

UPDATE ON MEMBERS' TRAINING AND DEVELOPMENT PROGRAMME 2020/21	
STANDARDS COMMITTEE MEETING DATE (2021/22) 13 July 2021	CLASSIFICATION: OPEN
WARD(S) AFFECTED N/A	
Group Director Ian Williams, Acting Chief Executive and Section 151 Officer	

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 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 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 has been carried out and are currently building on this with plans for May 2022 induction to move locally into wards with more engagement from officers ensuring Members have on-site ward inductions from services. Aiming to ensure the inductions are then the first part of more regular Member engagement, face to face and on site of problem solving.

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. 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 online learning courses including six 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 A dedicated Members' training web page has been introduced 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.

5.3 New Members need particular and focussed support in preparation for 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.

5.4 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.

5.5 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

5.6 During Covid-19, all Member training stopped while officers and Members concentrated their efforts on response to the pandemic. Member training restarted initially via video and currently sessions are being recorded so that Members unable to attend can view the video recordings at their convenience.

5.7 General 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 now being delivered virtually with the sessions being recorded and then uploaded onto the Member Update page, for future access.

Dec 2019 - June 2021

Training Title	Training Date	Invitees	Covid19 Measures- Training delivery
Members -Training for Planning Committee	02.03.2020	Planning Committee Members	Video briefing
Housing Needs	18.09.2020	All Members	Video briefing
Community Partnership Network	23.09.2020	All Members	Video briefing
Coronavirus and Business Support	09.12.2020	All Members	Video briefing
Census 2021	26.01.2021	All Members	Video briefing
Apprenticeship Scheme	03.03.2021	All Members	Video briefing
Low Traffic Neighbourhoods	04.03.2021	All Members	Video briefing
Housing Services Building Maintenance	17.03.2021	All Members	Video briefing
Code of Conduct Training	24.05.2021 & 26.05.2021	New Members	Video briefing
Inclusive Leadership	27.05.2021	All Members	Video briefing
Lettings Policy	14.06.2021	All Members	Video briefing
Personal Safety Awareness	22.06.2021	All Members	Video briefing
Licencing Member Training	June 2021	New Members	Video briefing
Planning Member Training	June 2021	New Members	Video briefing

Cancelled Sessions 2020

Training Title	Training Date	Reason for cancellation
Safeguarding /Corporate Parenting	Date was TBC	Cancelled due to Covid lockdown restrictions
Licencing Member training	26.05.2020	Cancelled due to Covid lockdown restrictions
Planning Member training	28.05.2020	Cancelled due to Covid lockdown restrictions
Preventing Bullying and Harassment	09.06.2020	Cancelled due to Covid lockdown restrictions

Upcoming Training 2021

Training Title	Training Date	Invitees
Transport	TBC	All Members
Finance	TBC	All Members
Safeguarding	TBC	All Members
Homelessness Update	TBC	All Members
Mental Health Awareness	TBC	All Members
Business Regulation & Trading Standards (Enforcement)	TBC	All Members
Libraries & Green Spaces	TBC	All Members
Environmental sustainability	TBC	All Members
Regeneration	TBC	All Members
Housing Maintenance and Repairs	TBC	All Members

5.8 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.

5.9 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 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 & 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.

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