

UPDATE ON MEMBERS' TRAINING AND DEVELOPMENT PROGRAMME 2021/22	
STANDARDS COMMITTEE MEETING DATE (2021/22) 16 February 2022	CLASSIFICATION: OPEN
WARD(S) AFFECTED N/A	
Group Director Mark Carroll, 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

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

3. REASONS FOR THE DECISION

- 3.1 To note.

4. BACKGROUND

- 4.1 The member training programme, refreshed for the 2018-22 term, has continued to deliver training, after an initial pause at the start of the Covid-19 pandemic, but predominantly via video calls/briefings.
- 4.2 A new induction and training programme for the new cohort of members in May 2022 is in development, embracing the technology gains from being able to easily access and record video training, but also ensuring individual personal professional development and increased ward level on the ground in person focus for induction. The new training programme will also include the mandatory training recently agreed by the Standards Committee.

5. TRAINING & DEVELOPMENT OFFER

- 5.1 The training 'offer' is focused on promoting both individual and collective learning to meet the needs and aspirations and includes:
- Individual Personal Development Plans (PDP), which are optional for

Members, 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. Adult social care expenditure and Lettings Policy
- 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.
- Access to the Council's 'learning hub' for online learning courses including courses dedicated to Members.
- One to one sessions with officers where in depth knowledge or briefing is required.
- Sessions that allow opportunity for discussion, interaction and clarification.
- External training courses and briefings where required.
- An induction programme for new Councillors.
- Focussed training for Cabinet Members managed through the Mayor's office.

5.2 To enhance the offer for 2022/26 a new Members' intranet is in development for launch in May 2022 to ensure all the relevant member information and training resources and videos are 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 be the main landing page for all members to help them undertake their roles effectively.

5.3 Members 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

5.4 For the 2021/22 year, Member training sessions have been arranged as shown below. In order to continue to provide the necessary training to Members during Covid-19, a few changes have taken place with regards to the delivery of training. Training for Members is delivered virtually with the sessions being recorded for future access for those unable to attend the session.

June 2021 - January 2022

Training Title	Training Date	Invitees	Covid19 Measures - Training delivery
Early Years Strategy	08/06/2021	All Members	Video briefing
Lettings Policy	14/06/2021	All Members	Video briefing
Personal Safety Awareness	22/06/2021	All Members	Video briefing
Lettings Policy Review	23/06/2021	All Members	Video briefing
Member Drop-in re Physical Meetings	23/06/2021	All Members	Video briefing
Planning	01/07/2021	All Members	Video briefing
Cyberattack Update	12/07/2021	All Members	Video briefing
Safeguarding & Corporate Parenting	14/17/2021	All Members	Video briefing
Casework Training	15/07/2021	New Members	Video briefing
Housing Services	15/07/2021	All Members	Video briefing
Independent Settings	01/09/2021	All Members	Video briefing
Health and Wellbeing	22/09/2021	All Members	Video briefing
Restricting Residual Waste	23/09/2021	All Members	Video briefing

Safeguarding & Corporate Parenting	11/10/2021	All Members	Video briefing
PSPO	12/10/2021	All Members	Video briefing
Member Safety	28/10/2021	All Members	Video briefing
Rough Sleeping	01/11/2021	All Members	Video briefing
Housing Services Budget Proposals and Rent	09/11/2021	All Members	Video briefing
Adult Safeguarding	15/11/2021	All Members	Video briefing
Race to Net Zero	16/11/2021	All Members	Video briefing
Housing Services Budget Proposals and Rents	23/11/2021	All Members	Video briefing
Mental Health Training for Councillors and the Community	24/11/2021	All Members	Video briefing
Hate Crime Awareness	30/11/2021	All Members	Video briefing
Hackney Community Fund Drop-in	10/01/2022	All Members	Video briefing
Violence Against Women & Girls	11/01/2022	All Members	Video briefing
Why is Adult Social Care always overspent	13/01/2022	All Members	Video briefing
Planning	25/01/2022	Committee Members	Video briefing
Hackney Green Infrastructure Strategy	27/01/2022	All Members	Video briefing

Cancelled Sessions 2021

Training Title	Training Date	Reason for cancellation
N/A		

Upcoming Sessions

Training Title	Training Date	Invitees
Counter Terrorism - Safety Training	07/02/2022	All Members
Finance & Budget	10/02/2022	All Members
Lettings Policy Review	22/02/2022	All Members
Planning	23/02/2022	Committee Members
Poverty Reduction	24/02/2022	All Members
Housing Register	28/02/2022	All Members
Online Personal Safety	23/05/2022	All Members
Licensing	31/05/2022	Committee Members

5.5 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.

5.6 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.

6 COMMENTS OF THE GROUP DIRECTOR OF FINANCE AND CORPORATE RESOURCES

6.1 The report asks the Standards Committee to note the update with regards to the Council's Members' training and development programme.

6.2 There are no financial implications arising from the recommendation of this report, costs for delivering the Members' training and development programme will be funded from existing budgets.

7. COMMENTS OF THE DIRECTOR OF LEGAL AND GOVERNANCE SERVICES

7.1 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.

APPENDICES

None.

BACKGROUND PAPERS

None.

Report Author	Bruce Devile, Head of Business Intelligence, Elections & Member Services Bruce.devile@hackney.gov.uk 020 8356 3418
Comments of the Group Director of Finance and Corporate Resources	Deirdre Worrell Director of Neighbourhoods and Housing Finance Deirdre.Worrell@hackney.gov.uk 020 8356 7350
Comments of the Director of Legal and Governance Services	Louise Humphreys Head of Legal and Governance Services louise.humphreys@hackney.gov.uk 020 8356 4817