

**UPDATE ON MEMBERS' TRAINING AND DEVELOPMENT PROGRAMME**

**STANDARDS COMMITTEE**

**15 February 2017**

**CLASSIFICATION:**

**OPEN**

**WARD(S) AFFECTED**

**ALL WARDS**

**GROUP DIRECTOR**

**TIM SHIELDS - CHIEF EXECUTIVE**

## **1. INTRODUCTION**

1. This report provides an update with regards to the Members' Training & Development Programme the aim of which is to provide the necessary training and tools to members to enable them to reach their full potential in their various roles as councillors.

## **2. RECOMMENDATION**

- 2.1 Standards Committee is recommended to note the update with regards to the Council's member training and development programme.

## **3. REASONS FOR THE DECISION**

- 3.1 To note.

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

- 4.1 The report seeks the Standards Committee to note the update with regards to the Council's member training and development programme.
- 4.2 The financial impact of the report is minimal as any cost arising will be funded from existing local budgets.

## **5. COMMENTS OF THE DIRECTOR OF LEGAL SERVICES**

- 5.1 Standards Committee is responsible for monitoring the Council's training and development programme for elected Members and voting co-opted Members. The Member Training and Development Programme should be designed to provide appropriate, comprehensive support for Members' training and development requirements to enable them to fully undertake their roles as elected Members and voting co-optees.

## **6. BACKGROUND**

- 6.1 To address the Mayor Glanville's commitment in September 2016: "We have an amazing group of councillors, but they need to be supported - so I will launch a review of how we support them" - a fresh look at member training was undertaken resulting in a change in focus, launched in early 2017.

## **7. TRAINING & DEVELOPMENT OFFER**

- 7.1 The training 'offer' focuses on a more individual approach to training to meet individual needs and aspirations and includes:

- Individual Personal Development Plans (PDP) (optional) which will meet each Councillors' area of work (e.g. committee) and their stated interests and personal aspirations. PDPs will also form part of regular discussions between the Mayor and his Cabinet Members.
- Using established training resources from LGA and LGIU with the focus on member individual development. These are tailor courses delivered through varying formats from e-learning to detailed multi courses and peer support. The LGA/LGIU offer is designed specifically for members and has had extensive member input in its design and delivery.
- 'In house' briefing sessions on key subject areas for the borough, including 'hot topics' e.g. the Housing Bill and Social Housing in Hackney
- Ensuring statutory or role enhancing training is delivered (e.g. Planning, Licensing)
- Training and information around resident or personal welfare – e.g. personal safety and mental health first aid.
- Making appropriate officer briefing notes available to all members via a web page
- Access to the Council's 'learning hub' for on line learning courses including seven courses dedicated to members.
- One to one sessions with officers where in depth knowledge or briefing is required.
- External training courses and briefings where required
- 'Back to the floor sessions' offered from services across the council to give members insight and knowledge into individual service delivery and resident demand.
- An induction programme for new Councillors
- Focussed training for Cabinet Members managed through the Mayor's office.

7.2 A dedicated members training web page is being introduced to ensure all the relevant information is easily accessible and in one place. This will include links to all the main components such as LGA/LGIU & learning hub, dates of briefing and back to the floor sessions, PDP templates and guidance, as well as key contacts. It will be the main landing page for all training and development for members and they should be able to find either the information or a link to it.

7.3 New members need particular and focussed support in their role. Induction programmes are run at the start of each term of office with additional one off introductory sessions run. However new councillors also start during administrations following by elections and particular attention needs to be given to these members to ensure they are able to start their role as fully as possible as quickly as possible as the cycle of council meetings normally does not break for by elections. Induction to the council should include the following and be wider than training courses and cover all aspects to help the councillors undertake their role

- Meeting with the Chief Executive to understand the strategy for the council
- Meeting with Member Services to develop a PDP
- Meetings with other key senior officers (as appropriate) to gain deep knowledge in areas of interest and ward issues
- Code of conduct (compulsory)
- Payroll & declarations information (compulsory)
- Training specific to any appointments
- Information and guidance around casework and surgeries including members support
- Information around the working and functions of the Council (officers and members)
- ICT hardware and practical set up including accessing emails and meeting papers, casework on Covalent
- Buddying with another Councillor
- Relevant LGIU or similar courses for new Councillors eg personal safety
- Member information booklet (A new resource being developed to give Hackney specific information that members need all in one place)
- Ward profile information for their ward

7.4 General member training sessions have been arranged in the following areas:

<b>Date</b>	<b>Session content</b>
31 Oct 16	<p><u>Scrutiny Councillors</u> – delivered by Frontline Consulting</p> <p>A questioning and listening skills session that incorporates the following points:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> understanding the role of being a scrutiny member</li> <li><input type="checkbox"/> working effectively in a group</li> </ul>
9 Jan 17	<p><u>Housing &amp; Planning Act 2016 &amp; related housing matters</u> – delivered by Council Officers</p> <ul style="list-style-type: none"> <li>• Registered Providers RTB/the forced sale of Council homes.</li> <li>• Tenancy reform</li> <li>• Private rented sector</li> <li>• Planning issues <ul style="list-style-type: none"> <li>○ Starter Homes</li> <li>○ Brownfield Land Register</li> <li>○ Self-Build and Custom House Building Register</li> <li>○ Local Plans and Secretary of States default powers, and default powers of the Mayor of London</li> </ul> </li> <li>• Homes for London affordable homes programme/Planning SPG</li> </ul>

Date	Session content
17 Jan 17	<p><u>Personal Safety</u> – delivered by Metropolitan Police A session specifically for Members with a focus on safety for those who hold political office including:</p> <ol style="list-style-type: none"> <li>1) Overall threat level to the UK and its relevance to political groups and public workers.</li> <li>2) Counter Terrorism awareness and better protective security.</li> <li>3) Stay Safe</li> <li>4) Q's and A's.</li> </ol>
30/31 Jan 17	<p><u>Recycling Workshops</u> – delivered by Council officers &amp; Cllr Demirci Workshop looking at work being undertaken to improve the Council's recycling performance, including a detailed look at current data and service, future service options and the impact of impending NLWA decisions.</p>
8 Feb 17	<p><u>Housing Advice</u> – delivered by Council Officers Current rental market situation in Hackney What is driving the market The withdrawal of financial support for households The impact on Hackney Residents Alternative options</p>
Feb/Mar 17 (3 dates)	<p><u>Mental Health First Aid</u> – A certified MHFA session where members will be able to: Define mental health and some common mental health issues Identify stigma and discrimination surrounding mental health issues, specifically in relation to young black men Relate to people's experiences and support people in distress, particularly in surgery and lone-worker settings Look after their own mental health.</p>
Mar/Apr 17  (date to be confirmed)	<p><u>Safeguarding Children</u> – delivered by Council Officers Session to support Members in understanding their role in safeguarding children and what to do if they have concerns. Also to support Members in understanding how Children's Social Care works in Hackney</p>
Mar/Apr 17  (dates to be confirmed)	<p><u>Making the most of ICT</u> – delivered by Council officers Drop in clinics to help Members get the most from their ICT equipment, focusing on smart working and utilising the App and software installed; including the mod.gov app for Council papers, Outlook, Office and more.</p>
Apr/May 17  (dates to be confirmed)	<p><u>Casework clinics</u> – delivered by Council Officers Drop in clinics for members to seek advice on and best practice when dealing with casework.</p>

7.5 A new programme of 'back to the floor' style insight and knowledge sessions is being offered to members. These sessions will allow for member to spend a period of time with front line staff undertaking their roles. They allow for greater understanding of services offered and delivered as well as the

demands on services from residents. It also allows for services to learn more about members and how they can better serve them.

- 7.6 Members will also be invited to 'previews' of new facilities and services to ensure they are fully informed and have sufficient knowledge of them before they are launched to residents.

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