



## Borough of Telford and Wrekin

### Governance Committee

**Thursday 8 January 2026**

### **Member Learning & Development Programme Update**

---

<b>Cabinet Member:</b>	Cllr Zona Hannington - Cabinet Member: Finance, Governance & Customer Services
<b>Lead Director:</b>	Anthea Lowe - Director: Policy & Governance
<b>Service Area:</b>	Policy & Governance
<b>Report Author:</b>	Lorna Gordon - Member Support Officer
<b>Officer Contact Details:</b>	<b>Tel:</b> 01952 384978 <b>Email:</b> lorna.gordon@telford.gov.uk
<b>Wards Affected:</b>	All Wards
<b>Key Decision:</b>	Not Key Decision
<b>Forward Plan:</b>	Not Applicable
<b>Report considered by:</b>	Governance Committee – 08 January 2026

---

#### **1.0 Recommendations for decision/noting:**

The Committee is asked to:-

- 1.1 Note the contents of the report and endorse the proposals for the Member Learning & Development Working Group.

#### **2.0 Purpose of Report**

- 2.1 The purpose of this report is to present a comprehensive project plan for the planning and preparation of the Member Learning & Development Programme for the period 2027–2031. The report sets out the key objectives, timelines, and deliverables required to ensure successful delivery of the programme. It also outlines the roles and responsibilities of the Working Group established by the Governance Committee at its last meeting, detailing the actions and resources needed to support the development and implementation of the programme.

### **3.0 Background**

- 3.1 The Council aims to deliver a comprehensive, flexible and measurable Member Learning & Development Programme that supports Councillors throughout their term in office and seeks to continually review and seek Member feedback to improve its training and developments offering for Members.
- 3.2 The Governance Committee has oversight and responsibility over Member training and development and as such the Member Learning & Development Programme. 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.
- 3.3 At the Committee meeting held on 8 October 2025, it was agreed that a working group be created to review the programme in greater detail, considering areas of strength and weakness resulting in recommendations for the future of the programme that will be considered at a future meeting of the Committee.

### **4.0 Summary of main proposals**

- 4.1 Building upon the lessons learnt from the current programme, the Member Learning & Development Programme for 2027-2031 seeks to introduce an enhanced induction process for newly elected Members, including an updated induction pack, candidate information letter, and a two-day drop-in event covering registration and essential training such as the Code of Conduct. To improve accessibility and engagement, the programme will expand digital learning options through e-learning modules and webinars delivered via Ollie, alongside opportunities for self-service learning.
- 4.2 Personal Development Plans will be issued to all Members as part of the induction pack, with the option to book one-to-one appointments with the Member Support Officer during registration. The Directorate Showcase will be delivered to strengthen Members' understanding of the council service's and directorate functions. A structured approach to continuous professional development will be maintained, including core skills, governance, and leadership development, supported by annual reviews and attendance audits. Monitoring and reporting will be strengthened through annual Training and Development Review Reports to the Governance Committee, alongside attendance tracking and compliance monitoring to ensure alignment with LGA guidance and WME Charter requirements.
- 4.3 The programme will aim for 80% completion of mandatory training, improved Member satisfaction scores, and achievement of the WME Member Development Charter Plus. Engagement will be supported through digital flexibility, reminders, and group leader involvement.

#### **Governance Committee Working Group**

- 4.4 Development of the Member Learning & Development programme will be overseen by a Member-led working group, with final approval sought from the

## Member Learning & Development Programme Update

Governance Committee in April 2026. Delivery will commence following the May 2027 elections, with phased implementation continuing through to 2031.

4.5 It is expected that there will be a minimum of two meetings of the working group to discuss the Member Learning & Development Programme for 2027-2031. The proposed dates for these are:

- Wednesday, 21 January 2025 at 6.00pm
- Tuesday, 3 February 2025 at 6.00pm
- Wednesday, 11 February 2025 at 6.00pm

During the initial session, Members will be asked to review and discuss each module of the current induction programme based upon its suitability and effectiveness. There will be an opportunity for Members to propose the inclusion of additional modules as well as assessing if others still need to be included.

4.6 The second session will focus on the plans for the initial induction period, including election night, essential registration days and the directorates fayre.

4.7 If required, the third session will allow the conclusion of any ongoing discussions, and the finalising of any recommendations that are to be brought to the next formal meeting of the Committee.

4.8 The working group will be comprised of Members of the Committee with all meetings taking place over Microsoft Teams. There will be a loose agenda set for each meeting; however, discussions will be guided by Members. The meetings will not be formally minuted, however key discussion points will be noted by officers, and will be used to formulate a report to be presented at a future Committee meeting.

### 4.9 Timelines

Phase	Activities	Target Completion
Working Group	<p>Up to three meetings of a working group comprised of Members of the Governance Committee. Working Group activity will include:</p> <ul style="list-style-type: none"><li>• Review of all training modules</li><li>• Review of PDPs and Induction</li><li>• Consider additional training modules based on Member Feedback</li></ul>	January – February 2026

## Member Learning & Development Programme Update

	<ul style="list-style-type: none"> <li>Consider what training models it may be suitable to delivery digitally</li> </ul>	
Planning	<ul style="list-style-type: none"> <li>Scheduling Training Session Dates</li> <li>Contacting presenters</li> <li>Update Welcome Letter for booklet</li> <li>Finalise programme design</li> <li>Digital Training Planning</li> </ul>	February – March 2026
Review & Approval	<p>Draft version of the updated Member Learning &amp; Development Programme to be brought to the Governance Committee for Approval.</p> <p>Following this, any resulting changes are to be made.</p>	15 April 2026
Induction Delivery (Hit the Ground Running Phase)	Drop-in sessions, essential training	May–July 2027
Operating as an Effective Councillor & Roles and Responsibilities	<p>Core skills and governance</p> <p>Committee work, leadership roles</p>	Sept 2027–Feb 2028
CPD Phase	Ongoing learning, annual reviews	2028–2031

### 5.0 Alternative Options

5.1 The plans outlined in this report are subject to review by the Governance Committee and the recommendations resulting from the working group.

### 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**

1 Member Learning and Development Programme 2027-2031 Update

**15.0 Appendices**

None.

**16.0 Report Sign Off**

<b>Signed off by</b>	<b>Date sent</b>	<b>Date signed off</b>	<b>Initials</b>
Legal	22/12/2025	22/12/2025	RP