



Member Education and Training Review Group Scoping Document

This scoping template is designed to assist councillors and officers in establishing the focus of a scrutiny review group. It emphasises the need for scrutiny review groups to have a clear purpose, rationale and focus for their work, and to make the best use of the resources available within a given time frame.

This document will act as a reference guide throughout the review process to ensure the does not deviate from its intended purpose.

Review Group Overview & Scrutiny Committee Member Lead	Cllr Sandy Dallimore
Membership	Five new members elected in May 2021 – Councillors Patrick Clarke, Sandy Dallimore, Matt Hodgson, Adam Nell and Dorothy Walker - and a further two longer serving Members.
Officer Support	Emma Faulkner - Democratic and Elections Officer Service Managers involved in 2021 training.
Background	The induction programme for newly elected Members has expanded since 2018, and in May 2021 was combined with the County Council induction programme due to both authorities holding elections in the same year as a one off as a result of the Coronavirus pandemic. Member training has recently been given a better focus with Members receiving several quality training sessions at the beginning of the 2021/22 municipal year. Reviewing this training and looking at improvements and focus is of benefit as is looking at the ongoing needs of member training. Looking at and understanding the needs and knowledge needs of Members is key to the future deliverable training and council operations.
Rationale	There is an obvious need for Members to understand their role and scope within the organisation and within their community. This leads to a better and more efficient working environment and Members able to fulfil all aspects of their councillor role.
Indicators of Success	Recommendations as to how to improve the annual education of members and ongoing training for members. An understanding of the information and knowledge needed by members so as they can fulfil all aspects of their role effectively and more efficiently.
Out of Scope	Officer education and training. Political grouping operations and training.

Method / Approach	Identify the knowledge needs of members to understand their role and scope within the organisation. Review the training given looking at the positives and the negatives. With recommendations to improve. Identify areas where additional knowledge and training is needed. Look at the ongoing needs to keep the information fresh and relevant.		
Guest speakers / Witnesses / Experts	Longer serving Members if not appointed to the working group Teresa Reed, Learning and Development Manager Corporate Director Customers, Organisational Development and Resources and Director of HR to provide support and advice as required Service Managers involved in 2021 training.		
Evidence required and documents	Course material, slides and presentations notes for training given. Post-training evaluation questionnaire Desk top research and direct contact to obtain information from other authorities and national organisations i.e. Local Government Association.		
Site Visits	None		
Risks	Availability of councillors and officers to progress the work.		
Projected Start Date	19 October 2021	Draft Report Deadline	7 March 2022
Meeting Frequency	As required	Projected Completion Date	15 March 2022

Approved by Overview & Scrutiny Committee	Date: 19 October 2021
--	------------------------------

Draft Outline of meetings

(Review Group members are reminded that they will be required to undertake evidence gathering and work outside of the meetings detailed below to ensure that the Review completion date is met)

Meeting 1 –
Meeting 2 –
Meeting 3 –
Meeting 4 –
Meeting 5 –