

<b>Committee:</b>	<b>Governance Committee</b>
<b>Title:</b>	<b>Member Training and Development Annual report</b>
<b>Date:</b>	<b>11 November 2025</b>
<b>By:</b>	<b>Deputy Chief Executive</b>
<b>Purpose of report:</b>	<b>To provide an update on the training and development activities offered to Members.</b>

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## ***RECOMMENDATION:***

**The Governance Committee is recommended to consider and comment on the programme of training and development activities offered to Members.**

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## **1. Background**

1.1 This report provides the Governance Committee with oversight of Member training and development activities and offers the opportunity to comment on the programme.

1.2 Helping to ensure that Members have the skills and information needed to undertake their roles is a key element of corporate governance. Member Services is responsible for devising and maintaining a programme of Member training and development activities in response to Member needs and requests. The programme is developed having regard to current and forthcoming policy issues and with input from Members. Members' views are gathered via a survey circulated to all Members, and through requests made by Members on an individual basis or through their Committees.

1.3 Courses delivered to Members cover a wide range of topics. For example, courses have been delivered on support with practical matters such as Getting the most out of Microsoft Outlook, topic specific briefings such as Managing Verges, and committee focused courses such as Planning and Regulatory Committees refresher training.

1.4 Particular focus has been placed on ensuring that the Scrutiny Committees are equipped to be able to undertake their role. With that in mind scrutiny support officers have liaised with the Member Services team to promote the topic briefings in the wider Member training programme to the relevant scrutiny committee members via work programmes and other communication. Examples of this are recent sessions on highways innovation, food waste, education and prevention in adult social care which are of particular value to members of Place and People Scrutiny Committees to provide broader context for their scrutiny role. These are in addition to scrutiny-specific development work such as recent workshops on the health scrutiny role and Place and People Scrutiny awaydays which included sessions on best use of pre-meetings.

1.5 A summary of the training sessions delivered over the last 12 months as part of the ongoing programme is provided at Appendix 1. The current version of the training programme is provided at Appendix 2.

1.6 In addition to these training sessions, the Council hosts Whole Council Forum's in relation to key issues such as Local Government Reorganisation, Devolution, Reconciling Policy, Performance and Resources (RPPR), and the Fair Funding Review consultation.

## **2. Supporting Information**

2.1 The majority of training courses are delivered remotely via Microsoft Teams. This method of delivery makes it easier for Members to attend, is more time efficient and helps

reduce travel across the county. Whilst most courses are delivered via remote means, where appropriate some courses have been delivered in person (for example, where the training relates to the specific functions of a committee and the training can take place before a meeting).

2.2 It should also be noted that for those courses delivered remotely, a recording of the session together with the slides used in the session is made available on the Councillors' Area of the intranet. This enables Members who could not attend the session to still benefit from the course and other Members who did attend, to refresh their memory and review the slides when convenient.

2.3 To further enhance the training opportunities available to Members, a list of external training sessions delivered by the Local Government Association, South-East Employers and other external bodies is updated regularly and is available to Members via the intranet and the Members' Room. The current version of the external training programme is attached at Appendix 3.

### **3. Conclusion and recommendations**

3.1 The Council has a comprehensive programme of training and information activities offered to Members. The Governance Committee is recommended to consider and comment on the training opportunities offered to Members including where the Committee considers there are any gaps or unmet needs.

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