

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

**STANDARDS COMMITTEE**

**14th July 2020**

**CLASSIFICATION:**

**OPEN**

**WARD(S) AFFECTED**

**ALL WARDS**

**GROUP DIRECTOR**

**TIM SHIELDS - CHIEF EXECUTIVE**

**1. INTRODUCTION**

1.1. 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 Members are asked to note the report content.

**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 and any cost arising will be funded from existing local budgets.

#### **5. COMMENTS OF THE DIRECTOR OF LEGAL & GOVERNANCE 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 continue with the sentiments expressed by 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 of focus, launched in early 2017. Following the Council elections in May 2018 a whole programme of induction was delivered training on going.

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

- 7.1 The training 'offer' has continued to focus on a more individual approach to training to meet individual needs and aspirations and includes:
- (Optional) Individual Personal Development Plans (PDP), help to formalise each Councillors' area of work (e.g. committee) and their stated interests and personal aspirations. The Mayor and his Cabinet Members have regular 121's where training and development needs are also discussed, any needs will be recorded in the members PDP.
  - Using established training resources from the LGA and LGIU with a focus on member individual development. These are tailored 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 updates or notes available to all members via a web page
- Access to the Council's 'learning hub' for on line learning courses including six 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
- 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 available to ensure all the relevant information is easily accessible and in one place. This includes links to all the main components such as LGA/LGIU & the learning hub, dates of briefings, PDP templates and guidance, as well as key contacts. It will continue to 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 when needed. 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 and as quickly as possible as the cycle of council meetings normally does not break for by elections.

A Members Induction Event was held following the election. Members were invited to attend the Town Hall to meet and engage with Directors, senior staff and key officers from services across the Council. The event provided an opportunity for new and returning members to network, gain information and updates from services and an insight into the key projects taking place.

Members also have the following available to them, alongside more wider training courses, to help them undertake their role as a councillor:

- 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 (e.g. committee)
- 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 (e.g. personal safety)
- Member information booklet (A new resource 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 as shown below in the following areas:

Feb 2019 - Feb 2020

<b>Training Title</b>	<b>Training Date</b>	<b>Invitees</b>	<b>Attendees</b>
O&S Questioning Skills	13 February 2019	All Members	7
Stop Hate UK	18 March 2019	All Members	11
Casework & Advocacy Skills	15 April 2019	All Members	12
Planning Training (M)	10 June 2019	All Planning Committee Members	5
Licensing Training (M)	14 June 2019	All Licencing Committee Members	1
Anti- Bullying & Harassment	09 July 2019	All Members	10
Planning Review Meeting (Governance led)	17 July 2019	All Planning Committee Members	8
2021 Census Briefing	12 September 2019	All Members	4
Safeguarding /Corporate Parenting	17 September 2019	All Members	19
Housing Training - Resident's Safety	11 November 2019	All Members	3

## Cancelled Sessions 2019 - 2020

<b>Training Title</b>	<b>Reason for cancellation</b>
VBA Smoking 28 October 2019	Cancelled due to low attendance. Minimum number of attendees required 10-15. Only 2 members attended on the day
Safeguarding /Corporate Parenting 25 November 2019	This session had to be cancelled due to the General Election
Transport 27 February 2020	This session had to be cancelled due to Covid-19 Lockdown
Safeguarding /Corporate Parenting 27 April 2020	This session had to be cancelled due to Covid-19 Lockdown
Finance	This session had to be cancelled due to the Covid-19 Lockdown
Preventing Bullying and Harassment 09 June 2020	This session had to be canceled due to the Covid-19 Lockdown

Members of the Audit Committee, Pensions Committee and the Pensions Board (which is formed of Co-opted members only) attend regular training and update sessions in advance of the meeting taking place. For example the following topics have been covered recently; responsible investment, investment strategy and an introduction to Hackney Fund Governance.

A number of Members have also attended external courses and programmes provided by the LGA (e.g. the Leadership Academy) and other external organisations including the Westminster Forum Projects, CIPFA and CFPS.

## **8 Change of approach to training following Covid-19**

8.1 Following Lockdown for Covid-19 all scheduled member training was cancelled. During the lockdown period Members have become more used to the Council's new Google Meet (video) facilities and have been using these for all formal and informal meetings.

8.2 At the recent Members Reference Group, the 're-start' of member training was discussed as well as any changes that could be made following new ways of working from Covid-19. With face to face training and in person groups still not possible, members have asked officers to investigate delivery of training via a series of 'bite size' videos/briefings of around 10 to 15 minutes which can be viewed at

times convenient to members. The initial focus will be on areas related to Covid-19 and associated health.

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