



London Borough of Enfield

Report Title	Member Development Programme Update
Report to	General Purposes Committee
Date of Meeting	24 th July 2024
Executive Director / Director	Terry Osborne Director of Law & Governance
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Purpose of Report

1. To provide an update on the implementation of Member Development programme 2022 – 2025.

Recommendations

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| <ol style="list-style-type: none">i. To note the progress made on the member development programme attached at appendix A.ii. To note the development opportunities for 2024/25. |
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Background and Options

2. The member development programme supports newly elected and re-elected Members to gain an overview of the Governance and decision-making framework of the council, members responsibilities under the code of conduct, and how the council supports members in their representational work.
3. Following the election in May 2022 a detailed induction programme was developed, to support members in their roles. Listed below are some key points, of the induction programme which is attached at appendix B.

- Support for members immediately following election entailed, deployment of digital devices, essential information packs and key contacts.
 - Bespoke training was provided to those members in newly appointed Chairing roles.
 - Members allocated to committees with a statutory function such as Licensing, Planning, Pensions, General Purposes or Scrutiny, had specific training at the start of the municipal year, to ensure they were appropriately trained to fulfil their function on the committee.
 - A Buddy scheme was implemented for the first 8 weeks following election to provide support to new councillors at senior officer level. The buddy acted as first point of contact to help with signposting and offer advice on all councillor related issues.
4. A member development programme was also agreed, with development sessions scheduled monthly in the calendar of meetings.

Support and Implementation

5. The member Induction was planned well, and ran smoothly, with new members receiving comprehensive support following their election.
6. Information packs were provided on the night of election to all new members and re-elected members. The pack held information about joining the council, the support available to them, key dates, key contacts, and the member development programme which listed the induction programme dates, and the ongoing development schedule.
7. Members were provided with a detailed plan on the training sessions they would be given in their new roles, and specialist training events were held for members on certain committees such as Planning, Licensing, Pensions and Scrutiny to ensure that they had received training prior to their first meetings.
8. Members that were Chairing committees for the first time, were offered training on how to manage meetings effectively.
9. Members are required to undertake mandatory training on Data protection, Cyber Security and FOI. The training is available on ilearn, but Group sessions were also arranged on teams and officers took members through the requirements and were able to capture a greater attendance and completion of the required training.
10. Training has been provided using a mixture of face to face and online sessions. With many members being new to the Council, face to face training was particularly useful as a good way for councillors to network and also meet officers, however, virtual sessions work effectively too, have good attendance, and are particularly useful when external organisations are providing training.

Proposed Future Activity

11. The member development programme for 2025/26 needs to be considered and populated. Members on the General Purposes Committee, Cabinet and EMT will be contacted shortly to put forward proposals for development sessions for 2025/26.

Preferred Option and Reasons For Preferred Option

12. Members should be provided with the support, information, and training to be able to undertake the role of councillor effectively.

Relevance to Council Plans and Strategies

13. The proposals detailed within the report aim to ensure that members are offered the information and support to be able to fulfil their leadership and community representational roles.

Financial Implications

14. Where possible training is undertaken in-house. Where additional expertise is required, external trainers have been commissioned.

Legal Implications

15. This is a report of the Director of Law & Governance.

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Appendices

Member Development Programme

Member Development Programme 2022 - 2025

Course / Event	Date Completed	
<ul style="list-style-type: none"> ➤ Scrutiny Induction 	<ul style="list-style-type: none"> You will receive training on the Scrutiny structure and Overview & Scrutiny role, and the principles of effective Scrutiny. This is mandatory training for members on Scrutiny. 	<p>13th June 2022</p> <p>Attendance: 20</p>
<ul style="list-style-type: none"> ➤ General Purposes Committee - Audit and Risk 	<ul style="list-style-type: none"> This session will provide an overview of the Council's and members responsibilities on Audit and Risk. This is Mandatory training for Councillors allocated to General Purposes. 	<p>16th June 2022</p> <p>Attendance: 14</p>
<ul style="list-style-type: none"> ➤ Planning Committee 	<ul style="list-style-type: none"> An overview of the Council's and members roles responsibilities and powers related to Planning. This is mandatory training for members on the Planning committee. 	<p>9th & 15th June 2022</p> <p>Attendance: 23</p>
<ul style="list-style-type: none"> ➤ Licensing Committee 	<ul style="list-style-type: none"> Members roles, responsibilities and powers related to Licensing, to ensure members are up to date with relevant legislation and practice. This is mandatory training for members on Licensing committee. 	<p>14th June 2022</p> <p>Attendance:13</p>
<ul style="list-style-type: none"> ➤ Pension Training 	<ul style="list-style-type: none"> An overview of the Council's and members roles, responsibilities and powers related to the Pension Policy and Investment Committee, and the Pension Board. This is mandatory training for members on the Pension committees. 	<p>20th June 2022</p> <p>Attendance: 8</p>

Member Development Programme

Course / Event	Date Completed	
➤ Code of Conduct	<ul style="list-style-type: none">• A detailed briefing on members Code of Conduct	20 th & 27 th June 2022 Attendance: 55
➤ Chairing Skills	<ul style="list-style-type: none">• To look at difference scenarios in meetings and how the Chair can effectively manage these.	21 st July 2022 Attendance: 9
➤ NLWA briefing	<ul style="list-style-type: none">• An introduction to NLWA	27 th July 2022 Attendance: 12
➤ RADA presentation skills	<ul style="list-style-type: none">• Presentation skills for councillors	12 th & 29 th September 2022 Attendance: 11

Member Development Programme

Course / Event	Date Completed	
<ul style="list-style-type: none"> ➤ Understanding the Council's Finances 	<ul style="list-style-type: none"> • An introduction to those new to the role and any re-elected councillors who need a refresher to enable an understanding of the councils finances. The council's finance and funding is a central part of all decision making, ensuring that the council provides value for money, or best value, in all of its services 	<p>18th July 2022</p> <p>Attendance: 9</p>
<ul style="list-style-type: none"> ➤ Members Personal Safety and Conflict Management 	<ul style="list-style-type: none"> • This training focusses on what Personal Safety is, covering elements of Lone Working, understanding and putting boundaries around aggression, types of Risk Assessments, Tracing, Travelling, and Conflict De-escalation and Defusion techniques. 	<p>26th Oct 2022</p> <p>Attendance: 12</p>
<ul style="list-style-type: none"> ➤ Emergency Planning Civil Resilience for Ward Councillors 	<ul style="list-style-type: none"> • You will gain an awareness of the requirements for processing, special rules for members, and a summary of the law and key changes since introduced 	<p>30th November 2022</p> <p>Attendance: 25</p>
<ul style="list-style-type: none"> ➤ Safeguarding 	<ul style="list-style-type: none"> • To receive an overview of the Council's and members responsibilities with regard to safeguarding for both Children and Adults. 	<p>5th Jan 2023</p> <p>Attendance: 18</p>
<ul style="list-style-type: none"> ➤ Cyber Security 	<ul style="list-style-type: none"> • In addition to the mandatory e-learning course, this session will provide you with more detail, on what Cyber Security means, the risk to the council and to you as individuals in your role, but also in your personal life, examples of the types of attacks - scams/phishing, ransomware, malware • How you can improve your own awareness and protect yourself , and how to report a problem if you have one. 	<p>15th Feb 2023</p> <p>Attendance: 25</p>

Member Development Programme

Course / Event		Date Completed
<ul style="list-style-type: none"> ➤ Making Every Contact Count 	<ul style="list-style-type: none"> • Making Every Contact Count – history, evidence and implementation. • MECC in Enfield progress and plans. 	<p>3rd April 2023</p> <p>Attendance: 18</p>
<ul style="list-style-type: none"> ➤ Data Protection 	<ul style="list-style-type: none"> • You will gain an awareness of the requirements for processing, special rules for members, and a summary of the law and key changes since introduced 	<p>16th June/25th & 30th July/ 30th August, 12th/28th Sept 2023</p> <p>Attendance: 46</p>
<ul style="list-style-type: none"> ➤ Autism Awareness 	<ul style="list-style-type: none"> • To learn about autism as a difference rather than as a deficit or disorder • Reflect on your knowledge and practice in making 'reasonable adjustments' for autistic children and young people 	<p>5th September 2023</p> <p>Attendance: 22</p>
<ul style="list-style-type: none"> ➤ Modern Slavery 	<ul style="list-style-type: none"> • Raise your awareness of modern slavery. This will enable you to identify modern slavery and how to raise if you have concerns, and understand the Local Authorities responsibilities . 	<p>9th Jan 2024</p> <p>Attendance: 18</p>
<ul style="list-style-type: none"> ➤ Mental Health Awareness 	<ul style="list-style-type: none"> • How to recognise those crucial warning signs of mental ill health and feel confident to guide someone to appropriate support. 	<p>2nd Sept 2024</p>

Member Development Programme

Course / Event	Required learning	
<ul style="list-style-type: none"> ➤ Members Personal Safety and Conflict Management 	<ul style="list-style-type: none"> • Refresher training – focussing on what Personal Safety is, covering elements of Lone Working, understanding and putting boundaries around aggression, types of Risk Assessments, Tracing, Travelling, and Conflict De-escalation and <u>Defusion</u> techniques. 	<p>28th October 2024</p>
<ul style="list-style-type: none"> ➤ Procurement Act 2023 	<ul style="list-style-type: none"> • To provide members with an overview of the new Act, and their responsibilities. 	<p>11th November 2024</p>
<ul style="list-style-type: none"> ➤ NHS Commissioning 	<ul style="list-style-type: none"> • To provide an overview of how NHS commissioning is structured, the different functions provided by NHS services, and how the council works with them. 	<p>8th January 2025</p>
<ul style="list-style-type: none"> ➤ Public Health of Residents and Challenges 	<ul style="list-style-type: none"> • Information about key Public Health challenges and how we are addressing them. • An update on what we know about how health inequalities in Enfield and action to address these. 	<p>5th March 2025</p>
<ul style="list-style-type: none"> ➤ Building Safety Responsibility 	<ul style="list-style-type: none"> • You will receive an overview of the Building Safety responsibilities following the introduction of the Building Safety Bill, and Fire Safety Act 2021. 	<p>30th April 2025</p>