



Borough of Telford and Wrekin

Governance Committee

Tuesday 15 July 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 28 March 2025.	
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	To agree the Governance Committee Terms of Reference for 2025/2026.	
5.0	Annual Member Training & Development Review	15 - 22
	To receive the Annual Member Training & Development Review Report.	

6.0 Constitution Update Report

To Follow

For the Committee to consider the Constitution Review and the revised draft Constitution.

7.0 National Cases Update

Verbal Report

For the Committee to receive and update on national standards cases.

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GOVERNANCE COMMITTEE

Minutes of a meeting of the Governance Committee held on Friday 28 March 2025 at 4.00 pm in Council Chamber, Third Floor, Southwater One, Telford, TF3 4JG

Present: Councillors A R H England (Vice-Chair), S Davies, S J Reynolds, W L Tomlinson and O Vickers

In Attendance: L Gordon (Member Support Officer), A Lowe (Director: Policy & Governance) T Senior (Independent Persons) and M Wallace (Member Support Officer)

Apologies: Councillor A S Jhawar, P Davis and R Tyrrell

GOV18 Declarations of Interest

None.

GOV19 Minutes of the Previous Meeting

RESOLVED – that the minutes of the meeting held on 2 October 2024 be confirmed and signed by the Chair

GOV20 Councillor Connect Update

The Mayor & Member Support Officers provided the Committee with an overview of the Councillor Connect Portal. Members heard that the Councillor Connect Portal was developed as part of the new Member Development Strategy in 2023 and was created to allow Councillors to access information relevant to their role with ease. The contents of the portal included meeting and training updates, staff contact details, links to policies and forms as well as links to external organisations such as the LGA and the LGIU.

Following the presentation Members asked about plans for future training sessions to be recorded and available through the Councillor Connect Portal. The Mayor & Member Support Officer advised that discussions regarding which training sessions were suitable for recording were ongoing, and that Members would be updated in due course. The Committee asked if it would be possible for additional ward specific information to be included and were advised by the Mayor & Member Support Officer that Census BI and Insight data was accessible through the 'know your ward' section of the portal, but the team would continue to monitor the number of views to the portal and look at building additional resources tailored to individual wards.



Members noted the update.

GOV21 National Cases Update

The Director: Policy & Governance provided the Committee with an overview of a recent case that had occurred nationally. Members heard that a Councillor at Torridge District Council had been jailed for 18 weeks on two counts for harassment of the local authority's head of legal and governance. The Director: Policy & Governance advised the Committee that in their sentencing the Judge had highlighted the importance of the public role of Councillors and the need to uphold the code of conduct.

The Director: Policy & Governance informed Members that the Committee for Standards in Public Life had recently recommended that it be mandatory for all Councils to adopt the Model Code of Conduct, as outlined in the Standards in Public Life report of 2019. The Committee heard that although Telford & Wrekin Council had adopted the model Code of Conduct in July 2021, any additional recommendations from the Committee in Standards in Public Life would be brought for consideration of the Governance Committee.

During the discussion Members questioned the processes in place should any Councillor be convicted of an offence. The Director: Policy & Governance advised that should this occur, a risk assessment would be carried out by the Monitoring Officer.

Members noted the update.

GOV22 Standards Cases Update

The Director: Policy & Governance provided the Committee with an update on the activity of the Council's Monitoring Officer in relation to complaints received under the Councillor Code of Conduct arrangements during the 2024/25 Municipal Year, as outlined in Appendix A. Members Heard that the Monitoring Officer was responsible for ensuring the Code of Conduct was upheld and for dealing with complaints made pursuant to the Code of Conduct regarding Borough Councillors and Town and Parish Councillors from across the Borough. All complaints were dealt with, in accordance with the arrangements for Standards Complaints and Investigation Process which were adopted by the Council in September 2022.

The Committee were advised that it was not a legal requirement to bring this report to the Committee, however it was considered best practice in light of transparency.



Members noted the update and asked if there had been any increase in the number on complaints received on the previous year. The Director: Policy & Governance informed Members that although there had been an increase in the number of complaints received for 2024/2025, this was not indicative of a worsening in behaviour, and could be accounted for by a greater awareness of the complaints procedure. Members heard that a number of complaints had not progressed due to insignificant evidence, or they had been withdrawn. The Independent Persons added that both at Telford & Wrekin Council and other authorities the complaints registered were often based on service provided rather than code of conduct and can be better addressed through other avenues.

The meeting ended at 4.23 pm

Chairman: _____

Date: Wednesday 11 June 2025

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Borough of Telford and Wrekin

Governance Committee

Tuesday 15 July 2025

Governance Terms of Reference 2025/26

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Ashey Hickman – Democracy & Scrutiny Assistant
Officer Contact Details:	Tel: 01952 382589 Email: ashley.hickman1@telford.gov.uk
Wards Affected:	All Wards
Key Decision:	Not Key Decision
Forward Plan:	Not Applicable
Report considered by:	Governance Committee – 15 July 2025

1.0 Recommendations for decision/noting:

It is recommended that the Governance Committee:

- 1.1 Agree and reconfirm the Terms of Reference as set out at Appendix A.

2.0 Purpose of Report

- 2.1 To set out the Terms of Reference for the Governance Committee as outlined at Appendix A of the report.

3.0 Background

- 3.1 The Constitution requires that Full Council should agree at its Annual Meeting the Terms of Reference for each of its Committees to enable the Council to efficiently conduct its business.

3.2 At the Annual Meeting of the Council on 15 May 2025, Full Council delegated authority to each Committee to review its own Terms of Reference.

3.3 The Terms of Reference forms part of the Consitution and approved by Full Council in that context on 15 May 2025.

4.0 Summary of main proposals

4.1 For the Boundary Review Committee to review and reconfirm its Terms of Reference as set out at Appendix A.

5.0 Alternative Options

5.1 There are no options arising from this report.

6.0 Key Risks

6.1 There are no key risks arising from this report.

7.0 Council Priorities

7.1 A community-focused, innovative council providing efficient, effective and quality services.

8.0 Financial Implications

8.1 The Governance Committee underpins good accountability and robust governance arrangements; any funding requirements to fulfil its role will be met from within the overall Medium Term Financial Strategy.

9.0 Legal and HR Implications

9.1 The Constitution requires that the Committee's Terms of Reference should be reviewed annually. This report provides the basis for that review. There are no HR implications arising from this report.

10.0 Ward Implications

10.1 There are no direct ward implications directly arising from this report.

11.0 Health, Social and Economic Implications

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

12.0 Equality and Diversity Implications

12.1 There are equality and diversity implications arising from this report.

13.0 Climate Change, Biodiversity and Environmental Implications

- 13.1 There are no climate change, Biodiversity and environmental implications arising from this report.

14.0 Background Papers

[Council Constitution](#)

15.0 Appendices

- A Governance Committee Terms of Reference 2025/26

16.0 Report Sign Off

Signed off by	Date sent	Date signed off	Initials
Legal	22/05/2025	25/06/2025	EH
Finance	22/05/2025	28/05/2025	PH

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Governance Committee – Terms of Reference, Functions, Powers and Duties
(including the Hearings Sub Committee)

The Committee has the responsibility and delegated powers to oversee the Council's Constitution and to act on behalf of the Council in dealing with the oversight of its governance, to ensure that good ethics and standards are upheld and to oversee the Council's member development strategy.

TERMS OF REFERENCE

THE COUNCIL CONSTITUTION

1. To receive reports from the Monitoring Officer about the operation of the Constitution.

Note-The Monitoring Officer (or the Head of Paid Service in the absence of a Monitoring Officer) has delegated power to monitor and review the operation of the Constitution, to make minor administrative amendments or make changes to reflect changes in law and report regularly to this committee on whether or not it is achieving its purpose or could be amended better to achieve its purpose.

2. To consider proposed changes to any part of the Constitution and, if appropriate, make recommendations to Council to change the Constitution.
3. To consider its terms of reference in so far as they relate to the Council Constitution annually at the first meeting after the Annual Council Meeting
4. The Council via the Governance Committee has delegated the following powers and functions to the Monitoring Officer in consultation with the Chairperson of the Committee
 - a. To amend the Constitution to correct minor administrative errors,
 - b. To amend the Constitution to update job titles
 - c. To amend the Constitution where legislative changes result in any section of the Constitution being in conflict with any relevant legislation

Provided that the Chairperson may decide for any proposed amendments as detailed in paragraphs a to c above that it be considered by the Governance Committee.

STANDARDS AND THE CODE OF CONDUCT

1. To promote and maintain high standards of conduct by members and co-opted members of the Council.
2. To support Town and Parish Councils within the Borough to promote and maintain high standards of conduct by members and co-opted members of the Council.

3. To recommend to Council the adoption of a code dealing with the conduct that is expected of members and co-opted members of the Authority.
4. To keep the [code of conduct](#) under review and recommend changes/ replacement to Council as appropriate.
5. To publicise the adoption, revision or replacement of the Council's [Code of Conduct](#).
6. To oversee the process for the recruitment of an Independent Person (and up to 2 reserves) and make recommendations to Council for their appointment.
7. To receive reports from the Monitoring Officer about:-
 - a. complaints;
 - b. the progress and outcome of investigations; and
 - c. the establishment and maintenance of the register of interests of members and co-opted members of the Borough and Town and Parish Councils within the Borough boundaries;
 - d. dispensations granted to members and co-opted members of the Council.

HEARINGS SUB COMMITTEE

1. To consider investigation reports in respect of [Code of Conduct](#) complaints that are referred to it by the [Monitoring Officer](#) and to report its findings to the Borough Council, Town or Parish Council, as appropriate for information.
2. Where a breach is found, to make decisions about sanctions as set out in the Council's arrangements for dealing with breaches of the Code of Conduct.
3. To consider applications for dispensations where:-
 - 3.1. The dispensation is in the interests of persons living in the Borough of Telford & Wrekin area; or
 - 3.2. It is otherwise appropriate to grant a dispensation.
4. The Governance and Ethical Standards Committee have delegated the following powers and functions to the [Monitoring Officer](#)
 - a. The power to receive and make an initial assessment of formal Code of Conduct complaints and decide whether further action or investigation is required.
 - b. The power to make arrangements for local settlement of complaints where the Monitoring Officer considers it appropriate including arranging mediation if required.
 - c. The power to consider and grant dispensations to Members where:
 - i. The number of Members precluded from transacting the business is so great that it would impede the business of the Council, committee or Executive
 - ii. The political balance is affected to the extent that it could affect the outcome of a vote relating to the business

PROCEDURE

The Committee will be conducted in accordance with the Council's [Committee Procedure Rules](#). NOTE - Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions.

MEMBER DEVELOPMENT

1. To establish a comprehensive and robust Member Learning and Development process
2. To champion and encourage Member development and engage all Elected Members in the process
3. To champion and encourage the use of digital equipment amongst all Elected Members
4. To develop and implement a Member Development Strategy
5. To assist in the shaping and prioritising of member development activities including a comprehensive and robust induction
6. To ensure Member development and learning opportunities relate directly to Telford & Wrekin's Priorities
7. To assist in generating creative and innovative ideas for the advancement of the Member Development programme
8. To establish a mechanism to evaluate overall effectiveness of Member development
9. To identify financial resources required to deliver development needs
10. To encourage an effective member/officer working relationship

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Governance Committee

Tuesday 15 July 2025

Annual Member Training & Development Review

Cabinet Member:	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
Lead Director:	Anthea Lowe - Director: Policy & Governance
Service Area:	Policy & Governance
Report Author:	Lorna Gordon - 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 – 15 July 2025

1.0 Recommendations for decision/noting:

It is recommended that the Governance Committee:

- 1.1 Notes the contents of the report, and
- 1.2 Provides comment on the overall effectiveness of the Member Learning and Development Programme and plans for the 2027-2031 Programme

2.0 Purpose of Report

- 2.1 To provide Governance Committee with an annual update on the Member Learning and Development Programme 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.

3.0 Background

- 3.1 The Member Learning and Development Programme 2023-2027 was updated and 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.
- 3.2 The programme outlined a comprehensive training and development package, with required and recommended sessions taking place throughout Member's term in office. All training included in the programme is designed to furnish Members with the required level of knowledge and skills, which is intended to be constantly evolving, taking into account the changing priorities of the organisation and Member's personal training needs.
- 3.3 The Member Learning & Development Programme is split into four themes;
- Hit the ground running (May to mid-July 2023)
 - Operating as an effective Councillor (September to early November 2023)
 - Roles and responsibilities (Late November 2023 to February 2024)
 - Continuing professional development (Year 2 and 3)

At the time of writing this report the Council is in the continuing professional development phase of the programme.

- 3.4 The updated Member Learning and Development Programme introduced several new initiatives following officer research on the Member induction programmes provided by other councils, guidance from the LGA and Member feedback. The updated programme included the introduction of a letter informing all candidates of the induction process that commenced immediately after the election, a two-day drop in event for essential registration, the named officer support offering, Member personal development plans and a directorate's showcase. All Councillors were also provided with a comprehensive induction pack on the night the election which included the following documents;
- Welcome letter
 - A comprehensive booklet outlining the programme and training sessions available
 - New Member starter form
 - New starter checklist for payroll purposes
 - A guide to completing the Register of Interests online
 - A guide to logging onto MyView for the first time
 - DBS application guide and list of documentation needed for DBS
 - A document outlining the officers on the Democracy Team
 - A document outlining the Senior Management structure to Service Delivery Manager level
 - The Councillor Code of Conduct

- The Member Allowances Scheme
- The protocol for the use of social media by Councillors
- The role of Telford & Wrekin Council Members as Corporate Parents

3.5 The Mayor & Member Support team have 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 & Development Programme aimed to provide a more well-rounded and accessible programme of learning and development for Members elected to Telford & Wrekin Council.

4.2 The programme is divided into four key phases to allow for learning to be tailored to a Councillor's journey during their term in office. The first phase focuses on provided Members with an understanding of the basic conduct standard and probity rules and understanding the quasi-judicial functions that the Council undertakes. This is of particular significance for Members assigned to sit on decision making Committees such as Licensing, Audit and Planning, where training is mandatory before sitting. During the second phase of the programme the focus shifted to wider issues and services that Councillors may encounter in their role, such as working with contractors and procurement essentials. Also included under this phase was a session designed to help Members manage stress. This phase of the programme features training sessions that aim to deepen Member's understanding of their role, looking at chairing skills, outside bodies and effective working within the community. The fourth and final stage, which is currently underway, focuses on continuing professional development.

4.3 Differentiating between each of the four themes and what they entail has allowed the Mayor and Member Support Team to prioritise required learning initially before focusing on other key topics. It is expected that these themes will remain the same for the Member Learning & Development strategy for 2027 to 2031.

Member Feedback

4.4 There are multiple different ways that Members can provide their feedback on the Member Learning & Development Programme, some of which are listed below;

- Through the Member Pre and Post Training Evaluation forms available in the Member Induction section of the Councillor Connect Portal
- Paper feedback forms provided to all Members at Full Council Meetings
- Feedback forms emailed to Members following required learning training sessions throughout the different phases of the Learning & Development Programme

- Links to feedback forms which were emailed to all Members in March 2024 with their full training record
- Contacting the Mayor & Member Support Team directly

- 4.5 The team seeks to obtain feedback from Members in a variety of ways, including specific feedback on individual training sessions, the programme as a whole and the various methods in which the training is delivered. Members can access a feedback form relating to specific training sessions via Councillor Connect at any time, this form asks Members to rate the sessions on a numerical scale for 1 to 5, based on how strongly they agree with a set of statements. The responses from this form have shown that the training provided has been rated 4.5 out of 5 on average. It has also highlighted that Members felt their confidence in using the knowledge and/or skills gained from the sessions and the knowledge of the presenters themselves was very strong, noting trainers' ability to answer any questions Members may have on each session's key topic.
- 4.6 Another feedback form is available as a Microsoft form and focuses on the Learning & Development Programme as a whole. Those Members who did respond stated that they were very satisfied with the overall Member Learning & Development Programme and indicated that they have revisited training materials later via Councillor Connect. This form also provided Members with an opportunity to select which training sessions they have missed and would like to see repeated in the future.
- 4.7 The most recent feedback questionnaire that Members have been invited to complete resulted in the highest level of responses, with over half of Councillors providing the Mayor & Member Support Team with their views. Members were invited to give their views on the timing and delivery methods of the training sessions and how they fit into Members' busy workload. Most Members stated that evening training sessions were preferred, with a small proportion preferring daytime and others stating no preference. 48% of the total respondents stated that they preferred training to be delivered virtually, 15% stated that in-person sessions were preferred and 26% noted that like to see a mixture of both in-person and virtual options. A review carried out in January 2025 into Councillor working patterns showed that over 60% of Councillors worked on either a full or a part-time basis. Based on this, and the results of Member feedback, it would appear sensible to continue to host most training sessions in the evening, allowing the opportunity for the greatest number of Councillors to attend. These sessions will be hosted both virtually and in-person, dependent on the trainer's requirements.
- 4.8 The results feedback questionnaire provided to Members at Full in Council in November 2024 indicated that 85% of respondents agreed or strongly agreed that the Member Support offer is sufficient in providing them with the support required to fulfil their role as Councillor, with the remaining 15% stating that they would mostly agree with this statement. Within this form there was also a section where Members could provide additional comments or recommendations for the future of the programme. Suggestions listed here included providing additional training on areas such as planning for all Members, not just those who sit on the Planning

Committee, allowing them to assist residents; hosting drop-in sessions with various council teams to help Members to understand the roles of different service areas; and finding a way that training courses could be accessed online at any time. Officers are now in the process of developing proposals in respect of these suggestions.

- 4.9 In addition to the feedback received directly from Members through feedback forms, the Governance Committee also serves as key setting for Officers to be provided with direct feedback from Councillors. Previously, Committee Members have noted that it would be helpful if Councillors could access training in their own time, whether that be through recordings of training sessions or modules available through the Council's online learning platform Ollie.

Lessons Learnt

- 4.10 There has been a steady decline in attendance at training sessions over the past two years. Whilst not all courses are required learning and some drop off in numbers is to be expected as Members become more confident in their roles, Officers are determined to make training and development as accessible as possible in future. To rectify this for the Member Learning & Development Strategy 2027-2031, Officers propose that essential training, including Code of Conduct be held in person during the initial two-day registration events. This expectation would be set out in the letter sent to all candidates prior to the election. Further 'mopping-up' sessions would then take place over the first six months of the next term of office.
- 4.11 Through Member feedback Officers have identified that there is a desire from Members to be able to access training in their own time. In response to this future virtual training sessions will be recorded and uploaded to the Councillor Connect portal for ease of access. Officers are also currently looking into future drop-in sessions that can be offered, provisionally taking place before full council meetings to allow for greater footfall. There is a planned drop-in session to allow Members to ask any questions they may have regarding the Councillor Pride Fund which is due to take place before the November Full Council meeting that will be advertised to Members in due course. Officers are also reviewing the sessions currently offered as part of the programme, and the inclusion of additional sessions, such as planning basics for all Councillors.
- 4.12 Having the dates listed in the training booklet given to all Members as part of their induction pack, especially those for the first phase of the programme worked very well. The team has received feedback about the need to consider the dates and times of Town and Parish Council meetings and will do so in future, in order to maximise opportunities for Councillors to attend.
- 4.13 All Members have had the opportunity to complete a Personal Development Plan (PDP) which have been designed to offer Members with an opportunity to assess their skills, knowledge and experience in order establish personal goals and areas of development. Although all Members have been directly emailed a copy of the PDP self-assessment document, the uptake of this offer has been lower than

hoped. Given this, a paper copy of the PDP self-assessment will be included in all Member's induction packs on election night to allow them to complete this ahead of the initial registration days, along with explanatory notes. In addition, the team are currently seeking a volunteer Member to film a video/some publicity about the benefits of the PDP process which will be displayed on the Councillor Connect portal.

- 4.14 Obtaining feedback is crucial to ensuring the training offer is suitable, appropriate, tailored to Members' needs and covers everything which they need to excel in their roles. As a result, given Officers know that in-person feedback provides a higher rate of response, the team will move to this being the default in future. As well as developing options for feedback to be given immediately after the conclusion of remote/virtual training sessions. It is hoped these two changes will ensure quality feedback is provided which will feed into making sure the programme is fit for purpose.

The future of the Member Learning & Development Programme

- 4.15 In preparation for the 2027 Local Elections, officers will be working to develop the Member Learning and Development Programme 2027-2031. Governance Committee will be provided with regular updates on the progress of this work and will be asked to formally approve the programme in mid to late 2026.
- 4.16 As the phased approach to training has been successful for the 2023-2027 period, it is expected that a similar approach will be continued for the 2027-2031 programme. However, as there has been a need to host multiple repeat sessions for required Committee learning, this will be the main priority following the elections and confirmation of new appointments to Council Committees.
- 4.17 The team is in the process of reviewing the options for recording and uploading training sessions to councillor connect and/or Ollie so that they can be reviewed at Members leisure. There are also ongoing discussions about if there are any training modules that would be more appropriate to be adapting into online learning that can be completed by Members through an online platform such as Ollie, rather than be delivered by a trainer.
- 4.18 The Directorate's Showcase was a very successful event when it was held in June 2023 as it allowed Members to familiarise themselves with the various service areas that the council operates and which Director would be responsible for that area. Provisional plans for using the Council Chamber for this event are currently being discussed and will be brought to the Committee for consideration.
- 4.19 Throughout the next 12 months there will be further training sessions offered for Members to attend that focus on chairing skills, using social media, the health & care landscape and council finances. Following the Annual Council Meeting (AGM) in May 2025, the initial priority has been training any Members who are sitting on a new Committee, such as planning, licensing, and audit. Officers have hosted four training sessions of this nature since the AGM and have trained the

majority of the newly appointed committee Members at the time of writing this report. Those who have not yet received essential Committee training for planning, licensing or audit have been contacted regarding their availability and additional sessions are in the process of being arranged. This will be followed by a focus on Code of Conduct training, especially in light of recent revisions to the Council Constitution.

- 4.20 Members will continue to be made aware of external training opportunities which they can express their interest in attending. Please note approval to attend paid training courses must be sought from group leaders based on their allocated budget.
- 4.21 The team is continuing to work towards meeting the criteria for the West Midland Employer Member Support Charter. At the time of writing this report there has been a draft proposal document prepared, mapping our current practices against the standards and it is envisaged that a further update will be brought to Committee shortly.

5.0 Alternative Options

- 5.1 Governance Committee could decide to reduce the scope and ambition of the Member Learning and Development Programme. However, given the feedback Members has provided so far and the knowledge the induction process imbues, it may well be a retrograde step.

6.0 Key Risks

- 6.1 There are no risks directly 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

Annual Member Training & Development Review

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	03/07/2025	03/07/2025	RP