



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577 Email governance@rutland.gov.uk

Ladies and Gentlemen,

A meeting of the **CONSTITUTION COMMISSION** will be held via Zoom - <https://us06web.zoom.us/j/83898005160> on **Wednesday, 25th May, 2022** commencing at 4.00 pm when it is hoped you will be able to attend.

Yours faithfully

Mark Andrews
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at <https://www.rutland.gov.uk/my-council/have-your-say/>

A G E N D A

1) APOLOGIES FOR ABSENCE

To record any apologies for absence.

2) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

3) PETITIONS, DEPUTATION AND QUESTIONS

To receive any petitions, deputations and questions received from members of the public in accordance with the provisions of Procedure Rule 93.

The total time allowed for this shall be 30 minutes. Petitions, deputations and questions shall be dealt with in the order in which they are received.

4) QUESTIONS FROM MEMBERS

To consider any questions received from Members of the Council in accordance with the provisions of Procedure Rule 95.

5) NOTICES OF MOTION

To consider any Notices of Motion from Members submitted under Procedure Rule 97.

6) APPOINTMENT OF VICE-CHAIR

To appoint a Vice-Chair of the Committee for the municipal year.

7) WORK PLAN 2022-23

To receive the Constitution Commission Work Plan and note the expected items for future meetings.
(Pages 3 - 4)

8) FLAG POLICY

To receive a copy of the proposed Flag Policy for recommendation to Council for approval.
(Pages 5 - 12)

9) MEMBERS DEVELOPMENT STRATEGY

To receive Report No.102/2022 from the Monitoring Officer.
(Pages 13 - 30)

10) ANY URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

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DISTRIBUTION

MEMBERS OF THE CONSTITUTION COMMISSION

1. Councillor L Stephenson (Chair)
2. Councillor R Powell
3. Councillor M Oxley
4. Councillor G Waller
5. Councillor G Brown
6. Councillor P Browne

Constitution Commission Work Plan

Municipal Year	Meeting Date	Meeting Name and Type	Proposed Item	Reports due	Publication date	Format
2022/2023	25 th May 2022	Constitution Commission 4pm-6pm (Formal - Virtual)	Item 1: Flag Policy – report to Council in July	10 th May	17 th May	
			Item 2: Member Development Strategy – report to Council in July			
			Item 3: Review of Workplan			
	6 th July 2022	Constitution Commission 3pm-5pm (Informal – Virtual)	Item 1: Public Participation Guidance (inc. Petition guidance)	21 st June	28 th June	
			Item 2: Members Planning Code of Good Practice			
	7 th September 2022	Constitution Commission 3pm-5pm (Informal – Virtual)	Item 1: Annual Review of Financial Procedure rule and Contract and Grants Procedure Rules, factoring in role of Project Boards and Financial thresholds for Key decisions.	23 rd Aug	30 th Aug	
	16 th November 2022	Constitution Commission 3pm-5pm (Informal – Virtual)	Item 1: Council Prayer (Census Data due in Autumn)	1 st Nov	8 th Nov	
			Item 2: Appointment and Terms of Office for Leader of the Council			
			Item 3: Appointment of Vice-Chairs			
	11 th January 2023	Constitution Commission 4pm-6pm (Formal – In Person)	Item 1: Recommending of changes to Council – Annual report of Commission	27 th Dec	3 rd Jan	

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Flag Flying Policy

Version & Policy Number	Version 1.0
Guardian	Kate Haworth, Civic Officer Tel. 01572 722 577 x8203
Date Produced	9 May 2022
Next Review Date	

Approved by Constitution Commission	
Approved by Cabinet	Not required
Approved by Full Council	



Summary

This policy outlines the procedures and arrangements for the flying of flags at Rutland County Council, Catmose, Oakham, Rutland LE15 6HP.

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1.0 INTRODUCTION

- 1.1 The Council often receives requests to fly flags at, or illuminate, Catmose. This policy provides a clear protocol to guide decisions.
- 1.2 The policy is implemented by the Civic Office under instruction from the Chief Executive or Director of Law and Governance.

2.0 BACKGROUND

- 2.1 The Council displays flags on the flagpoles outside of the Rutland County Council offices, Catmose, Oakham, Rutland LE15 6HP. The Council will also on occasion fly flags at Oakham Castle, Oakham, Rutland LE15 6DR and Oakham Library LE15 6HW. An arrangement is in place that Oakham Town Council may use the flagpole outside of the Library.
- 2.2 As detailed in 3.0 below, the Union Flag will fly from the principal flagpole at Catmose at all times except during a visit by the Sovereign.
- 2.3 The secondary flagpole at Catmose is to the left of the principal flagpole when viewing Catmose from the front. (See figure 1). This flagpole will fly the County Flag throughout the year except on days detailed in 4.0 or when a request has been granted as detailed in 5.0
- 2.4 The purpose for flying flags at Catmose is to symbolise the county's support for important local, national and international days and events. Like all symbols, flags are highly emotive and can be open to interpretation therefore the Council needs to ensure careful consideration is given to flag flying days and requests for the illumination of Catmose to encourage community cohesion and acknowledge the feelings of the County's residents.
- 2.5 At the beginning of each calendar year, a list of flag flying days is produced based on the dates outlined in this policy, guidance from the Government on designated days for flying the Union Flag and advice from the National Association of Civic Officers (NACO) on special events taking place during the year, such as anniversary events. We also develop a list of additional flag flying days for commemorative and celebratory activities relevant in support of our civic programme and community support.

- 2.6 All flag flying commitments are subject to the weather, safe access to the flagpoles and the availability of suitably trained staff.
- 2.7 Flags should not be flown in a worn, damaged or soiled condition. Staff responsible for flying the flags, namely the Premises Officers, will report any damage or wear and tear to the Civic Office as soon as practicable. There is a small budget available for the upkeep of Civic Regalia which covers the basic maintenance of flags. Spend on new or additional flags must be approved by the appropriate budget manager.

3.0 UNION FLAG

- 3.1 Since 2008, councils have had the discretion to fly the Union Flag at all times if they wish. New guidance was issued by the [Department for Digital, Culture, Media and Sport in March 2021](#) that called for all UK Government buildings to fly the Union Flag every day. All local authorities and other local organisations were encouraged to follow this guidance. In addition, the UK Flag Protocol, produced by the Flag Institute¹, encourages all local authority buildings in England, Scotland and Wales to fly national flags every day of the year and this practice is being seen more frequently across the country.
- 3.2 The Union Flag will therefore be flown all year round at Rutland County Council Catmose in accordance with government guidance.
- 3.3 The only exception would be during a visit from the Sovereign, in which case the Royal Standard would be flown on the flagpole but only after consulting with the Lord Chamberlain's Department or the Sovereign's private secretary. No non-UK national flags can be flown on the other flagpoles.
- 3.4 The Union Flag should be flown at half-mast on the following occasions:
- On the announcement of the death of the Sovereign (refer to separate protocol for the arrangements for the Proclamation)
 - On the announcement of the death of a Principal member of the Royal Family
 - On the announcement of death of a prominent National or Local figure
 - On the day of the funeral of members of the Royal Family, subject to special commands from the Sovereign or the UK Government in each case.

¹ UK Flag Protocol "<https://www.flaginstitute.org/wp/uk-flags/british-flag-protocol/>"

- 3.5 In the event of a national or international incident, the advice of the UK Government will be followed in respect of how and when flags will be flown at Catmose.

4.0 OTHER FLAG FLYING DAYS

- 4.1 There are other dates during the year where additional flags will be flown. These flags will be flown on the flagpole to the left of the principal flagpole when viewing Catmose from the front. (See figure 1)

- 4.2 The additional flag flying dates are:

- LGBT History Month - February
- Commonwealth Day (second Monday in March) – Commonwealth Flag
- Armed Forces Day (Monday to Saturday, normally the last week in June) – Armed Forces Day Flag
- NHS, Social Care and Frontline Worker’s Day (5th July) – NHS Flag
- Merchant Navy Day (3rd September) – British Merchant Navy (red) Flag.
- 999 Emergency Workers Day – 9th September
- County Flag flown on Rutland Day – 13th September
- The Rutland county Council Flag may be flown at the instruction of the Leader/Chief Executive

- 4.3 On the occasion of the death of a serving Councillor, the County Flag should be flown at half-mast from the day of death to sunset on the day of the funeral.

- 4.4 The flagpole at Oakham Castle will usually fly the County flag except on designated days, i.e., AFD Flag Raising, Merchant Navy Day etc.

5.0 REQUESTS FOR ADDITIONAL FLAG FLYING DAYS AND ILLUMINATING CATMOSE

- 5.1 Consideration will be given to one-off additional requests by Members of the Council, Members of the public, or any other organisation for flag flying. These will be considered by the Director of Law and Governance in consultation with the Leader of the Council.

- 5.2 Council may also resolve by resolution to fly a flag at the secondary flagpole except on designated flag flying days set out in 4.0.
- 5.3 Requests to illuminate Catmose will be declined as they do not support the Council's Climate Change agenda and add additional resource strain in terms of budget, staff time and equipment
- 5.4 Requests by members of the public or non-Council bodies must be made at least 6 weeks before the event in writing to the Civic Officer, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP.
- 5.5 These requests will be assessed by the Chief Executive or Director of Law & Governance, in consultation with the Leader of the Council and should reflect the vision and priorities of the Council, be sensitive to the views of communities and be made in the spirit of displaying allegiance, support or respect or to celebrate or mark a significant international, national or local occasion.

Figure 1: Examples of flag flying on additional flag flying days.



A large print version of this document is available on request



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Catmose, Oakham, Rutland LE15 6HP

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CONSTITUTION COMMISSION

25 MAY 2022

MEMBER DEVELOPMENT STRATEGY

Report of the Monitoring Officer

Strategic Aim:	All		
Exempt Information	No		
Cabinet Member(s) Responsible:	Cllr L Stephenson Leader and Portfolio Holder for Policy, Strategy, Partnerships, Economy, and Infrastructure		
Contact Officer(s):	Marie Rosenthal, Monitoring Officer	mrosenthal@rutland.gov.uk	
Ward Councillors	N/A		

RECOMMENDATIONS

That the Constitution Commission agree to recommend to Council:

1. The adoption of the Member Development Strategy set out at Appendix 1
2. To add Member Development to the Terms of Reference of the Constitution Commission.

1 PURPOSE OF THE REPORT

- 1.1 To agree a Member Development Strategy for Rutland Council.

2 BACKGROUND

- 2.1 The Council is a complex, democratically accountable organisation, which secures and provides a wide variety of public services for and on behalf of, the residents of Rutland.
- 2.2 Councillors have a critical part to play to help deliver the aims of the Council. They are also involved in a range of other initiatives to help achieve positive outcomes for residents.
- 2.3 Learning and development are key to being an effective and high performing local authority. A planned approach to needs assessment and identification, within the context of a sound Member Development Strategy, will help ensure that Councillors are equipped to help the Council define and implement sound policies and drive service performance, whether as an executive or non-executive

Member.

3 A MEMBER DEVELOPMENT STRATEGY FOR RUTLAND COUNCIL

3.1 An all-member survey was conducted during November 2021 to seek councillors' views on member development and has been used to inform the Strategy and Training Plan for 2022/3 set out at Appendix 1.

3.2 The Local Government Association encourage, and support continued professional development for councillors. They have published a Member Development Charter that provides councils with a robust framework as a guide and benchmark to follow. The Charter sets out three essential criteria designed to help councils build their elected member capacity which have been used to shape this Strategy. These are:

- There is a clear commitment to councillor development and support
- The council has a strategic approach to councillor development
- Learning and development are effective in building councillor capacity.

3.3 The following strategic priorities for the period 2022-23 are proposed:

- Developing the leadership capabilities of Councillors to ensure continuity and clarity of direction for the community and the organisation.
- Recognising the all-out elections in 2023
- Ensuring that Members understand the nature of the integrated arrangements with NHS Clinical Commissioning group for adult and health services across Rutland.
- Recognising the impact of Covid-19 to the running of the council and on the health and wellbeing of Rutland residents.
- Supports the successful delivery of the Rutland Corporate Strategy and the role councillors will play in extending community voice and resident engagement
- Implementing a training programme which:
 - (i) is based on a set of core requirements applicable to all Members requirements tailored to Councillors undertaking specific roles and, also addressing requirements identified by Councillors themselves
 - (ii) is based on an agreed set of role descriptions for specific roles e.g., committee chair, cabinet member etc.
 - (iii) includes high quality induction arrangements for new councillors
 - (iv) recognises the demands created by having to operate in a post covid19 environment which relies on remote communication, remote working and limited opportunities to meet face to face
 - (v) ensure equality of access to learning and development opportunities.

- (vi) includes a regular process of monitoring and review in order to ensure the effectiveness of the investment made in learning and development.
- (vii) is based on agreed priorities and budget allocation and ensures that best use is made of available resources.

4. DELIVERING THE STRATEGY

- 4.1 It is proposed that the Constitution Commission take on the lead role for delivering the Strategy and receive regular reports on progress. This additional role can be added to the Terms of Reference of the Commission if approved by Council.
- 4.2 A Training Plan for 2022/3 based on the priorities outlined in this Report is set out at as an Annex to the Strategy.

5. CONSULTATION

- 5.1 Members and senior officers have been consulted by the Member Survey published 18 November 2021.

6. ALTERNATIVE OPTIONS

- 6.1 None identified

7. FINANCIAL IMPLICATIONS

- 7.1 A small training budget is currently available to fund this work. Additional funds will be required to deliver the Strategy in 2023/4

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 As set out in the Report.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has not been because there are no risks/issues to the rights and freedoms of natural persons.

10 BACKGROUND PAPERS

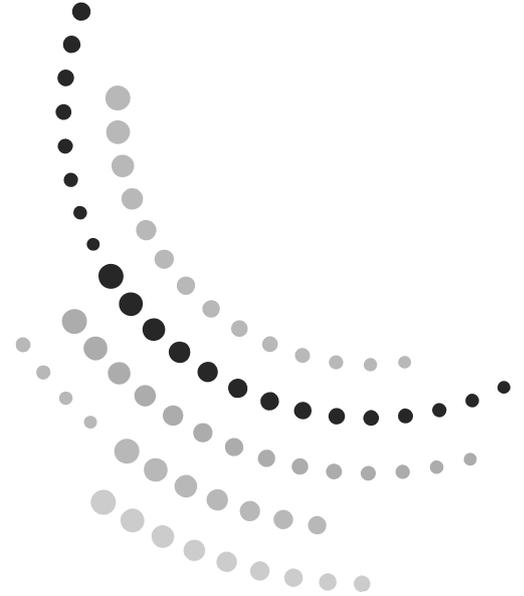
- 10.1 Rutland Council Constitution
- 10.2 LGA Member Development Charter

11 APPENDICES

- 11.1 Appendix 1 – RCC Member Development Strategy
- 11.2 Annex 1 – Councillor Training Plan 2022

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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Member Development Strategy 2022-2023

Version & Policy Number	Version 1.0
Guardian	Director of Law and Governance (Monitoring Officer)
Date Produced	April 2022
Next Review Date	April 2023

Approved by Constitution Commission	Scheduled 27 May 2022
Approved by Full Council	Scheduled 4 July 2022

Summary

To outline the learning and development of Councillors to help ensure that they are equipped to support the Council in becoming an effective and high performing local authority.

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1.0 INTRODUCTION

- 1.1 The Council is a complex, democratically accountable organisation, which secures and provides a wide variety of public services for and on behalf of, the residents of Rutland.
- 1.2 Councillors have a critical part to play to help deliver the aims of the Council. They are also involved in a range of other initiatives to help achieve positive outcomes for residents.
- 1.3 Councillors are representatives, servants, champions and leaders of their local communities. They make decisions, champion change, and challenge and scrutinise proposed actions, communicate Council plans and take up issues raised with them by constituents. The role is a demanding one. Strong and effective leadership is a key to effective, accountable, and responsive local government and the more successful the Council is, the higher the expectations of the local community.
- 1.4 There are 27 elected members elected every four years and representing each of Rutland's 15 Wards. In May 2022, there were 7 Independent and Green group councillors, 6 Conservative councillors, 5 Liberal Democrat councillors, 4 Together4Rutland councillors, and 4 non-aligned councillors and 1 vacancy.
- 1.5 The Council has a Cabinet of six and has one overview and scrutiny committee, plus several regulatory and quasi-judicial committees. This structure provides a range of opportunities for leadership and other roles. Many of these roles are demanding and require specific skills. Finding opportunities for less experienced Councillors to develop the skills that will equip them for a future leadership role is an integral part of the Strategy.
- 1.6 Learning and development are key to being an effective and high performing local authority. A planned approach to needs assessment and identification, within the context of a sound Member Development Strategy, will help ensure that Councillors are equipped to help the Council define and implement sound policies and drive service performance, whether as an executive or non-executive Member.
- 1.7 The Constitution Commission has been appointed to promote learning and development for all councillors alongside its work on keeping the Constitution up to date. It comprises all the Political Group Leaders. The Group meets a minimum of 4 times a year.
- 1.8 An all-member survey was carried out during November 2021 to seek councillors' views on member development and has been used to inform the Strategy and Training Plan for 2022/3 set out at Annexe 1.
- 1.9 The Local Government Association encourage, and support continued professional development for councillors. They have published a

Member Development Charter that provides councils with a robust framework as a guide and benchmark to follow.

1.10 The Charter sets out three essential criteria designed to help councils build their elected member capacity which have been used to shape this Strategy. These are:

- There is a clear commitment to councillor development and support
- The council has a strategic approach to councillor development
- Learning and development are effective in building councillor capacity.

2.0 THE STRATEGY

2.1 Developing, implementing, and sustaining a strategic approach to Member Development in order to ensure that all Councillors are always adequately equipped to carry out their role as effectively as possible is the overarching purpose of the Strategy.

2.2 To do this, we have identified several strategic priorities for the period 2022-23, including:

- Developing the leadership capabilities of Councillors to ensure continuity and clarity of direction for the community and the organisation.
- Recognising the all-out elections in 2023
- Ensuring that Members understand the nature of the integrated arrangements with NHS Clinical Commissioning group for adult and health services across Rutland.
- Recognising the impact of Covid-19 to the running of the council and on the health and wellbeing of Rutland residents.
- Supports the successful delivery of the Rutland Corporate Strategy and the role councillors will play in extending community voice and resident engagement
- Implementing a training programme which:
 - (i) is based on a set of core requirements applicable to all Members requirements tailored to Councillors undertaking specific roles and also addressing requirements identified by Councillors themselves
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 - (iv) recognises the demands created by having to operate in a post covid19 environment which relies on remote communication, remote working and limited opportunities to meet face to face

- (v) ensure equality of access to learning and development opportunities.
- (vi) includes a regular process of monitoring and review in order to ensure the effectiveness of the investment made in learning and development.
- (vii) is based on agreed priorities and budget allocation and ensures that best use is made of available resources.

3.0 IMPLEMENTATION

- 3.1 To ensure the implementation of this Strategy, the Director of Law and Governance will discuss progress regularly with the Political Group Leaders to ensure that training and development is appropriate, relevant and addresses both individual and Council needs and priorities.
- 3.2 A budget of £300 is allocated for learning and development for Councillors, with separate provision for travelling expenses to agreed training. The budget is managed by the Governance Team. In future, the Director will agree annually any overriding priorities for the coming year with Group Leaders and will determine the budget required to meet those priorities.
- 3.3 Delivering the strategy and annual Training Plan will be overseen by the Director in consultation with the Group Leaders, who will report annually to the Constitution Commission. The results of an annual Members' Survey will feed into the strategy, which will be reviewed and updated as necessary.

4.0 IMPLEMENTATION

- 4.1 The effectiveness of the Strategy is dependent on a commitment from all Councillors to allocate time each year to reviewing their learning and development needs and to take an active part in the events that have been organised on their behalf.
- 4.2 Wherever possible, learning should be shared with colleagues.
- 4.3 The Council recognises that, whilst many Members will already have served one or more terms and be knowledgeable and experienced, all Members have ongoing development needs. For example:
 - As new Members gaining core skills or familiarising themselves with specific service areas.
 - As a Member promoted or soon to be promoted to a position of responsibility requiring additional skills or knowledge.
 - As a more experienced Member looking to refresh knowledge, skills or ways of working.
 - All Members, requiring a briefing on key issues, such as council finances, or significant changes to the standards regime, the Constitution or other key procedures.

- All Members, to help them keep abreast of local and national drivers for change, especially in local policies and service delivery.

5.0 EQUALITY OF OPPORTUNITY

- 5.1 Councillors have many competing demands on their time; many have full-time day jobs or family commitments that may make it difficult to find time for their own development. The Council is committed to looking for creative ways of enabling councillors to take part in development activities at times that are convenient to them.

6.0 ANNUAL TRAINING PLAN

- 6.1 Rutland elections take place every 4 years. The Training Plan is therefore normally planned on a four yearly basis and will include a Member Induction Programme and refresher session on important aspects of governance and finance. This first Plan will cover the remainder of 2022/3 and will be refreshed for the all-out elections in 2023

7.0 NEW MEMBER INDUCTION

- 7.1 The Council will provide an extensive Induction Programme each election year, made up of training sessions, written guidance and ward walks with one of the Council's most senior officers. It will start immediately following the elections each year for newly elected or re-elected Members and will continue by way of additional briefings and training relevant to their particular role.
- 7.2 The Induction materials used each time will be revised and republished every four years with effect from 2023 and constitute the written guidance which will be made available to all Members of the Council.
- 7.3 The Induction material will provide Members with a sound foundation of knowledge on the Council's powers and duties; the delivery of its services; the Members' Code of Conduct; local government finance, the inspection regime and other requirements/constraints; the Council's organisational structure and principal service areas; and who to go to for ongoing support and advice.

8.0 ONGOING TRAINING

- 8.1 The Council will provide ongoing core skills training for Members on the basis both of needs identified by Members themselves and new opportunities identified by officers. These skills cover, for example, chairing meetings, media awareness, public speaking and presentation skills, dealing with casework/paperwork, IT skills and other, more 'political', skills (some of which may be more appropriately addressed within party groups).

- 8.2 A significant part of a Councillor's time is spend serving constituents and dealing with matters raised by them. Whilst some matters can simply be referred to officers, others require the Councillor to act as advocate for the constituent and to monitor or chase-up any delay in resolution of an issue. This involves significant organisational, mediation and negotiation skills and an ability to distinguish the priority casework items. The Council recognises that dealing efficiently and effectively with casework does not come naturally to all and any skills deficit must be addressed, whether through training, mentoring, shadowing or some other means. The Council will ensure that all Members receive training on casework management.
- 8.3 All political groups have a buddying system in place to support newly elected councillors or those who are appointed to a new position within the Council. In addition the Council seeks to make use of a range of external programmes such as the LGA Leadership Programme and the fast-track programme for young councillors to help members develop their skills and knowledge.

9.0 STATUTORY AND PROCEDURAL REQUIREMENTS

- 9.1 The Council recognises that all Councillors must be conversant with the Council's Constitutional and procedural requirements, with ethical governance (the Members' Code of Conduct and standards regime), Data Protection and Freedom of Information.
- 9.2 The Council will seek the support of Group Leaders to organise, as appropriate, events which periodically refresh Members' knowledge and understanding of these areas and at which, in some cases, attendance may be mandatory. There will also be mandatory training for Members of the Council's Planning and Licensing Committee.
- 9.3 In addition, Members will be offered regular briefings and/or training on the local government finance regime, budgets and financial planning, value for money and use of resources and audit and risk management.

10.0 EXTERNAL TRAINING OPPORTUNITIES

- 10.1 The Council will pay all reasonable travel and accommodation costs, in line with the provisions of the Members' Allowances Scheme, for learning and development events such as conferences and seminars organised externally. Any member who wishes to attend a conference or external event has to complete an internal booking form which outlines why they want to attend, what they will gain and the costs. This must be approved, in advance, by the Director and their Group Leader.

11.0 ALTERNATIVE LEARNING METHODS

- 11.1 The Council recognises that Members have many calls upon their time and it is not always easy for them to attend formal learning and

development events. The Covid 19 crisis has also restricted the opportunity to meet face to face at live training events. Also, different people learn in different ways and may not always respond to conventional delivery styles. In order to address these issues, the Council will seek to provide development opportunities through a variety of methods. Where practical and within budgetary constraints, the intended range will include presentations, workshops, individual coaching, mentoring, e-learning, on-line resources and self-directed learning.

12.0 EVALUATION

- 12.1 In order to monitor the effectiveness and value for money of any training, Members will be invited to complete a training evaluation form in respect of each education, training and development event attended. Feedback will also be sought annually via the Members' survey.

13.0 BUDGET

- 13.1 The Council will seek to ensure, as far as possible, that adequate budgetary provision is available to enable all Members to address development needs.

14.0 PUBLICITY AND COMMUNICATION

- 14.1 Member development opportunities will be advertised widely and as far in advance as possible.

15.0 CONTACTS AND ASSISTANCE

- 15.1 The delivery of Member training and development is administered by the Council's Governance Team.

**A large print version of this document is
available on request**



Rutland County Council
Catmose, Oakham, Rutland LE15 6HP

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www.rutland.gov.uk

COUNCILLOR TRAINING PLAN 2022-2023

Date	Course	For	Method	Lead Officer	Cost
Every Thursday 4.00 – 4.30 p.m.	Member Director Briefing	All Councillors	MS Teams	Each Director on rotation	(Internal)
May	Strategic Overview and Scrutiny Committee: Members' Responsibilities	Members of the Strategic Overview and Scrutiny Committee			(Internal)
27 May	Planning Committee Training (Mandatory for new Members of the Committee)	New and existing Members of the Planning and Licensing Committee	Zoom	Strategic Director of Places	
27 May 2022 10.00 – 11.00 a.m.	Cyber Security Workshop	All Councillors	MS Teams	East Midlands Councils	FREE
May / June	Local Plan Member Session	All Councillors	Zoom		

Date	Course	For	Method	Lead Officer	Cost
8 June 2022 3.00 – 4.00 p.m.	Cyber Security Workshop	All Councillors	MS Teams	East Midlands Councils	FREE
June	5 Year Housing Land Supply	All Councillors	In Person		
June	Planning Committee: Members' Responsibilities	Members of the Planning Committee	In Person	Strategic Director of Places	
24 June 2022 10.00- 12.30 28	East Midlands Scrutiny Network	Members of the Strategic Overview and Scrutiny Committee	In Person Erewash Borough Council, Long Eaton Town Hall Town Hall, Derby Road, Long Eaton, Derbyshire NG10 1HU		FREE
28 June 2022 onwards	Audit and Risk Training	All Members of the Audit and Risk Committee	Sessions with Members prior to Committee	Strategic Director of Resources	(Internal)

Date	Course	For	Method	Lead Officer	Cost
			meetings throughout the year		
July	Scrutiny Skills	All Councillors			
16 September 2022 2.00 – 3.30 p.m.	East Midlands Councillor Development Network	All Councillors	MS Teams		FREE
September 29	Chairing Skills	All Chairs and Vice Chairs of RCC Committees and Groups		Monitoring Officer	(Internal)
September	RCC Constitution	All Councillors		Monitoring Officer	(Internal)
30 September 2022 10.00 – 12.30	East Midlands Scrutiny Network	Members of the Strategic Overview and Scrutiny Committee	In Person Council Chamber, Rutland County Council		FREE

Date	Course	For	Method	Lead Officer	Cost
October	Finance	All Councillors		Strategic Director of Resources	(Internal)
2 December 2022 10.00 – 12.30	East Midlands Scrutiny Network	Members of the Strategic Overview and Scrutiny Committee	MS Teams		FREE