

Cheltenham Borough Council

Council – 15 December 2025

Member Development Panel Annual Report April 2024- May 2025

Accountable member:

Councillor Jackie Chelin, Chair of the Member Development Panel

Accountable officer:

Claire Hughes, Director of Governance, Housing and Communities

Ward(s) affected:

n/a

Key Decision: No

Executive summary:

The Member Development Panel is a cross party and non-decision-making advisory body. Its role is to coordinate and prioritise a programme of ongoing Member training and help to encourage participation in Member Development opportunities. More widely it examines the current provisions for Members in terms of support, training, and provision of information and looks at new Member Induction to ensure new Members are provided with support and are easily able to access information and relevant training. While there is no single statutory requirement mandating the publication of training attendance statistics, CBC now records attendance to the individual Councillor's training record which is available on the public website.

This report sets out an overview of the Member Development that has taken place during the 2024/25 Municipal year whilst looking ahead to the forthcoming year.

The Member Development Panel welcomes the opportunity for Council to debate this report and give its views on member development opportunities.

Recommendations:

1. That the Annual Report of the Member Development Panel is noted.

1. Implications

1.1 Financial, Property and Asset implications

The Member development plan and induction will be funded from the existing training budget within Democratic Services.

Signed off by: Ela Jankowska – Finance Business Partner, ela.jankowska@cheltenham.gov.uk

1.2 Legal implications

There are no specific legal implications arising from the recommendations of this report.

Signed off by: One Legal; legalservices@onelegal.org.uk

1.3 Environmental and climate change implications

There are no environmental or climate change implications to this report.

Signed off by: Maizy McCann, Climate Officer, maizy.mccann@cheltenham.gov.uk

1.4 Corporate Plan Priorities

This report contributes to the following Corporate Plan Priorities: Securing our future

- Reducing inequalities, supporting better outcomes
- Taking care of your money

1.5 Equality, Diversity and Inclusion Implications

See screening template Appendix ii.

Report author:

Bev Thomas, Democratic Services Team Leader

Appendices:

- i. Risk Assessment
- ii. Equality Impact Assessment – Screening
- iii. Member Development Panel Annual Report

Appendix 1: Risk Assessment

Risk ref	Risk description	Risk owner	Impact score (1-5)	Likelihood score (1-5)	Initial raw risk score (1 - 25)	Risk response	Controls / Mitigating actions	Control / Action owner
	If member development does not have any dedicated budget it will be difficult to support Councillors in their learning	Council	2	3	6	Accept	Member development has a £5 k p.a budget	Dem Services Team Leader
	Failure to deliver sufficient training would create a compliance risk and/or prevent Members from carrying out their duties effectively.	Democratic Services	3	2	6	Accept	Ensure new Member induction and ongoing development opportunities are in place.	Dem Services Team Leader/Member Development Panel

Appendix 2: Equality Impact Assessment (Screening)

1. Identify the policy, project, function or service change

a. Person responsible for this Equality Impact Assessment

Officer responsible: Bev Thomas	Service Area:
Title: Dem Services Team Leader	Date of assessment: 25/11/25
Signature:	

b. Is this a policy, function, strategy, service change or project?

Member Strategy	Development
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If other, please specify:

c. Name of the policy, function, strategy, service change or project

Is this new or existing?		Already exists and is being reviewed
Please specify reason for change or development of policy, function, strategy, service change or project		

d. What are the aims, objectives and intended outcomes and who is likely to benefit from it?

Aims:	To report to Council on Member Development
Objectives:	To provide support, knowledge and guidance to Members, both new and experienced.

Outcomes:	To enable Councillors to perform their duties effectively.
Benefits:	Cross party working

e. What are the expected impacts?	
Are there any aspects, including how it is delivered or accessed, that could have an impact on the lives of people, including employees and customers.	Yes
Do you expect the impacts to be positive or negative?	Positive
Please provide an explanation for your answer:	
Member Development helps to ensure that Members carry out their duties effectively.	

If your answer to question e identified potential positive or negative impacts, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

f. Identify next steps as appropriate	
Stage Two required	No
Owner of Stage Two assessment	
Completion date for Stage Two assessment	