# S T A N D A R D S C O M M I T T E E

## Monday, 16th February, 2015

## at 6.30 pm

## Room 3, Assembly Hall, Hackney Town Hall, Mare Street, London E8 1EA

**Committee Membership:**      **Councillor Sophie Linden (Chair), Councillor Ben Hayhurst, Councillor Sally Mulready, Councillor Clare Potter and Councillor Jessica Webb (Vice-Chair)**

**Co-optees:**      **Julia Bennett, George Gross, Adedoja Labinjo, Onagete Louison and Elizabeth Coates-Thummel**

**Gifty Edila**
**Corporate Director**
**Legal, HR and Regulatory Services**

**Contact:**
**Robert Walker**
**Governance Services**
**Tel: 020 8356 3578**
**Email: Robert.Walker@Hackney.gov.uk**

## The press and public are welcome to attend this meeting

# AGENDA
## Monday, 16th February, 2015

## ORDER OF BUSINESS

## Access and Information

### Location

Hackney Town Hall is on Mare Street, bordered by Wilton Way and Reading Lane, almost directly opposite The Ocean.

**Trains –** Hackney Central Station (London Overground) **–** Turn right on leaving the station, turn right again at the traffic lights into Mare Street, walk 200 metres and look for the Hackney Town Hall, almost next to The Empire immediately after Wilton Way.

**Buses** 30, 48, 55, 106, 236, 254, 277, 394, D6 and W15.

### Facilities

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall. Induction loop facilities are available in the Assembly Halls, rooms 101, 102 & 103 and the Council Chamber. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

### Copies of the Agenda

The Hackney website contains a full database of meeting agendas, reports and minutes. Log on at: www.hackney.gov.uk

Paper copies are also available from the Governance Services Officers whose contact details are shown on page 1 of the agenda.

### Council & Democracy- www.hackney.gov.uk

The Council & Democracy section of the Hackney Council website contains details about the democratic process at Hackney, including:

- Mayor of Hackney
- Your Councillors
- Cabinet
- Speaker
- MPs, MEPs and GLA
- Committee Reports
- Council Meetings
- Forward Plan
- Register to Vote
- Introduction to the Council
- Council Departments

## RIGHTS OF PRESS AND PUBLIC TO REPORT ON MEETINGS

Where a meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting.  If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting.   Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting.  The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded.  Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease and all recording equipment must be removed from the meeting room. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

# ADVICE TO MEMBERS ON DECLARING INTERESTS

Hackney Council's Code of Conduct applies to **all** Members of the Council, the Mayor and co-opted Members.

This note is intended to provide general guidance for Members on declaring interests. However, you may need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- The Corporate Director of Legal, HR and Regulatory Services;
- The Legal Adviser to the committee; or
- Governance Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

## 1. Do you have a disclosable pecuniary interest in any matter on the agenda or which is being considered at the meeting?

You will have a disclosable pecuniary interest in a matter if it:

i. relates to an interest that you have already registered in Parts A and C of the Register of Pecuniary Interests of you or your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner;

ii. relates to an interest that should be registered in Parts A and C of the Register of Pecuniary Interests of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner, but you have not yet done so; or

iii. affects your well-being or financial position or that of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner.

## 2. If you have a disclosable pecuniary interest in an item on the agenda you must:

i. Declare the existence and <u>nature</u> of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you (subject to the rules regarding sensitive interests).

ii. You must leave the room when the item in which you have an interest is being discussed. You cannot stay in the meeting room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision.

iii. If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the room and participate in the meeting. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a pecuniary interest.

## 3. Do you have any other non-pecuniary interest on any matter on the agenda which is being considered at the meeting?

You will have 'other non-pecuniary interest' in a matter if:

i. It relates to an external body that you have been appointed to as a Member or in another capacity; or

ii. It relates to an organisation or individual which you have actively engaged in supporting.

## 4. If you have other non-pecuniary interest in an item on the agenda you must:

i. Declare the existence and <u>nature</u> of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.

ii. You may remain in the room, participate in any discussion or vote provided that contractual, financial, consent, permission or licence matters are not under consideration relating to the item in which you have an interest.

iii. If you have an interest in a contractual, financial, consent, permission or licence matter under consideration, you must leave the room unless you have obtained a dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision. Where members of the public are allowed to make representations, or to give evidence or answer questions about the matter you may, with the permission of the meeting, speak on a matter then leave the room. Once you have finished making your representation, you must leave the room whilst the matter is being discussed.

iv. If you have been granted dispensation, in accordance with the Council's dispensation procedure you may remain in the room. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a non pecuniary interest.

## Further Information

Advice can be obtained from Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, on 020 8356 3265 or email Gifty.Edila@hackney.gov.uk

**Hackney**

# MINUTES OF A MEETING OF THE STANDARDS COMMITTEE

## THURSDAY, 17TH JULY, 2014

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| **Councillors Present:** | **Councillor Sophie Linden in the Chair** |
| | **Cllr Sally Mulready, Cllr Clare Potter and Cllr Jessica Webb** |
| **Co optees Present** | **Adedoja Labinjo and Elizabeth Coates-Thummel** |
| **Apologies:** | **Councillor Ben Hayhurst, Julia Bennett, George Gross and Onagete Louison** |
| **Officers in Attendance:** | **Yinka Owa (Assistant Director Legal and Democratic Services) and David Rees (Governor Services Manager)** |
| **Also in Attendance:** | **Jonathan Stopes-Roe (Independent Person)** |

## 1 Appointment of Chair and Vice Chair of the Standards Committee

Elizabeth Coates–Thummel raised the issue of whether it was appropriate from a perception point of view for a Cabinet Member to be Chair of the Standards Committee.

The Committee was advised however that since the Localism Act changed the status of co-optees to the Committee and no longer permitted one of their number from being appointed Chair, only elected Members of the Committee could be appointed Chair or indeed formally vote in the process of electing a Chair.

It was agreed to discuss this matter further at the next meeting but in the meantime it was moved, duly seconded and

**RESOLVED** that:

i)      Councillor Sophie Linden be appointed Chair of the Standards Committee; and

ii)     Councillor Jessica Webb be appointed Vice-Chair of the Standards Committee.

## 2 Apologies for absence

Apologies for absence are listed above.

## 3 Declarations of interests

There were no declarations of interest.

**4   Minutes of the previous meeting - 22 January 2014**

**RESOLVED** that the minutes of the previous meeting held on 22<sup>nd</sup> January 2014 be agreed as a correct record.

**5   Standards Committee Terms of Reference**

The Committee noted its terms of reference, as agreed by Council at its meeting on 26 March 2014.

Elizabeth Coates-Thummel expressed her disappointment that the Committee no longer had overview of complaints within its new terms of reference.

**6   Standards Committee Annual Report 2013/14**

Elizabeth Coates-Thummel and Adedoja Labinjo expressed their disappointment that the Minority Groups had indicated that they were not going to take up their allocated places on the Standards Committee or participate in the work of the Committee.

The Assistant Director Legal and Democratic Services indicated that she would raise with the Council's Monitoring Officer the feasibility of the co-optees suggestion of them making an approach to the Leaders of the Minority Groups direct to seek to get them to change their minds regarding this matter.

**RESOLVED**

That the Committee approve its Annual Report 2013–2014 and agree to its referral to full Council in October 2014 for noting.

**7   Draft Work Programme 2014/15**

**RESOLVED**

That the Committee approve its draft Work Programme for 2014-2015.

**8   Member Induction - Code of Conduct Training (oral update)**

The Committee was advised that a successful Code of Conduct training session had been held as part on the Induction Programme and that the five Councillors who were unable to attend would be attending a further session on 4 August / or will have an individual session with the Monitoring Officer

The Committee was also advised that all Councillors had duly completed their Declaration of Office and Registration of Interests forms.

It was noted that all Councillors will be reminded about the legal requirements re updating Registration of Interest forms particularly in the light of any of them being recently appointed as a Council representative on an outside body.

### 9 Any other business

Councillor Mulready expressed her concerned that there was a scheduling clash between this meeting and the Health and Hackney Scrutiny Commission of which she is also an member and asked if such clashes could be avoided in future.

**Duration of the meeting:** 6.30  - 7.00 pm

**Signed**

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**Chair of Committee**

**Contact:**
Robert Walker, Governance Services

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**Hackney**

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| **GUIDANCE FOR MEMBERS ON THE USE OF ICT – 4th ANNUAL REPORT** |

| **STANDARDS COMMITTEE** **16 FEBRUARY 2015** | **CLASSIFICATION:** **OPEN** |
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| **WARD(S) AFFECTED** **ALL** |

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| **IAN WILLIAM, CORPORATE DIRECTOR OF FINANCE AND RESOURCES** |

1. **SUMMARY**

1.1 Guidance for Members on the use of Council provided ICT facilities was agreed by Standards Committee on 28th March 2011 following a recommendation from the Internal Audit on Ethical Governance of January 2010 and subsequent questions from new Members during the May 2010 induction process.

1.2 It was also agreed that the Assistant Director – ICT should submit an Annual Report to this Committee on compliance with the Guidance. This is the fourth such report.

2. **RECOMMENDATIONS**

    **Standards Committee is invited to:**

2.1 **Note the contents of this report**

3. **RELATED DECISIONS**

3.1 Revised Draft Guidance for Members on the Use of ICT – March 2011

3.2     Report of the Internal Auditor on Ethical Standards – January 2010

**4.      FINANCIAL CONSIDERATIONS**

4.1     There are no direct financial implications arising from the agreement to the recommendations in this report.

4.2     At paragraph 8.1 there is mention of a review of Members ICT needs in 2015, following the roll out of the My Office project in December 2014. There are likely to be costs associated with any new requirements but until the review is completed these are unknown. Until or unless there is a proposal to the contrary the expectation is that any future spend will be met from within existing ICT budgets.

**5.      COMMENTS OF THE CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES**

5.1     This guidance is based on the Members' Code of Conduct which provides that Council resources must be used for carrying out Council functions and restrictions are imposed on any significant personal use of such resources. The guidance specifically addresses how Members should use Council provided ICT.

**6.      ANNUAL REPORT 2014/15**

6.1     Hackney Council's Member Code of Conduct provides that a Member must act in accordance with the Council's requirements and ensure that Council resources are not used for any unauthorised or political purpose (unless that use reasonably facilitates discharging the Council's functions). This includes Information & Communications Technology (ICT) resources.

6.2     The Guidance for Members on the Use of ICT covers:

- monitoring and compliance
- use of ICT for Council business
- provision of equipment
- using and caring for ICT equipment
- access security  and
- general use of ICT, including email, the internet and social media

6.3     The Corporate Director of Finance and Resources first issued the Guidance (via email) to all Members on 1st June 2011.  Copies the Guidance were additionally issued to newly elected Members in May 2014.

6.4     No new Members were elected to office in the reporting period.

6.5 The following table summarises all known or reported breaches of the Guidance for the Municipal year 2014/15 (to date of report publication)

| Category | Number of Incidents | Description | Action Taken |
|---|---|---|---|
| Telephony | 0 | n/a | n/a |
| Web/Internet | 0 | n/a | n/a |
| Email | 0 | n/a | n/a |
| Information Security | 1 | Lost laptop | Investigated - no personal information lost. No further action taken |
| **Total Number of Incidents/Breaches** | **1** | | |

6.6 The following table summarises the known or reported breaches since the commencement of annual reporting to this Committee:

| Year | Breach Category | | | | Total |
| | Telephony | Web/Internet | Email | Information Security | |
|---|---|---|---|---|---|
| 2014/15 | 0 | 0 | 0 | 1 | 1 |
| 2013/14 | 0 | 0 | 0 | 0 | 0 |
| 2012/13 | 0 | 0 | 0 | 1 | 1 |
| **Total** | **0** | **0** | **0** | **2** | **2** |

6.7 In the main, monitoring is carried out by Corporate ICT staff reviewing technical logs. However, breaches may be notified by Members themselves or by Council staff (for example, Member Services may report a lost phone on behalf of a Member). The following briefly summarises the monitoring methods for each of the above categories:

6.7.1 Telephony:

Mobile phones are only issued to Cabinet Members.

Members' telephone extensions are included in the Council's monthly telephone performance report. This report provides a summary of the number of calls received and time taken to respond to them.

Detailed information on individual calls is also available: number dialled/received from and duration.

6.7.2 Web/Internet

The Council deploys internet monitoring tools which are configured to deny access for staff to certain types of website including

pornographic; homophobic; racist; online gaming; terrorist and computer-hacking sites.

Standard monthly reports are produced which list the most accessed websites and the most active users. These reports are checked by the ICT Security Manager for any "unusual" activity.

Individual reports detailing all internet activity can be produced by "user" or "location" on request.

6.7.3 Email

All email to and from Hackney.gov email accounts is automatically archived and currently retained for approximately 5 years (this is limited by the size of the archive, rather than by a specific time period). Email that has been deleted from an individual mailbox may still be retrieved from the archive.

Incoming emails are automatically scanned for viruses and "inappropriate" content based on "black" and "white" lists. Those which are deemed by the software to contain inappropriate content are held in quarantine and may be released by the receiver if they are satisfied that the content would not breach of Hackney policies or guidance.

6.7.4 Information Security

Lost or stolen devices (phones, laptops, usb sticks) are reported using a form on the Council's intranet. Wherever possible, information is wiped remotely from any such devices to minimise the possibility of any information security breach using device management software.

6.8 Very exceptionally, a breach might be reported by an external source, such as a member of the public, the Information Commissioner or the police.

6.9 Members are listed on the London Borough of Hackney Data Protection Act registration as both Data Subjects and under Sources, Disclosures and Recipients. The Council's current Registration is available on the Information Commissioner's Office website at: www.ico.org.uk. The Registration number is Z8010445 and it runs to 26th June 2015.

**7 NEW MUNICIPAL YEAR 2014/15**

7.1 Of the 21 newly elected Members following the May 2014 local elections, 14 opted for Council issued equipment.

7.2 Equipment from Members who stood down or were not re-elected was returned to Members Services where it was data cleansed and then allocated for re-use, spares or disposal as appropriate.

7.3     Records of Members' ICT assets are currently being uploaded into the new Asset Management module on the Council's ICT Service Desk software (LanDesk)

8       **REVIEW OF MEMBERS' ICT REQUIREMENTS**

8.1     Following the roll-out of Windows 7 and MS Office 2013 to Council and Hackney Homes staff in December 2014, in early 2015 we will carry out a review of Members' ICT requirements.  This review will be carried out in conjunction with Members and will include officers from ICT, the Mayor's Office and Governance Services.

8.2     It will examine Members' ICT needs and consider their preferred work-styles and information security requirements, as well as device upgrades/replacements where needed.  The Guidance to Members on the Use of ICT will be updated following the outcome of the review.

**Ian Williams**
**Corporate Director of Finance & Resources**

Report Originating Officer: Chris Peacock ☎ 020 8356 2600
Financial considerations:  Richard Wolff    ☎ 020 8356 2636
Legal comments:  Gifty Edila            ☎ 020 8356 3265

**S.100D Local Government Act 1972 (as amended)**

**List of Appendices**

None

**Background documents**

No documents which require listing have been relied upon in the preparation of this report

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**Hackney**

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| **REVIEW OF THE REGISTER OF MEMBERS' AND CO-OPTEES' DECLARATION OF INTERESTS FORMS** |

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| **STANDARDS COMMITTEE**<br><br>**16 FEBRUARY 2015** | **CLASSIFICATION:**<br><br>**OPEN** |

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| **WARD(S) AFFECTED**<br><br>**ALL WARDS** |

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| **GIFTY EDILA**<br>**CORPORATE DIRECTOR FOR LEGAL, HR AND REGULATORY SERVICES** |

## 1. INTRODUCTION

1.1 The Localism Act 2011 requires all local authorities to adopt a Code of Conduct for its elected Members and voting co-optees.

1.2 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 requires all Members to complete a declaration of interests form on their election to office, and for voting co-optees to complete a form on their appointment to office.

## 2. RECOMMENDATION

2.1 The Standards Committee is asked to note the report.

## 3. REASONS FOR THE DECISION

3.1 The report is for noting and lessons learnt from this review would enable further work to be carried out to assist Members and Co-optees in completing the form.

## 4. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES

4.1 There are no financial implications arising from this report.

## 5. COMMENTS OF THE CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES

5.1 As stated in the introduction, the Localism Act 2011 established the ethical framework. The Regulations made under the Act placed obligations on elected Members and voting co-optees to disclose their pecuniary interests.

5.2 The Council in its own Code of Conduct also requires non-voting co-optees to complete a declaration of interests form.

## 6. BACKGROUND

6.1 On 22 May 2014 the local elections took place and the current 57 councillors and the Mayor were elected to office. They all completed a declaration of interest form for the register.

6.2 Each form completed by a Member or co-optee was carefully checked by the Monitoring Officer and where necessary guidance given on how to complete it fully and accurately.

6.3 Members have been advised of the need to update their forms within 28 days of change of circumstances. Some Members have already updated their forms since the election.

6.4 The Monitoring Officer has reviewed all the forms before writing this report. The following observations are made:

- Three Members gave their spouses name even though they are not required to give names.
- Two Members had been appointed Council representative on an external body and needed to add this to their forms.

6.5 The Members were advised to amend their forms accordingly.

6.6 Members have done extremely well to complete their forms accurately and within the requisite timescale. They will continue to be reminded periodically to update their forms when their circumstances change.

| Report Author | Gifty Edila, Corporate Director for Legal, HR and Regulatory Services<br>020 8 356 3265<br>gifty.edila@hackney.gov.uk |
|---|---|
| **Comments of the Corporate Director of Finance and Resources** | Jackie Moylan, AD for Finance and Resources<br>0208 356 3032<br>jackie.moylan@hackney.gov.uk |
| **Comments of the Corporate Director of Legal, HR and Regulatory Services** | Gifty Edila, Corporate Director for Legal, HR and Regulatory Services<br>020 8 356 3265<br>gifty.edila@hackney.gov.uk |

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# Hackney

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| **MEMBER INDUCTION, TRAINING AND DEVELOPMENT PROGRAMME: PROGRESS UPDATE** | |
| **STANDARDS COMMITTEE**<br><br>**16 FEBRUARY 2015** | **CLASSIFICATION:**<br><br>**OPEN** |
| **WARD(S) AFFECTED**<br><br>**ALL** | |
| **GIFTY EDILA, CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES** | |

**1. SUMMARY**

1.1 Following the London Local Government Elections in May 2014 the Council has sought to deliver an informative and effective Induction, Training and Development Programme for Members to support them in their elected role. The Programme aimed to deliver relevant training via a variety of delivery methods for both newly elected and experienced returning Members.

1.2 The core aim of the Programme is to develop and enable leadership skills for Members, and to provide specialist training on specific Committee or function responsibilities. The Programme aims to develop Members' capacity so that they deliver the best for the community and perform to the highest professional and ethical standards.

1.3 The Programme has contained both mandatory and optional activities for Members and was designed to ensure that Members were equipped with the necessary skills and information with which to perform their roles. Members of both Licensing Committee and Planning Sub Committee were required to complete relevant mandatory training on quasi-judicial decision making prior to sitting on Committee.

1.4 The Programme has provided over 20 'in house' training sessions for Members since the May 2014 elections. Most sessions have been open to all Members whilst some sessions have focussed on the needs of Members on specific Committees. Further details of the Member Induction, Training and Development Programme for 2014-15 can be found at Appendix A. (Details on what was covered at each session are included together with information on Members' attendance and evaluation feedback for most sessions).

1.5 Feedback from Members has regularly and routinely been sought and this is being incorporated into the development of the proposed Programme for 2015-16. Further details of proposed sessions are included in Appendix A.

1.6 Work is currently underway to request Members' views on training and development more generally. This month all Members will receive a survey for completion. Further details of the survey are included in Appendix A.

1.7 In response to a request from Standards Committee the Council has now also developed a range of e-learning courses for Members. This provides a flexible and convenient way for Members to develop their learning and knowledge on specific subject areas. Members can access a range of courses from any computer, either at work or at home, in their own time. It also has the advantage that Members can

also complete e-learning courses at their own individual pace. Nine courses have already been devised by Council officers and are ready for roll out to Members. The e-learning courses are listed in Appendix A.

## 2. RECOMMENDATION(S)

2.1 Standards Committee is recommended to note the update on progress on the Council's Member Induction, Training and Development Programme.

## 3. RELATED DECISIONS

3.1 Standards Committee considered the proposals for Member Induction at its meeting held on 22$^{nd}$ January 2014.

## 4. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES

4.1 This report provides a progress update on the delivery of the Induction, Training and Development Programme that has been delivered for Members. All costs associated with this programme are funded from within existing budgets held by Directorates. As most sessions are provided in house, the main costs to the programme is officer time in developing and delivering sessions for Members.

4.2 A specific budget of £7k is also held by Legal, HR and Regulatory Services to support the running of in house sessions and the provision of externally provided courses for individual Members.

4.3 The proposed training and development activity for 2015-16 can be contained within existing budgets.

## 5. COMMENTS OF THE CORPORATE DIRECTOR OF LEGAL, HR AND REGULATORY SERVICES

5.1 The Standards Committee is responsible for monitoring the Council's training programme for elected Members and voting co-opted members. The Member Induction, Training and Development Programme was designed to provide comprehensive support for the training needs of Members following the London Local Government Elections in May 2014.

5.2    Cabinet Members, Committee Chairs and Senior Officers were consulted on the draft Programme and were directly involved in the delivery of sessions within the Programme.


**Gifty Edila**
**Corporate Director**
**Legal, HR and Regulatory Services**


**APPENDIX A:** Details of Member Induction, Training and Development Programme for 2014-15; Member Training and Development Programme from May 2015; Members Training and Development Survey – February 2015; and E-Learning for Members

**BACKGROUND PAPERS**

In accordance with Section 100D of the Local Government Act, 1972 - Access to Information a list of Background Papers used in the preparation of reports is required.

| Description of document | Location | Date |
|---|---|---|
| None | | |

| Report Author | Greg Lane, Head of Governance Services  Gregory.Lane@hackney.gov.uk  020 8356 2716 |
|---|---|
| **Comments of the Corporate Director of Finance and Resources** | Hamza Yusuf, Head of Finance  Hamza.Yusuf@hackney.gov.uk  020 8356 3651 |
| **Comments of the Corporate Director of Legal, HR and Regulatory Services** | Gifty Edila, Corporate Director of Legal, HR and Regulatory Services  Gifty.Edila@hackney.gov.uk  020 8356 3265 |

**Member Induction, Training and Development Programme May 2014 to April 2015**

The Programme delivered since the Local Government elections in May 2014 has delivered a variety of training and development opportunities for newly elected and returning Members. The Programme has sought to balance the needs of the organisation as a whole with the needs that Members individually have.

**1) Introduction to the Council – Monday 2nd June 2014**

The introductory session was jointly led by Tim Shields (Chief Executive) and Jules Pipe (Directly Elected Mayor).

The Chief Executive and Mayor covered the following:

- The authority's 'One Council' approach to service delivery and planning
- The Council Vision and Mayor's Priorities
- The Council's senior management and directorate structure – including a brief introduction to Directors and key staff
- Hackney's progress over the previous 10 years – 'Hackney's Journey'
- The headline results of the Residents Survey conducted by IPSOS Mori in March 2013
- The financial challenges that need to be met by Hackney Council going forward
- The other challenges that need to be met including welfare reform, housing, universal credit, the widening gap between residents, employment and health
- The role of Members in meeting the challenges and being successful in their role
- The roles of the Directly Elected Mayor and the Chief Executive
- Questions and Answers

37 Members attended the session. This included 15 of the 21 newly elected Members and 22 of the 36 returning Members.

**2) Member Code of Conduct – Monday 9th June 2014 (Repeated on Monday 4th August 2014)**

The training session was introduced by Cllr Sophie Linden and the session presented by Gifty Edila (Corporate Director of Legal, HR and Regulatory Services Directorate). Gifty Edila also has the statutory role as the Council's 'Monitoring Officer'. Polly Cziok (Head of the Council's Communications and Consultation Service) covered the Council's protocols for communicating with residents, journalists and wider stakeholders.

The session covered:

- How the Council works – functions of the Council; legal framework; and decision making
- Members Code of Conduct
    - History of ethical framework;
    - Legal obligations on the Council;
    - Legal obligations on Members;
    - Application of the Code;
    - The duty to promote and maintain high standards of conduct – 7 Nolan Principles;
    - Predetermination;
    - The Register of Interests for Members;
    - Disclosable Pecuniary Interests;
    - Sensitive Interests;
    - Other Interests;
    - Granting Dispensations;
    - Participation in meetings;
- The role of the Independent Person for Standards
- The role of the Council's Standards Committee
- Sitting on Outside Bodies
- Process for handling alleged breaches of the Code
- Media handling and reputation management; use of social media; working with the Council's Communications Service

22 Members attended the session held on 9th June. 3 Members and 3 co-opted members attended the repeat session held on 4th August. This included 19 of the 21 newly elected Members and 6 of the 36 returning Members.

It was suggested that a recap session be held for Members in early 2015 as many Members new to the role could then reflect on their experience.

### 3) Ward Work, Partnership and Community Leadership – Tuesday 10th June 2014

The training session was jointly led by Joanna Sumner (Assistant Chief Executive for Programmes, Projects and Performance) and Ian Lewis (Assistant Chief Executive for Policy and Partnerships).

The session covered:

How Members can get things done in their ward
- This focussed on how Members could identify aims and set objectives for achievement in their ward
- The support available to help Members achieve their aims

The session also gave further background and sought to get ideas about further improvements that Members wish to make in their ward.

18 Members attended the session. This included 12 newly elected Members and 6 returning Members.

It was suggested that a recap session be held for Members in 2015 as many Members new to the role could then reflect on their experience.

## 4) Managing Casework – Monday 16th June 2014

The training session was introduced by Councillor Sophie Linden (Deputy Mayor) and facilitated by Kay Brown (Assistant Director Revenues and Benefits) together with staff from Members' Services and Business and Complaints Team.

The session covered:

- How the Service Centre works for the public – Kay Brown, Assistant Director - Revenues and Benefits
- Managing Members' casework – Explanation of the processes of Members Enquiry and Correspondence by Members Services and Business Analysis and Complaints Team
- Members' experience of managing casework – Councillor Muir

22 Members attended the session. This included 14 newly elected Members and 8 returning Members.

It was suggested by some Members that role play exercises and scenarios for future similar sessions would be helpful. Some Members also thought that IT training on the Council's casework management would also be useful. It was also put forward that this session should receive priority in future election years because Members have to start working on casework very soon after being elected.

## 5) Planning Sub Committee – Wednesday 18th June 2014

The training session was jointly led by Femi Nwanze (Head of the Council's Development Management Service) and Yinka Owa (Assistant Director of Legal and Democratic Services).

The session covered:

- A welcome and introduction by Councillor Vincent Stops, Chair of Planning Sub Committee
- A brief introduction to the work of Planning and Regulatory Services
- The law and procedure relating to Planning applications including Localism Act 2011, the Community Infrastructure Levy (CIL), Section 106 agreements, new planning legislation – Growth and Infrastructure Act 2013
- Development management – including the work and role of Planning Sub Committee, and management of the applications process

- Planning Enforcement
- The Planning Code of Practice and the role of the Members on the Planning Sub-Committee
- The role of Members in the planning process
  - Predetermination or bias
  - Disclosable pecuniary interest
  - Decision making
  - Pre-application Sub Committee
  - Officer recommendations: not agreeing or amending recommendations
  - Councillor Representations
  - Site visits
  - Development tours

This session was compulsory for Planning Sub-Committee Members. 16 Members attended the session. This included 12 newly elected Members and 4 returning Members.

Some Members suggested a recap of the training in 2015.

## 6) Overview and Scrutiny – Thursday 19th June 2014

The training session was led by Tracey Anderson (Head of Overview and Scrutiny Service) and took the form of a bus tour around the borough to visit partners who were engaged with scrutiny this year, to hear about the benefits and challenges of engaging in a scrutiny review.

The tour included:

- A visit to Urswick Secondary School to highlight the 'scrutiny in a day' approach. The scrutiny review that had been previously undertaken focussed on the community use of school facilities.
- A visit to Homerton Hospital GP 'out of hours' service. The visit highlighted how scrutiny non review work featured prominently in the scrutiny programme. Scrutiny had been particularly focussed on the procurement issues related to the new 'out of hours' service.
- A visit to the Leaside Trust in Springfield Park to highlight how scrutiny could engage with the community in an innovative way. A previous review on 'Barriers to taking up cycling' had involved scrutiny members participating in a cycling session for older members

The tour also gave Members an opportunity to talk to the scrutiny team about how the Council's Overview and Scrutiny function operates.

A total of 10 Members attended. This included 6 newly elected Members and 4 returning Members.

Members thought that the tour was very interesting and well organised and that there was the right amount of site visits and variety.

## 7) Aggression Awareness – Monday 23rd June 2014

The training session was delivered AEGIS Protective Services an external training provider.

The main objectives of the training were to enable staff/Members to:

- Understand what violence at work is and how it impacts on the workplace
- Relevant legal rights of both staff and clients
- Risk control measures and how they work
- Decision making - calling for support - staying/leaving
- Manage their own anxiety when faced with a difficult situation
- Implement practical strategies and safe systems of work to avoid/reduce risk

2 Members attended the training session that was primarily run for Council staff. Officers are now working with the training provider to deliver bespoke Aggression Awareness training for Members in early 2015.

## 8) Licensing – Monday 30th June 2014

The session was led by Gifty Edila (Corporate Director of Legal and Democratic Services Services), Butta Singh (Senior Lawyer for Licensing) and David Tuitt (Licensing Service Team Leader) and was divided into two sessions:

The first part of the session was a general session that was open to all Members. It was to provide a brief introduction to the Licensing Service and areas of responsibility that it covers; and an overview of its core area of business i.e. the Licensing Act 2003.

- The Licensing Committees' business
- Background to the Licensing Act 2003
- Responsibilities of the Council
- Key Provisions of the Licensing Act 2003
- Licensing hours
- Saturation Policies (the Council's Special Policy Areas)
- Future Changes to the regime

The second part of the session was compulsory for Licensing Committee Members and covered the role of the Licensing Committee and its sub-committees in its decision making role.

- Licensing Hearings and the Licensing Act 2003
- The role of the Licensing Committee and its Sub Committees
- Matters to be taken in to account and set aside

- Decision making process for Licensing Sub Committees

In total 13 Members attended the session. This included 7 newly elected Members and 6 returning Members.

Members suggested having further training on licensing enforcement and the policy framework. Training using case study scenarios was also suggested and techniques for questioning representations.

## 9) Introduction to Hackney Homes – Tuesday 8th July 2014

The training session was led by Charlotte Graves (Chief Executive of Hackney Homes and the Council's Director of Housing) and Councillor Philip Glanville (Cabinet Member for Housing).

The session covered various aspects about Hackney Homes:

- Who we are
- What we do
- Housing in Hackney
- The bigger picture

9 Members attended the training session. This included 7 newly elected Members and 2 returning Members.

Some Members advised that they would like a follow up session.

## 10) Borough Bus Tour – Thursday 10th July 2014

The Borough Bus Tour was led by Andrew Sissons (Head of the Council's Regeneration Delivery Service). The tour focussed on development and regeneration issues in Hackney and was for newly elected Members.

The tour covered the following areas:

- Hackney Community College / Box Park / Tampery
- Dalston Junction
- Stoke Newington Town Hall
- Woodberry Down
- Millfields Waste Depot
- Hackney Marshes

8 newly elected Members attended the tour.

Members thought that the tour was well thought out and well executed. Members indicated that it would be helpful to have future tours. It was suggested to host a tour of schools and academies, Council housing estates and the other main Council services.

## 11) Planning for the Public – Tuesday 29th July 2014

The training session was facilitated by the Cllr Guy Nicholson (Cabinet Member for Regeneration), John Allen (Assistant Director for Planning and Regulatory Services) and Randall McDonald (Head of the Council's Spatial Planning Service). The training session focussed on Introduction to Planning for Public followed by a presentation on Spatial Planning covering:

- The Local Development Framework
- Area Action Plans
- Supplementary Planning Guidance
- Community Infrastructure Levy

10 Members attended the training session. This included 6 newly elected Members and 4 returning Members.

Members suggested having a future session covering planning enforcement. Separately some Members thought a session on wider regeneration matters would be helpful to provide context. Some Members indicated that they would like a review session to cover some issues identified with existing Area Action Plans.

## 12) Introduction to Children and Young People's Service – Thursday 11th September 2014

The training session was facilitated by Alan Wood (Corporate Director of the Council's Children and Young People's Services Directorate) and covered the following:

- Who we are and what we do
    - Education
    - Children's Social Care
    - Young Hackney

13 Members attended the training. This included 11 newly elected Members and 2 returning Members.

Members requested further information on the Council's future strategy for children's services in view of the pressures faced by the service. Some Members also thought that regular updates on high level performance information would be useful – both reports from Ofsted and reports from the service directly.

## 13) Statement of Accounts – Wednesday 17th September 2014

The training was specifically held for Corporate Committee and was led by Michael Honeysett (Assistant Director of Financial Management). The training was delivered immediately prior to the Corporate Committee meeting. Ian

Williams (Corporate Director of Finance and Resources) was also present to respond to Members questions.

The session covered:

- Statutory Requirements on producing the Council's Statement of Accounts
- Public Inspection of Accounts
- Auditor's ISA260 Report
- The Accounting Statements
- Movement in Reserves Statement
- Comprehensive Income and Expenditure Account
- Balance Sheet
- Housing Revenue Account
- Collection Fund
- Notes to the Accounts
- Pension Fund Accounts
- The Annual Governance Statement
- Future Developments – consultation on earlier closure of accounts and CIPFA consultation on streamlining of accounts

## 14) Introduction to Health and Community Services – Thursday 18<sup>th</sup> September 2014

The training session was led by Councillor Jonathan McShane (Cabinet Member for Health, Social Care and Culture) and Councillor Feryal Demirci (Cabinet Member for Neighbourhoods) and Kim Wright (Corporate Director of the Council's Health and Community Services Directorate).

The session outlined the range of services covered by the directorate, such as:

- Adult Social Care and Commissioning
- Public Realm, including refuse, recycling, parking, markets and Streetscene
- Public Health
- Leisure and Green Spaces
- Libraries, heritage and culture

10 Members attended the training session. Thus included 7 newly elected Members and 3 returning Members.

Some Members indicated that they would like further information on Waste and Recycling Services whilst others requested that they be kept up to date with new initiatives that the Council takes forward in the services covered by the Directorate. Further information on adult social care was also requested together with Council's vision for ward plans in various wards.

## 15) Introduction to Finance and Resources – Monday 27th October 2014

The training session was led by Ian Williams (Corporate Director of the Council's Finance and Resources Directorate) and focussed on the front line aspects of the Directorate as well as some of the support services and covered the following aspects:

- Revenues and Benefits
    - Council Tax
    - Business Rates
    - Housing Needs
    - Housing Benefits
    - Customer Services / Contact Centre / Front of House
    - Property Services
        - Corporate Estate
        - Commercial Estate
    - ICT
    - Procurement
    - Finance & Audit Overview

11 Members attended this training session. This included 9 newly elected Members and 2 returning Members.

## 16) Planning Viability – Wednesday 29th October 2014

The training session was specifically held for Planning Sub Committee Members and was led by Chris Pritchard (Assistant Director of Strategic Property Services), Peter Edwards (Head of Property Strategy and Projects) and Linda Raynor (Senior Asset Management Surveyor).

The session covered:

- Affordable Housing Delivery in Hackney
- The changing operational environment in Hackney due to increase in residential property values
- The Council's approach to assessing viability via:
    - Royal Institute of Chartered Surveyors (RICS) (2010) Financial Viability in Planning
    - Local Housing Delivery Group (2012) Viability Testing Local Plans
    - GLA Development Appraisal Toolkit (2014)
    - National Planning Policy Framework (2012)
    - Planning Appeal Case Law
- Financial Models; Assessment of Profit Margins; and Residual Development Appraisals
- Issues and challenges to achieving planning viability
- Case Study Examples
- S106 Review Mechanism

The session was attended by 7 Members. This included 3 newly elected Members and 4 returning Members.

Members welcomed the training and found it to be informative and helpful. Though consideration of planning viability is covered on a case by case basis the real life case study example was helpful to Members in working through all aspects of the process involved.

## 17) Regeneration Delivery – Monday 3<sup>rd</sup> November 2014

The training session was led by Andrew Sissons (Head of the Council's Regeneration Delivery Service) and was a follow up session to the Borough Bus Tour held on 10<sup>th</sup> July.

This session looked at the strategic regeneration plans for the borough, focussing on the growth areas and town centres. It also looked at the cross cutting partnerships and initiatives that are connecting local economic growth with urban and social regeneration in the borough.

The session covered:

- Regeneration Delivery objectives in creating jobs; embedding employment and skills; improving economic prosperity; improving the physical look and feel of the borough; promoting business and success; and providing support or challenge to the market
- Place Shaping – creating prosperous, creative and sustainable communities
- Growth – supporting local growth sectors and encouraging new and existing business to flourish
- Opportunity – creating opportunities for residents so that everyone can benefit from growth
- Priorities – Hackney Central, Tech City/Digital, Dalston, Stoke Newington, Chatsworth Road and Olympic Legacy
- Growth Boroughs and convergence agenda
- London Stansted Cambridge Consortium
- Council approach to Property Development
- Work to develop and support the Visitor Economy
- Work to support Retail Opportunities
- Artisan Production and Manufacturing
- Evaluating Regeneration Delivery

The training session was attended by 9 Members. This included 5 newly elected Members and 4 returning Members.

Some Member requested further information on issues local to north Hackney.

## 18) Skills, Employment and Business Support – 17<sup>th</sup> November 2014

The training session was led by Zoe Collins (Economic Development Manager) from the Council's Regeneration Delivery Service.

The session covered:

- The Council's work on job creation, skills and employment
- The notable progress the borough has made on employment over the last decade
- The Council's 'Ways into Work' programme that has provided pre-employment support for than 8000 residents, nearly 5000 jobs and more than 700 apprenticeships
- The upcoming employment opportunities in the borough - in hospitality; in the creative/tech industries; in the Hackney Central fashion hub; and construction opportunities in Hackney
- Employer engagement work on major regeneration sites; growth sectors; Social Value Act; and the Business Pledge
- Hackney 100 Programme where 100 year 11 and 12 students work 4 hours a week with a local employer in a paid capacity to obtain work experience and develop career prospects
- The purpose of the Growth Borough Partnership
- Measures taken to attract Inward Investment
- The Council's efforts to support new businesses and SMEs

The session was attended by 11 Members. This included 7 newly elected Members and 4 returning Members.

Members requested further updates on future opportunities for skills, employment and business that become available in the borough. Further information on the relationship between 'Ways into Work', Job Centre and Sure Start was also requested. Some Members suggested that leaflets be provided for businesses to refer to re the Council's approach to skills and employment. Some Members acknowledged that the Council was completing some good work but that there was further work to do.

## 19) Community Infrastructure Levy (CIL) – Wednesday 7<sup>th</sup> January 2015 (Also to be repeated on Tuesday 17<sup>th</sup> February 2015)

The training session was led by Randall McDonald (Head of Spatial Planning) from the Council's Planning and Regulatory Service and was supported by Ngaire Thomson (Senior Policy Officer for CIL) from the same service. Councillor Guy Nicholson, Cabinet Member for Regeneration was also present.

The session covered:

- An explanation of how CIL contributes to the funding of infrastructure to serve the residents and occupiers of both new and existing developments since its introduction in April 2010
- An explanation of how CIL, which is a tariff-based approach with locally determined charging rates is fairer, faster and clearer than seeking planning contributions from 'S106' of the Town and Country Planning Act 1990
- An explanation of how Hackney has developed its charges in readiness for adoption by full Council

The session was attended by 6 Members. This included 3 newly elected Members and 3 returning Members.

## 20) Risk Management – Wednesday 21st January 2015

The training was specifically held for Corporate Committee and was led by Matt Powell (Corporate Risk Advisor) from the Council's Audit and Anti-Fraud Service. The training was delivered immediately prior to the Corporate Committee meeting. Ian Williams (Corporate Director of Finance and Resources), Tracy Barnett (Assistant Director of Audit and Anti-Fraud Service) and Michael Honeysett (Assistant Director of Financial Management) were also present to respond to Members questions.

The session covered:

- Hackney's risk management approach and the benefits of risk management
- Clarification on how risk management will be reported to Corporate Committee
- Components of risk – hazard; uncertain outcomes and opportunity
- The legal framework for managing risk and best practice
- Risk identification
- Risk Measurement
- Corporate Committee's role in the risk management process

## 21) Community Engagement – Using Ward Forums – Monday 26th January 2015

The training was led by an external facilitator from Steve Skinner Associates and was supported by Joanna Sumner (Assistant Chief Executive of Programmes, Projects and Performance) and Tracey Anderson (Head of Scrutiny and Ward Forums).

The session covered:

- Information on how Members can harness and develop their leadership role with community groups and local leaders to facilitate community engagement

- An explanation of the six main roles that Members can play as community leaders and what this means in practice. The six main roles are (i) Enabling decision making; (ii) Enabling action; (iii) Identifying local priorities; (iv) Joint working; (v) Building bridges; and (vi) Building community strengths.
- Examples and methods for engaging communities including how to organise a meeting or event
- How to identify local priorities- including various methods that can be used; local surveys; working groups; speed surveying; speaker' corner; dragon's den proposals pitch; and pros and cons evaluation.
- How to enable local action and initiative

The session was attended by 13 Members. This included 7 newly elected Members and 6 returning Members.

## 22) First Aid Training for Members – Monday 2<sup>nd</sup> February 2015

The training was delivered by a qualified trainer from St John's Ambulance and will be supported by Richa Kataria (Deputy Head of Members Services). The training was sourced in recognition that Members are routinely engaging with their community in undertaking their varied role and that it would be beneficial for them to have received first aid training so they can provide assistance in an emergency if needed.

The session will cover:

- Resuscitation and unconscious casualty
- Bleeding
- Burns and scalds
- Fainting
- Chest Pain

A total of 9 Members attended the course. This included 4 newly elected Members and 5 returning Members.

## 23) Safeguarding Adults Awareness – Monday 9<sup>th</sup> March 2015 (Also to be repeated on Monday 30<sup>th</sup> March 2015)

The training will be held for all Members and the session will be led by an external facilitator Pippa Quinn an established trainer on this subject matter. Kim Wright (Corporate Director of Health and Community Services), Rob Blackstone (Assistant Director of Adult Social Care) and Neville Green (Head of Adult Safeguarding) will also be in attendance.

The session will cover:

- An explanation of why people become adults at risk of abuse and what their human rights are

- The role of the Council and Councillors in the process for safeguarding vulnerable adults at risk
- The 6 principles of Safeguarding from the Care Act 2014: (i) Empowerment; (ii) Prevention; (iii) Proportionality; (iv) Protection; (v) Partnership; and (vi) Accountability
- The way that Councillors can confidently and proportionately 'make safe, report, and record' any concerns that they may have in regard to vulnerable adults

## 24) Treasury Management – Monday 23<sup>rd</sup> March 2015

The training will be held for Corporate Committee and will be led by Ian Williams (Corporate Director of Finance and Resources) and Michael Honeysett (Assistant Director of Financial Management). The training will take place immediately prior to the Corporate Committee meeting.

The session will cover:

- The Corporate Committee's role in approving the Treasury Management Strategy
- The setting and development of the Council's Treasury Management Strategy
- CIPFA and Prudential Code requirements for the Treasury Management Strategy
- The Council's arrangements for reporting Treasury Activity
- An explanation of how the Council manages and monitors its cash flows, borrowing, and interest on investments

## Member Training and Development Programme from May 2015

Members have provided formal and informal feedback on the Programme delivered to date and have suggested some subject areas for future training and development sessions. These are listed below for information. Overall Members rated sessions good to excellent and highly informative. In some areas they also wanted follow up training in 2015 to help them grasp some of the complex issues.

## 1) Public Health
Responsibility for protecting and promoting the health of the general population moved back to local government in April 2013. Hackney Council is now delivering a range of public health services to tackle the big health challenges that residents face. The proposed session will provide Members with a detailed overview about Hackney's Public Health Team's role, the role and function of the Health and Wellbeing Board and the Council's work with health partners and agencies.

## 2) Community Safety
One of the key priorities in the Sustainable Communities Strategy is to make the Borough safe place for people to live, work and visit. The Community

Safety Team works closely with the police and other statutory and voluntary partners developing and undertaking activities which support this priority. Community Safety is a significant issue for Hackney and its residents. The proposed session highlights community safety issues and challenges in the borough. It will outline the role of Community Safety Team and the community links with the external agencies, which would be beneficial for Members in their roles.

### 3) Voluntary Sector
Voluntary sector and community organisations have a key role in working with Community Care Services and enabling the Council to extend opportunity, tackle poverty and improve quality of life for its residents. A training session for Members can be co-ordinated focussing on Hackney's voluntary sector's role within the community.

### 4)Tours with Town Centre Managers
Hackney Council is keen on supporting the local economy. One of the ways it does this is to support town centre management as they are a focus for local businesses and retailers who provide the community with products, services, and jobs.

The Town Centre Manager helps to organise the marketing of town centres, promotion events such as themed markets and street entertainment. In addition they help to represent the views of the partnership members to external organisations. Tours with the Town Centre Managers will help Members further develop their understanding of how partnerships work in supporting the physical and social regeneration for specific local area.

### 5) Tours of Council Housing Estates and Schools
As a follow on from the successful borough tour and scrutiny tour Members have suggested that Council officers arrange tours of Council Housing Estates and Schools. The tours would help further develop Members general and practical knowledge of the matters that affect these distinct areas.

### 6) Aggression Awareness
The main objectives of the session would be to enable Members to understand what potential violence is and how it impacts on their ward work. It will enable Members to know the relevant legal rights of relevant parties; risk control measures and how they work. It will also help Members with facilitating decision making - calling for support – staying or leaving and managing personal anxiety when faced with a difficult situation. The session will help Members to implement practical strategies and safe systems of work to avoid or reduce risk. There will be particular reference to Members' ward surgeries.

### Members Training and Development Survey – February 2015
A survey of Members is being conducted to ensure that the Members Training and Development Programme that is delivered meets Members' needs and expectations.

The survey asks Members what specific areas of training they would like to have and what should be prioritised. The survey asks Members to reflect and provide feedback on the Programme that has been delivered to date.

The survey also refers to the Local Government Association (LGA) publication 'the Political Skills Framework - a Councillor's toolkit' which lists 6 core skills that are relevant to all Members. The 6 core skills are as follows:

- Local leadership
- Partnership working
- Communication skills
- Political understanding
- Scrutiny and challenge
- Regulating and monitoring

The survey asks Members what training they would like on each area and also what skills they consider to be their strengths and weaknesses.

The survey asks Members for their views on e-learning courses that are being developed.

The survey also asks Members what is their preferred method of learning.

The survey also asks Members to advise what time they would prefer to have training sessions and whether they would like to have some training sessions on the weekend.

The survey also queries whether Members would be interested in having an individual Personal Development Plan (PDPs).

**E-Learning for Members**

The Council has also developed a range of e-learning courses for Members. This provides a flexible and convenient way for Members to develop their learning and knowledge on specific subject areas. Members can access a range of courses from any computer, either at work or at home, in their own time. It also has the advantage that Members can also complete e-learning courses at their own pace.

Through the use of e-learning the Council has the ability to quickly create and communicate changes to Members in a fast and efficient way. It also helps ensure that all Members receive consistent information to assist them in their role. The use of e-learning also enables the trainer to refresh and update courses as required. It also helps reduce the need to hold formal training sessions at a fixed time in a fixed place. Moreover, it also provides an alternative method of learning away from paper based training or formal presentations.

Officers have already developed the e-learning courses below to support Members. Some of the courses have been piloted by selected Members to test usability and course content. Most courses listed will soon be in a position to be rolled out to Members.

- How the Council Works – Decision Making in Hackney
- Members Code of Conduct
- Standards and Member Complaints
- Member and Officer Relationships
- Members' Casework
- Outside Bodies
- Equality Act 2010
- Overview and Scrutiny (currently being developed)
- Licensing (currently being developed)

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