



STANDARDS COMMITTEE

Thursday, 21st January, 2016

at 6.30 pm

Room 102, 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 and Onagete
Louison

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

Thursday, 21st January, 2016

ORDER OF BUSINESS

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2	Declarations of Interest	
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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:

- 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;
- 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
- 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:

- Declare the existence and nature 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).
- 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.
- 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 nature 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



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MINUTES OF A MEETING OF THE STANDARDS COMMITTEE

WEDNESDAY, 15TH JULY, 2015

- Councillors Present:** Councillor Sophie Linden in the Chair
Cllr Ben Hayhurst, Cllr Sally Mulready,
Cllr Clare Potter and Cllr Jessica Webb (Vice-Chair)
- Co-optees Present:** Julia Bennett, George Gross and Onagete Louison
- Officers in Attendance:** Gifty Edila (Corporate Director of Legal, HR and Regulatory Services) and Robert Walker (Governance Services Officer)
- Also in Attendance:** Jonathan Stopes-Roe (Independent Person)

1 Apologies for absence

- 1.1 An apology for absence was received from Adedoja Labinjo.

2 Declarations of interest

- 2.1 There were no declarations of interest.
- 2.2 The Chair explained that, as requested by the Standards Committee at its meeting on 16th February 2015, at the first meeting of each committee the respective chair was asked to read out a script reminding Members of the importance of declaring interests and encouraging them to seek advice when unsure.

3 Minutes of the previous meetings

- 3.1 **RESOLVED** that:
- i) the minutes of the ordinary meeting held on 16th February 2015; and
 - ii) the minutes of the extraordinary meeting held on 20th May 2015;
- be approved as true and accurate records.

4 Standards Committee Terms of Reference

- 4.1 Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, introduced the terms of reference.
- 4.2 **RESOLVED** that the terms of reference be noted.

5 Standards Committee Annual Report 2014/15

- 5.1 Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, introduced and provided an overview of the draft Standards Committee Annual Report 2014/15. The Committee was asked to consider the Annual Report and endorse it for submission to Full Council on 25th November 2015.
- 5.2 Councillor Hayhurst stated that he was unclear on when Members should declare securities, and queried whether there was any particular guidance on this point and whether officers had compiled a list of frequently asked questions from Members. Gifty Edila, in response, advised that there was guidance available for Members on how to complete register of interest forms. Gifty Edila stated that this guidance did not include any FAQs however, she noted this point and would consider this for future if necessary.
- 5.3 With regard to Councillor Hayhurst's question on declaring securities, Gifty Edila agreed to discuss this point with Councillor Hayhurst outside of the meeting however, it was her understanding that if a Member held securities over £25,000 in an organisation that had a branch in the borough then this should be declared.
- 5.4 Following a further question from Councillor Hayhurst, Gifty Edila advised that she would ask the Assistant Director of ICT to frequently send Members reminders referring them to the Protocol on Members' Use of ICT. This would include an email with a summary of some of the key points of the Protocol.
- 5.5 Julia Bennett queried the reasons why Elizabeth Coates-Thummel resigned from the Committee and whether these should be included within the Annual Report. Following discussion, the Committee agreed to amend the Annual Report, in line with paragraph 7.3 of the minutes of the meeting held on 16th February 2015, to include a brief summary that Elizabeth Coates-Thummel resigned in part due to changes to the Committee's remit following the introduction of the Localism Act 2011 and amendments to the Committee's terms of reference.
- 5.6 **RESOLVED** that the Annual Report for 2014/15 be endorsed for submission to Full Council, subject to an amendment as detailed in paragraph 5.5 above.

6 Standards Committee Draft Work Programme 2015/16

- 6.1 Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, introduced the Committee's draft Work Programme for 2015/16.
- 6.2 The Chair asked if the Committee wished to amend the Work Programme or request any additional items. Following a suggestion from George Gross, the Committee agreed to amend the Work Programme to include a statement that the Committee was responsible for considering complaints made under the Members' Code of Conduct.
- 6.3 **RESOLVED** that the Work Programme for 2015/16 be approved, subject to the amendment agreed in paragraph 6.2 above.

7 Any other business

Update – Councillor convicted under the Localism Act 2011

- 7.1 Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, updated the Committee on the criminal conviction of a former leader of Dorset County Council for failing to declare a pecuniary interest at a meeting. Gifty Edila provided an overview of the Court's judgement and a note was tabled at the meeting, which had previously been circulated to all Members of the Council.
- 7.2 The Committee noted the update.

Requests for dispensation

Councillor Linden left the meeting at this juncture and for the duration of the remainder of the meeting. Councillor Webb chaired the Committee for the remainder of the meeting.

- 7.3 Gifty Edila, Corporate Director of Legal, HR and Regulatory Services, introduced a report which was tabled at the meeting requesting dispensation to be granted to Councillors Linden and Plouviez to enable them to work on the Dalston Special Policy Area (SPA), located in both Dalston and Shacklewell wards, as part of the Council's Licensing Policy Review. The Committee was asked to approve the request for dispensation on the ground that it was considered appropriate to do so.
- 7.4 Gifty Edila explained that the Standards Committee had previously granted dispensation to Councillors Linden and Plouviez at its meeting on 21st January 2013 to work on the previous development of the Dalston SPA. However, this dispensation had expired. Gifty Edila stated that Councillors Linden and Plouviez were both responsible for developing the SPA in their respective roles as Cabinet Member for the licensing service and Chair of the Licensing Committee. Gifty Edila did not consider that either of the Councillors had a direct interest in the Dalston SPA. However, both Councillors lived and owned properties in Shacklewell ward and, although their properties were located outside of the SPA, as a precautionary measure they had decided to seek dispensation as the SPA may impact on the area and their properties.
- 7.5 In response to a question from George Gross, Gifty Edila advised that the request was to provide Councillors Linden and Plouviez with dispensation to work on the Dalston SPA generally and was not limited to attendance at formal meetings.
- 7.6 Following questions from Onagete Louison and Councillor Potter, Gifty Edila explained that if the Committee refused to grant dispensation the Councillors could continue to work on the Dalston SPA however, they may be exposed to accusations that they would indirectly benefit from any changes. If the Councillors decided not to participate, then there would be an impact on the leadership of the development of the SPA given their roles as Cabinet Member and Chair of the Licensing Committee.
- 7.7 Councillor Webb commented that she believed the Councillors interest in the Dalston SPA was remote and was not a direct interest but welcomed the application for dispensation to avoid any possible criticism. Councillor Hayhurst also commented that he felt the interest was very remote.

7.8 George Gross asked whether the dispensation would apply retrospectively. Gifty Edila advised that the dispensation could not be retrospective but, if approved, would be a statement that the Committee considered that the Members participation on the issue of the Dalston SPA was not in breach of the Members' Code of Conduct.

7.9 **RESOLVED** that:

- i) Councillor Sophie Linden be granted dispensation until 4 days after the May 2018 local elections to participate in the work developing the Dalston SPA as part of the Council's Licensing Policy Review; and
- ii) Councillor Emma Plouviez be granted dispensation until 4 days after the May 2018 local elections to participate in the work developing the Dalston SPA as part of the Council's Licensing Policy Review.

Reason

Dispensation was granted on the ground that the Standards Committee considered it appropriate to do so.

Requests for Members to sign forms

7.10 Councillor Potter explained that since becoming an elected Member she had received a number of requests from members of the public to sign applications, such as passport applications and references. Councillor Potter queried if there was any guidance for Members on signing forms.

7.11 Gifty Edila advised that no guidance had been produced for Members but she would consider whether a guide should be developed. Gifty Edila asked for Councillor Potter to let her know of any specific examples. With regards to passport applications, Gifty Edila advised that any Members signing a form for a member of the public needed to ensure that they had known the applicant personally for at least two years.

Duration of the meeting: 6.30 - 7.25 pm

Contact:

Robert Walker, Governance Services



GUIDANCE FOR MEMBERS ON THE USE OF ICT – 5TH ANNUAL REPORT	
STANDARDS COMMITTEE 21 JANUARY 2016	CLASSIFICATION: Open
WARD(S) AFFECTED All Wards	
CORPORATE DIRECTOR Ian Williams, 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 fifth such report.

2. RECOMMENDATIONS

2.1 Standards Committee is invited to:

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 this report.

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 2015/16

- 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 this reporting period.

6.5 There have been no known or reported breaches of the Guidance during the Municipal year 2015/16 (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	0	n/a	n/a
Total Number of Incidents/Breaches	0		

6.6 There have only been two known or reported breaches since the commencement of annual reporting to this Standards Committee in 2013, as summarised in the following table:

Year	Breach Category				Description	Data Breach?	Total
	Telephony	Web/ Internet	Email	Information Security		Y/N	
2015/16	0	0	0	0	n/a	n/a	0
2014/15	0	0	0	1	Lost or stolen laptop	N	1
2013/14	0	0	0	0	n/a	n/a	0
2012/13	0	0	0	1	Lost or stolen laptop	N	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).

6.8 All reported breaches are recorded on the ICT Service Desk system (LanDesk) and passed to the ICT Security Manager for investigation.

6.9 The following paragraphs briefly summarise the monitoring methods for each of the categories in the above tables:

6.9.1 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.

6.9.2 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. Any such requests are logged on the ICT Service Desk system.

6.9.3 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.

6.9.4 Information Security

Lost or stolen devices (phones, laptops, tablets and usb sticks) are reported via the ICT Service Desk. Wherever possible, information is wiped remotely from any such devices to minimise the possibility of any information security breach using device management software.

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

6.11 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 2016.**

7 REVIEW OF MEMBERS' ICT REQUIREMENTS

7.1 Following the roll-out of Windows 7 and MS Office 2013 to Council and Hackney Homes staff in December 2014, new equipment has now been installed in the Cabinet Members' and Group offices.

7.2 During the spring, Cllr Munn coordinated a survey of Members' ICT requirements which has led to a small pilot group of Members trialling smaller format laptops and iPads. This trial is due to complete shortly and analysis of the results will determine the type of equipment which will be offered to Members who require Council issued devices. Cllr Munn continues to be the Member sponsor for this project.

7.3 Members who prefer to use their own equipment are able to access their Council email and Committee papers etc, through the Council's *myoffice* desktop which can be securely configured on any Windows or Apple device.

7.4 Members can also continue to access their email through our webmail service using two-factor authentication (see below).

8 INTRODUCTION OF TWO-FACTOR AUTHENTICATION FOR WEBMAIL

8.1 In order to comply with security standards for connection to the Government's Public Service Network, two-factor authentication (2FA) has been mandated for all access to email using the Council's webmail (aka "securemail") service.

8.2 On logging on to webmail, Members are additionally asked to provide a security code which is a combination of a personal pin number plus a

number which is automatically generated on either a smartphone or a physical token.

- 8.3 A leaflet was circulated to all Members explaining the new process, and a drop-in session was held prior to full Council on 25th November 2015.

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.



REVIEW OF THE REGISTER OF MEMBERS' AND CO-OPTES' DECLARATION OF INTEREST FORM

STANDARDS COMMITTEE

21 JANUARY 2016

CLASSIFICATION:

Open

WARD(S) AFFECTED

All Wards

CORPORATE DIRECTOR

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

1. SUMMARY

- 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 This report is for noting and lessons learnt from this review, will continue to help develop the arrangements for managing Members' declarations of interests.

4. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES

- 4.1 There are no financial implications arising out of this report.

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

- 5.1 The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 provides that Members and co-optees must complete a declaration of interest form.
- 5.2 The Council's Code of Conduct has implemented the Regulations and provides that all Members and co-optees (including non-voting co-optees) must complete a declaration of interest form.
- 5.3 Standards Committee further requires regular review of compliance with the Regulations and the Code of Conduct by the Monitoring Officer.

6. BACKGROUND

- 6.1 The Localism Act 2011 places an obligation on all local authorities to promote high ethical standards in public office.
- 6.2 Regulations also require Members and co-optees to be transparent and declare all disclosable interests on their declaration of interest form.

- 6.3 The declaration of interests forms are held in a hard copy register and on the Council's website as well.
- 6.4 Having reviewed the forms, the majority of Members have been keeping their forms updated. A small minority of Members last updated a form in 2012. They have been invited to review their forms to see if any further updates are necessary. By law Members must notify the Monitoring Officer within 28 days of a change in circumstance.
- 6.5 Appropriate advice and guidance is sent to Members as and when necessary, to keep them updated on case law relating to declarations of interest. In 2015 two separate guidance have been sent to Members, one on a successful prosecution of a Councillor who participated in a decision in which they had a disclosable interest. The second related to an article on 'bias' in decision making and also a list of recent court cases addressing the issue of Members' interest in decision making.

Gifty Edila
Corporate Director, Legal, HR and Regulatory Services

Report Author	Gifty Edila 020 8356 3065 gifty.edila@hackney.gov.uk
Comments of CD Finance and Resources	Jackie Moylan 020 8356 3032 jackie.moylan@hackney.gov.uk
Comments of CD Legal HR and Regulatory	Gifty Edila 020 8356 3065 gifty.edila@hackney.gov.uk

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UPDATE ON MEMBERS TRAINING AND DEVELOPMENT PROGRAMME

STANDARDS COMMITTEE

21 JANUARY 2016

CLASSIFICATION:

Open

WARD(S) AFFECTED

All Wards

CORPORATE DIRECTOR

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

1. SUMMARY

- 1.1 This report provides an update on the progress with the Members' Training and Development Programme for 2015-2016. The aim of the programme is to provide a bespoke training programme to Members, to enable them to reach their full potential in their role as Councillors.
- 1.2 Member Services conducted a survey in February 2015, to obtain views from Members about their training and development, to deliver and meet their expectations.
- 1.3 The survey asked Members what specific areas of training they would like to have and what should be prioritised. The survey asked Members to reflect and provide feedback on the Programme that has been delivered in 2014-15. The survey referred 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 being - Local Leadership; Partnership working; Communication skills; Political understanding; Scrutiny and Challenge; and Regulating and monitoring.
- 1.4 The survey asked what core skills Members thought were the most important, and also what skills they considered to be their strengths and any developmental areas. The survey asked Members for their views on e-learning courses that are being developed and what their preferred method of learning would be. The survey also queried whether Members would be interested in having an individual Personal Development Plan.
- 1.5 The survey results indicated that Members were interested in attaining training on following:
 - Safeguarding for children and adults
 - Continuing education
 - Community engagement
 - Understanding budget
 - Communication skills including public speaking and social media
 - Welfare and benefit
 - Information on handling casework
 - Effective Scrutiny

In addition, feedback from previous training sessions co-ordinated in 2014-2015, suggested that Members were also interested in tours and site visits of relevant places such as schools and Town Centres, to understand about new developments and opportunities in the borough. There was not much interest generated to progress with the individual Personal Development Plans.

- 1.6 The Training and Development Programme for 2015-2016 included 11 'in house' training sessions for Members since the start of this municipal year in

May 2015. The programme 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 effectively. Most sessions were open to all Members except for the Planning Sub Committee Training, which was specific to committee Members and Substitute Members only.

1.7 The Training and Development Programme for 2014-2015, included over 20 'in house' training sessions that were co-ordinated to enable Members to understand how the Council works. The Training and Development Programme for 2015-2016 was to enhance further from the previous year's programme and it comprised of the following sessions:

- Communication Skills – Social Media
- School Admission and Workshop
- Shoreditch Town Centre Tour
- Safeguarding for Children Training
- Code of Conduct (Refresher Training)
- Planning Sub Committee Training
- Community Safety Training
- Public Health Training
- Welfare and Benefits Training
- Education in Hackney Training
- Public Speaking Training

Further details of the Members' Training and Development Programme for 2015-16 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).

1.8 Some Members also requested to attend training sessions that were facilitated by external organisations. These training sessions were aimed at the development of skills and knowledge in specific areas for Members, to help them in their respective roles. (Details of the external training sessions can be found in Appendix A).

1.9 Members were also offered a range of e-learning courses that were rolled out to enable them to complete them at their own pace and to help them develop their knowledge on specific subject areas. Individual e-learning courses are also being promoted via the Members Update, which is a Council newsletter specifically rolled out for Members. (Details of e-learning courses are included in Appendix A).

2. RECOMMENDATION(S)

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

3. RELATED DECISIONS

- 3.1 Standards Committee noted the progress update on Member Induction, Training and Development Programme 2014-15 at its meeting held on 16th February 2015.

4. COMMENTS OF THE CORPORATE DIRECTOR OF FINANCE AND RESOURCES

- 4.1 This report provides a progress update on the delivery of the Training and Development Programme that has been delivered for Members. All costs associated with this programme are funded from within existing budgets held by the 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 £13K 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.

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 Training and Development Programme was designed to provide comprehensive support for the training needs of Members to enable them in their roles.

- 5.2 Cabinet Members 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 of Legal, HR and Regulatory Services

Report Originating Officer: Greg Lane ☎ 020 8356 2716

Financial considerations: Jackie Moylan ☎ 020 8356 3032

Legal comments: Gifty Edila ☎ 020 8356 3065

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.

Appendix A

Members' Training and Development Programme May 2015 to April 2016

The programme delivered training sessions that were aimed at developing an advancing understanding of the organisation and also provide opportunities for personal development for Members.

Communications Skills – Social Media – Monday, 22nd June 2015

The training session was facilitated by Maxine Moar from the Local Government Information Unit. The session looked at the most popular methods of social media, which are best for personal needs and the needs of the organisation as well as the risks and the solutions.

The course covered:

- The importance of keeping the community engagement up-to-date
- How to create positive messages and the importance of informing communities
- The benefits of using social media
- The risks of using social media and how to make sure it is used wisely
- Examples of both good and bad social media use
- Looking at social media :
 - Twitter
 - Council/your website
 - Blogging
 - Facebook
 - Instagram and other popular methods

6 Members attended the training session and the feedback indicated that Members found the rate, format and the pace of training either good or very good. Some members specifically found the elements of risk assessment and impact of social media on engagements very useful.

Going forward, the suggestion was to have a better understanding of the Council's support on communications and to have some practical training on media.

School Admission Workshop – Monday, 20th July 2015

Marian Lavell, (Head of Section - Admissions, School Place Planning, Travellers' Education Team) facilitated the training. The session covered following areas:

- General introduction to admissions processes
 - An explanation of the admissions processes administered by the Admissions Team.
- Overview of the reception class admissions process

- An explanation of the co-ordinated process and how parents apply for a reception class place. Facts about how many applications forms are processed and school preference data.
- Overview of the secondary transfer process
 - An explanation of the co-ordinated process and how parents apply for a secondary transfer school place. Facts about how many application forms are processed and school preference data.
- Overview of the in-year admissions process
 - An explanation of how the process works
- Function of the admissions forum
 - An explanation of the admissions forum works and the group's function.
- Annual Report to the Schools Adjudicator
 - An explanation of the information included in the report
- School Admissions Code
 - A summary of the guidance contained in the Code

The session was attended by 8 Members and they evaluated the session to be good and advised that the most useful aspect for them was on details of secondary school admissions.

For future sessions, one of the suggestions was to provide information about exclusion policy.

Shoreditch Town Centre Tour – Friday, 31st July 2015

Duncan Ray, Shoreditch Town Centre Manager led the tour of Shoreditch Town Centre. The tour was for Members to further develop their understanding of how partnerships work in supporting the physical and social regeneration for specific local areas.

The tour covered the 'Shoreditch Triangle', which incorporates Shoreditch High Street, Great Eastern Street and the Eastern-most point of Old Street (and the general locality, extending across to Brick lane and virtually meeting the City on Bishopsgate). The tour also involved dropping into workspaces, event spaces and sites in development. The tour showcased the best of Shoreditch and Tech City.

4 Members attended the tour and the feedback received from some of the Members, rated it to be 'excellent'. Some of the other Members who could not attend the tour, expressed an interest in future tours and site visits, which will be incorporated in the training and development programme for the next municipal year.

Safeguarding for Children – Monday, 5th October 2015

The training session was facilitated by Sarah Wright (Head of Children and Young People Service). This training session was aimed to support Members in

understanding their role in safeguarding children; what to do if they have concerns; and to develop an understanding how Children's Social Care works in Hackney.

The training session covered:

- Children's Social Care in Hackney
- Members' role in safeguarding children
- Information on child protection
- How to make a referral
- Headline Grabbers
- The role of the Local Children's Safeguarding Board

8 Members attended the session. Feedback received was that Members found the information very useful, in particular the ways of referring concerns and how to make a referral.

It was suggested that future training sessions have detailed briefing about different scenarios, updates of changes in legislation and a further discussion on Safeguarding for Adults and Prevent strategy.

Code of Conduct Refresher Training – Monday, 19th October 2015

As part of the Training and Development Programme 2014-2015, Gifty Edila (Corporate Director, Legal, HR and Regulatory Services) led on the Code of Conduct Training, for which there was a very high take up. An offer was made to Members for a refresher training on Code of Conduct as part of the Training and Development Programme for 2015-2016, but there was not much interest due to Members' other commitments. Instead of refresher, she provided updated written guidance to Members instead, especially on case law.

Planning Sub Committee Training – Wednesday, 21st October 2015

The session was facilitated by Ian Rae (Head of Planning) and Yinka Owa (Assistant Director of Legal and Democratic Services) and Dr Paul Littlefair from BRE group (A world leading multi-disciplinary building science centre with a mission to improve the built environment through research and knowledge generation). The training was specific to the Planning Sub Committee Members.

The session covered:

- Role of Planning Sub Committee
- Members Code of Conduct
- Planning Code of Practice
- Decisions of the Planning Sub-Committee
- Lobbying
- Ward Applications
- Bias and Pre-determination
- Pre-Disposition

- What to do when Declared Interest
- Decisions against Officer Recommendations
- Implications of flawed Decision Making
- Site layout planning for daylight and sunlight: a guide to good practice
- Loss of daylight and sunlight to other buildings nearby and scoping
- Environmental impact assessment
- Planning Services and Positive Planning
- Key Officers
- Planning Policy
- Community Infrastructure Levy and S.106
- Determining Planning Applications
- Planning Enforcement
- The Role of Members in the Planning Process
- Emerging Planning Legislation

The session was facilitated to ensure that all Planning Sub Committee Members received an up to date compulsory training in line with the Members' code, to support good governance and for effective decision making.

11 Members attended the training and they found the topic about 'consideration of development where daylight, sunlight and overlooking developments are an issue', to be very useful.

There were no suggestions for future sessions about any related topics.

Community Safety Training – Monday, 26th October 2015

The session was facilitated by Steve Bending (Head of Safer Communities) and it involved an overview of the service including:

- Integrated Gangs Unit
 - An overview of gangs in Hackney and the work of the Integrated Gangs Unit
- CCTV and Emergency Planning
 - A summary of the CCTV service, how it operates and examples of how it impacts on crime and safety. An overview of Emergency Planning and the role of the Council in critical incidents
- The Warden Service
 - An overview of the structure of the service, the role and powers of a Council Warden
- Strategic Analysis
 - A summary of the teams work including how community safety partnership priorities are identified.
- ASB/Noise
 - An overview of the work of the Safer Communities team that is responsible to co-ordinating the response to anti-social behaviour and responding to noise. This provided members with a useful understanding of an area likely to be significant in terms of their

casework. This also included a brief overview of the principles for the current cross-cutting review of enforcement services within the Council.

- Prevent
 - An explanation of Prevent, one of the strands of the Counter-Terrorism Strategy and how Safer Communities leads on the Council's statutory obligation and works with communities and other agencies including the police.
- Domestic Violence and Abuse Team
 - A summary of the service, its role and that of partner organisations.

7 Members attended the training session and they particularly found the information about gangs, allegations and disputes very useful.

It was suggested to have a briefing about domestic violence and updates on trends and stabbing issues.

Public Health Training – Monday, 2nd November 2015

Kim Wright (Corporate Director, Health and Community Services), Dr Penny Bevan (Director of Public Health) and James Palmer (Head of Public Health), were to facilitate this training session on Public Health. The training session was to include:

- What public health is
- The services delivered by public health service
- New ward health profiles
- Council services that influence health
- How Councillors can promote healthy lifestyles
- Public health, the NHS and other local partners

The training had to be cancelled due to Members' availability, as there was another meeting scheduled that took priority, hence this session will have to be rescheduled.

Welfare and Benefits – 23rd November 2015

This training session was facilitated by Kay Brown (Assistant Director, Revenues and Benefits).

The aim of the session was to provide Members with an update on Welfare Reforms. The session covered following:

- Universal Credit – rollout to Job Seekers Allowance (JSA) - single households in London
 - Update on the roll out to tranche 1, 2 and tranche 4 authorities.
 - Update on the preliminary discussions on a communications strategy held with the local Job Centre Plus (JCP); with the intention to begin a targeted programme from early January.

- Update on how Officers are currently working up a range of Universal Credit success criteria for discussions with the local JCP, around local delivery and the Delivery Partnership Agreement.
- Operational issues identified.
- Update on Council's work with local JCP to provide back-up processes and allow local workarounds to be put in place where possible.
- Local funding discussions and updates.

- Benefit Processing

- New claims
- Change of circumstances
- Appeals
- Housing Benefit Overpayments

7 Members attended the training session. Feedback received was very good and Members particularly found information on Universal Credit to be very useful.

Most Members requested to have another briefing to update them on the roll out of the Universal credit.

Education in Hackney – 18th January 2016

The training session is to be facilitated by Alan Wood (Corporate Director of Children and Young People Service) and Anne Canning (Head of Learning Trust).

The aim of the session will be:

- To provide a briefing of the programme of 'continuing education' for all Councillors to enable them to abreast latest developments.

Public Speaking – 29th February 2016

The training would be led by a trainer from Civil Ceremonies Ltd. Training will cover an overview of public speaking and would include:

- How to make an impact with effective presentation
- How to deal with difficult questions.

External training courses

The Positive Side of Prevent

This was facilitated by Local Government Information Unit and took place on 24th June and 28th September 2015. The course was aimed for the participants to gain:

- An understanding of the Prevent Strategy and its objective of cross cultural conversations.
- The role of the local authority, educational institutions and the voluntary sector
- An understanding of the importance of brokerage
- The value of interfaith dialogue
- Deciding what can be done online and through social networking
- The role of digital stories and social reporting
- Timely feedback and next steps

2 Members attended the above mentioned training.

Being an effective Councillor – Influencing Skills

This was facilitated by Local Government Information Unit, on 27th July 2015. The objective of the course was for the participants to learn:

- To define ethical influencing skills
- About the interplay between the use of power, persuasion and influencing skills
- To recognise underpinning elements intrinsic to the effective use of power and influence
- Of methods for enhancing positive personal influence

1 Member attended the training session.

E-learning courses

A range of e-Learning courses was rolled out at the Learning Hub, which is a pool of courses put together electronically in a central place. Officers designed these courses specifically for the elected Members, so they can remotely access them at their own convenience, to learn about topics that would help them in their role as a Councillor. These included:

Module on Equality Act 2010 Course

The aim of the module was to explain what the legislation means for service planning and delivery and included sections such as:

- An outline of the main provisions of the Equality Act 2010 and introduced some key concepts of discrimination
- Public sector equality duty and outlined the Council's responsibilities with regard to the duty
- Looked at how equality legislation has an impact on the services

Module on How the Council Works – decision making in Hackney

The module outlined the Council's governance and decision making structures and included:

- The Council's Constitution
- Full Council
- The Directly Elected Mayor and Cabinet
- Overview and Scrutiny
- Committees
- Standards Committee and Members' Code of Conduct
- Ward Forums
- Officer decision making

Module on Member and Officer Relationships

The Council has a protocol for Member/officer relationships in order to promote the highest standards in public life and this module was designed to promote effective working relationships and covered following:

- Underlying principles
- Relationships between Members and officers
- The role of members and officers
- Members in their ward role
- Complaints about officers and services
- General obligations of Members

Module on Members Casework

The aim of the course was to familiarise Members with the different forms of casework and the process for raising and resolving these. The module provided information on:

- How to raise issues
- What service to expect
- What happens in the process

Module on Members Code of Conduct

The aim of the course was to provide Members with the necessary information to assist them in carrying out their role as an elected Member in line with the Council's constitution and in accordance with the relevant legislation.

The course was made up of the following modules:

- Standards Committee – A brief outline of the functions of the Committee
- Members' code of conduct - This module set out the code and advised Members of the expected behaviours. The module also explained the complaints process and the role of the Monitoring Officer.
- Interests and register of interests – An explanation of disclosable pecuniary interests, non-disclosable pecuniary interests and other interests was provided and the module also highlighted the duty to complete a register of interests.

- Gifts and hospitality - Information on what is a gift or hospitality was provided and the process of how to declare receipt of such when received in the public capacity as a Member.
- Planning Code of Practice – Guidance was provided on how Members must conduct themselves on the Planning Sub-Committee when determining an application before them, both in the lead up to and at the meeting itself.
- Licensing Code of Practice - This module was designed to guide Members, as a Member of the Licensing Sub-Committee, on how they must conduct themselves when determining an application before them, both in the lead up to and at the sub-committee meeting itself.
- Complaints about Members – An outline of the process followed when a complaint is made against a Member or Co-opted Member was provided.
- Outside Bodies – The module provided a brief guidance for Members serving on Outside Bodies in relation to obligations and the potential for conflict.

Module on Outside Bodies

In addition to being a Member of the Council, Members could also be appointed to represent the Council on an external organisation (an outside body). These organisations include community organisations, charities, and housing associations and companies such as CREATE London, Greater London Enterprise, LGA General Assembly and London Youth Games.

The course was designed to provide guidance to assist Members when representing the Council on external organisations.

The module aimed to:

- Set out some of the most important issues Members should be aware of if they were appointed to represent the Council on an outside body.
- Explained how Members' existing responsibilities as a Council Member interplays with the responsibilities between both roles of being on the outside body.
- Helped Members understand their duties on an outside body.
- Helped Members recognise and handle any conflicts of interests that may arise.

Module on Standards and Member Complaints

The aim of this course was to provide Members with an outline of the Standards Committee and the process that is followed when a complaint about a Member is received.

These e-learning courses are regularly promoted through Members' update (a weekly newsletter specifically designed for Members).