



Borough of Telford and Wrekin

Governance Committee

Wednesday 8 October 2025

6.00 pm

**Council Chamber, Third Floor,
Southwater One, Telford, TF3 4JG**

Democratic Services: **Lorna Gordon / Millie Wallace** **01952 384978 / 381542**

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Committee Members: **Councillors** **L Lewis** **(Chair),** **N Page** **(Vice-Chair),**
 C Chikandamina, **S Davies,** **S J Reynolds,** **W L Tomlinson,**
 R Tyrrell and O Vickers

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	To confirm the minutes of the previous meeting held on Tuesday, 15 July 2025.	
4.0	Member Learning & Development Programme 2027-2031 Update	7 - 12
	To receive an update on the proposed plans for the Member Learning & Development Programme 2027-2031.	
5.0	National Cases Update	Verbal Report
	For the Committee to receive an update on national standards cases.	

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GOVERNANCE COMMITTEE

Minutes of a meeting of the Governance Committee held on Tuesday 15 July 2025 at 6.00 pm in the Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Present: Councillors L Lewis (Chair), N Page (Vice-Chair), C Chikandamina, S J Reynolds, R Tyrrell and O Vickers

In Attendance: L Gordon (Member Support Officer), R Phillips (Registrars, Public Protection, Legal & Democracy Service Delivery Manager) and M Wallace (Member Support Officer)

GOV23 Apologies for Absence

Apologies were received from Councillors Shaun Davies MP and Bill Tomlinson.

GOV24 Declarations of Interest

None.

GOV25 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 28 March 2025 be confirmed and signed as an accurate record by the Chair.

GOV26 Governance Terms of Reference 2025/26

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy presented the 2025/2026 municipal year Terms of Reference. Members were advised that at the Annual Council meeting in May 2025, delegated authority had been granted to each Committee to review their Terms of Reference.

The Committee heard that there had been no proposed changes to the Terms of Reference as set out in Appendix A of the report. Following the update Members voted on the recommendation.

RESOLVED – that the Terms of Reference set out in Appendix A be agreed and reconfirmed for the 2025/2026 municipal year.



GOV27 Annual Member Training & Development Review

Members received an update on the Member Learning and Development Programme 2023–2027, which was currently in its Continuing Professional Development phase.

The Mayor and Member Support Officer advised that the programme had been refreshed ahead of the May 2023 elections and was structured around four key phases: induction, being an effective councillor, roles and responsibilities, and ongoing development.

Members were informed that several new initiatives had been introduced as part of the refresh, including early candidate communications, a two-day registration event, personal development plans (PDPs), and a Directorate Showcase. Induction packs were distributed to Members on election night, and feedback mechanisms were embedded throughout the programme to support continuous improvement.

The Committee heard that feedback on the programme had been positive overall, with training sessions receiving an average rating of 4.5 out of 5. Members expressed a preference for evening and virtual sessions, reflecting that over 60% of Councillors are in full-time or part-time employment. Feedback from Members had also indicated that more accessible online training, additional inclusions such as planning basics for all Members and drop-in sessions with council teams would be beneficial in future programmes.

The Mayor & Member Support Officer noted that there had been a decline in attendance at training sessions, which had promoted proposals for mandatory in person training to take place during Councillor registration. It had also been proposed that personal development plans be included in induction packs with explanatory notes, with the hope of improving uptake.

Members heard that the phased approach was expected to continue into the 2027-2031 programme, with a focus on accessible and flexible training formats. Officers were exploring options for recorded sessions and utilising online platforms such as Councillor Connect and Ollie to create online modules. The Mayor & Member Support Officer advised that the Governance Committee would receive regular updates on the progress of this and would be asked to formally approve the 2027-2031 programme in 2026.

During the discussion Members reiterated that they had agreed with the positive feedback and noted that they had found the training offering to be very beneficial. The Committee suggested that it would be helpful if flexible training options could be introduced ahead of the approval of the 2027-2031 programme. Officers assured Member's that alternative training options would be introduced as they are functional.



Members thanked the Mayor & Member Support Officer and noted the update.

GOV28 Constitution Update Report

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy informed Members that set out within the Terms of Reference of the Governance Committee was the responsibilities to consider proposed changes to the Constitution and, if appropriate, to make recommendations to Full Council to adopt them.

Members were advised that after a thorough review, the revised Constitution was set out in Appendix A. The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy informed the Committee that it had been restructured so that it was now modular, with a view of reducing the complexity, enhancing document navigation and enabling key points to be identified with greater ease. There had also been changes to the terminology used within the Constitution, with references to 'Leader and Cabinet' being changed to 'the Executive' to mirror legislation.

Members had a discussion around the notice period for submitting amendments to motions which was outlined in the Constitution as four hours prior to a meeting. Members noted that adequate time was needed to both draft and prepare to respond to proposed amendments.

Following further discussion, Councillor R Tyrrell formally moved the amendment to extend the notice period to 7 working days.

No seconder was received, and therefore the amendment was not considered further.

RESOLVED – the adoption of the revised and updated Constitution be recommended to Full Council.

GOV29 National Cases Update

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy provided the Committee with an overview of recent cases that had occurred nationally. Members heard that a Councillor in Southampton had been deemed in breach of the code of conduct by making derogatory comments about the Chief Executive Officer to the Returning Officer. The investigation into this incident cost the Council £18,000.



Members heard that the Borough Council of King's Lynn & West Norfolk had an incident where a Councillor was unable to attend a Planning Committee meeting, but had requested that another Councillor refuse the application.

The Service Delivery Manager: Registrars, Public Protection, Legal & Democracy noted that whilst in this case there was no evidence that the Councillors request would have affected the outcome, it was found that this was the intention, and so it constituted a breach of the planning code and the code of conduct.

Members noted the update.

The meeting ended at 6.29 pm

Chairman: _____

Date: Wednesday 8 October 2025



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Governance Committee

Wednesday 8 October 2025

Member Learning and Development Programme 2027-2031 Update

Cabinet Member:	Cllr Zona Hannington - Cabinet Member for Finance, Governance and Customer Services
Lead Director:	Anthea Lowe – Director: Policy and Governance
Service Area:	Policy and Governance
Report Author:	Lorna Gordon – Mayor and Member Support Officer
Officer Contact Details:	Tel: 01952 384978 Email: lorna.gordon@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Governance Committee – 8 October 2025

1.0 Recommendations for decision/noting:

The Committee is asked to:

- 1.1 review and comment on the proposals outlined in the report and
- 1.2 agree the creation of a working group to review the Member Learning & Development Programme and make recommendations to the Governance Committee based on their findings

2.0 Purpose of Report

- 2.1 To provide Members of the Governance Committee with an overview of the main proposals for the Member Learning and Development Programme 2027-2031, as part of its role in evaluating the overall effectiveness of Member development and

to assist in generating creative and innovative ideas for the advancement of the Member Development Programme, as set out in the Committee's Terms of Reference. The strategy builds on previous successes and feedback, with a renewed focus on flexible learning, utilising digital resources and measurable engagement.

3.0 Background

3.1 The current Member Learning and Development Programme 2023-2027 was approved by the Member Development Steering Group (MDSG) in March 2023 ahead of the May 2023 local elections. Governance Committee now has oversight and responsibility for Member training and development and therefore the future of the strategy.

3.2 The programme is split into four themes:

- Hit the ground running
- Operating as an effective Councillor
- Roles and responsibilities
- Continuing professional development

These four key themes allow for learning to be tailored to a Councillor's journey during their term in office.

3.3 Differentiating between each of the four themes and what they entail has allowed officers to prioritise required learning initially, before focusing on other key topics.

3.4 The Mayor and Member Support Team has engaged with Members regarding their feedback at each stage of the development programme, including online surveys, written feedback forms at council meetings, discussions with group leaders and input from the Governance Committee during the regular Member Support Update items.

4.0 Summary of Main Proposals

4.1 The Member Learning and Development Programme 2027-2031 is expected to retain the successful four-theme structure, with additional enhancements to the induction process, digital delivery and engagement.

4.2 There are plans to streamline the initial induction process which focuses on providing Members with an understanding of the basic conduct standards and probity rules and understanding the quasi-judicial functions that the Council undertakes. This is of particular importance for Members assigned to sit on decision making Committees such as Licensing, Audit and Planning, where training is mandatory before sitting.

4.3 It is proposed that the two-day drop in event for essential registration is expanded to include Code of Conduct training for all Members in order to ensure that the legal requirement for all elected Members to attend training at least once during

each term in office is met. It is expected that the registration events will take place in SW1. During the sessions, Members will also be required to:

- Formally sign the declaration of acceptance of office (if not completed on election night).
- Complete a register of interests form to declare any financial interests in the Borough.
- Complete a disclosure and barring service check (DBS).
- Complete relevant paperwork to enable the payment of basic allowances.
- Collect council issued ICT equipment (newly elected members only).
- Have a corporate photograph taken and issued with building passes.

As with the 2023 elections, all candidates for election will be sent a letter with a comprehensive list of dates they need to be available for training and induction purposes, should they be elected.

- 4.4 Newly elected Members will be once again invited to attend a Directorates' Fayre in the weeks following the election to provide them with the opportunity to meet with directors and officers from the many service areas operated within the Council. This event was well received when it was introduced in 2023, with Members stating that it was helpful and provided them with a better understanding of council operations. It is expected that the event will take place in the Council Chamber and will involve representatives from all directorates.
- 4.5 Member feedback has indicated that there is a desire for more training content to be accessible at all times. Officers are in the process of exploring multiple options in order to make this possible. It is proposed that using a combination of the Councillor Connect portal and Ollie, the Council's e-learning platform, that recorded training sessions be uploaded to watch online and interactive training modules be developed for Members to complete individually. Discussions are still ongoing regarding how and when this will be delivered, but the Governance Committee will be regularly updated regarding progress.
- 4.6 The Member Support Team is seeking support from the Governance Committee for the creation of a working group comprised of Members of the Committee in order to review the current Member Learning Development Programme in greater detail and to discuss areas of strength and weaknesses, as well as proposals for the future of the Programme. The meetings of the working group will take place virtually. The findings and recommendations from the working group will be brought back to a future committee meeting for review and approval.

5.0 Alternative Options

- 5.1 The Committee could choose not to create a working group, and the review of the Member Learning and Development Programme could be undertaken solely by officers. However, this approach may not provide the same level of Member ownership, ensuring it remains relevant, responsive and aligned with Member development needs.

6.0 Key Risks

6.1 There are no key risks associated with this report.

7.0 Council Priorities

7.1 A community-focused, innovative Council provided efficient, effective and quality services.

8.0 Financial Implications

8.1 There are no specific financial implications arising from this report.

9.0 Legal and HR Implications

9.1 There are no specific legal or and HR implications arising from this report.

10.0 Ward Implications

10.1 There are no specific ward implication arising from this report.

11.0 Health, Social and Economic Implications

11.1 There are no specific health, social and economic implications arising from this report.

12.0 Equality and Diversity Implications

12.1 There are no specific equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

13.1 There are no specific climate change and environmental implications arising from this report.

14.0 Background Papers

None.

15.0 Appendices

None.

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	29/9/2025	29/9/2025	EH

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