery of Climate Change and Net Zero Training for Members in March 2025. Dates are currently being identified and once confirmed these will be shared and promoted with Members.
- 4.10 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.
- 4.11 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

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

4.13 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.

4.14 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.

4.15 Any updates or developments continue to be shared and promoted to Members by the Organisational Design and Development Team.

4.16 System data suggests that access to the Member area on My Learning is relatively low and therefore further insight is required to understand the barriers to ensure that all Members can benefit from the learning resources available.

## **5. Consideration of Alternatives**

5.1 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 and support Members to access the resources via My Learning.

## **7. Legal Implications**

7.1 There are no known legal implications associated with this report.

## **8. Financial Implications**

8.1 The costs are contained within the Member Training budget for 2024/2025. There are no known financial implications associated with this report.

## **9. Equality Impact Assessment**

9.1 There are no known equality implications associated with this report.

## **10. Social Value**

10.1 There are no social value implications associated with this report.

## **11. Net Zero and Environment**

11.1 This report has no impact on net zero and environment.

## **12. Health and Wellbeing**

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

## **13. Customer and Resident**

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

## **14. Asset and Property**

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

## **15. Staffing and People Management**

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

## **16. Risks**

16.1 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 Members' 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.

## **17. Policy Framework Implications**

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

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

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

## **19. Background Documents**

19.1 None.

## **20. Appendices**

20.1 Appendix 1 – Councillor Training and Development Report 1<sup>st</sup> June 2024 to 30<sup>th</sup> November 2024

20.2 Appendix 2 - Councillor Training and Development Events Report Upcoming Events - 1st December 2024 to 31st March 2025

20.3 Appendix 3 - Councillor Training and Development Essential eLearning Completion