

MUNICIPAL YEAR 2014/2015 - REPORT NO. 203

COUNCILLOR CONDUCT COMMITTEE

Tuesday 24 March 2015

REPORT OF:

Director of Finance, Resources and Customer Services

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Agenda - Part: 1	Item: 5
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Subject:

Member Training and Development

Wards:

All

Key Decision No: Not applicable

Cabinet Member consulted:

Not applicable

1. EXECUTIVE SUMMARY

- 1.1. At its meeting on 3 December 2014, the Committee considered an update on training offered to Members and requested that details of the general development opportunities already provided and those planned be brought to this meeting.
- 1.2. This report provides a general review of the programme delivered to date since the May 2014 elections, and outlines the planned programme going forwards into the new municipal year.
- 1.3. The Group is invited to consider how it wishes the future training and development needs of Members to be taken forward.

2. RECOMMENDATIONS

- 2.1. That the Councillor Conduct Committee notes the development programme offered since the May 2014 elections and considers how and in what areas the future training and development needs of Members should be taken forward.

3. BACKGROUND

- 3.1. At its meeting on 3 December 2014, the Committee received a training update, specifically related to feedback on hearings procedures and independent persons training. The Committee also considered other training offered to Members and requested that a further report be brought to this meeting.
- 3.2. The Committee may wish to note that the outline training programme was originally considered and approved by the Member and Democratic Services Group at its meeting on 16 September 2014.
- 3.3. In summary, the training offered to Members to date has been as follows:
 - 3.3.1. Introduction to the Council (3 June 2014)
 - 3.3.2. Code of Conduct training (5 June and 14 July 2014)
 - 3.3.3. Tour of the Borough (7 June 2014)
 - 3.3.4. Personal Safety training (10 June)
 - 3.3.5. Licensing Committee training (18 June)
 - 3.3.6. Planning Committee training (19 June)
 - 3.3.7. Appointment Panel training (various one to one sessions from HR)
 - 3.3.8. Individual IT introductory sessions (various one to one sessions from Corporate IT)
 - 3.3.9. Members' Casework seminar (13 November 2014)
 - 3.3.10. Audit Committee training (3 July 2014, 8 January and 2 March 2015)
 - 3.3.11. CFPS Scrutiny training (14 January 2015)
 - 3.3.12. Introduction to Individual Electoral Registration briefing (12 February 2015)
- 3.4. In addition to the above planned events, a number of Members have attended individual tailored seminars and briefing sessions offered by third parties, such as the Local Government Association, on specific subject matters.
- 3.5. In the initial induction programme, Members were offered the opportunity of a one to one meeting to develop a Personal Development Plan (PDP) if they wished, initially but not exclusively linked to the skills identified in the Role Profiles endorsed by the Council.
- 3.6. It has been recognised since the elections in May 2014 that the time constraints on many Members are increasing, making attendance at ad-hoc sessions more difficult to facilitate. For that reason, and since the turn of

the year at the point that the line management of Member Services was transferred to the Scrutiny Manager, monthly dates have been scheduled within the municipal meetings' calendar in order that corporate training can be better planned. This will give both Members and Officers greater certainty and enable improved provision of development opportunities.

- 3.7. Dates will be identified throughout the whole of the 2015/2016 municipal year and a relevant, rolling training programme developed.
- 3.8. The first of these sessions is on 30 March 2015, when Data Protection, Freedom of Information and Members' Enquiries training is being offered. At present, 16 Members have confirmed their attendance.
- 3.9. Further dates of 15 April and 12 May 2015 have been scheduled, with the subject matters to be confirmed in light of feedback from this meeting.
- 3.10. The subject matters that have been provisionally identified by officers following initial feedback from Members are as follows:
 - 3.10.1. Members' Casework seminar (re-run of the session run on 13 November 2014)
 - 3.10.2. Safeguarding and personal safety
 - 3.10.3. Effective use of social media
 - 3.10.4. Planning pre-determination
 - 3.10.5. Equalities
 - 3.10.6. Councillor conduct hearings
 - 3.10.7. Constitution / Code of Conduct (annual refresher)
 - 3.10.8. Chairing skills
 - 3.10.9. Presentations and public speaking
- 3.11. The Committee's views on the approach being taken and as to how and where to roll out future training and development opportunities is welcomed.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. The option of delivering training and development on an ad-hoc basis exists, but this approach is not recommended as it leads to potential inconsistencies in approach and difficulties in identifying trends.

5. REASONS FOR RECOMMENDATION

- 5.1. To provide some feedback with respect to the development opportunities already offered to Members.

- 5.2. To seek the Committee's views on how and where training and development opportunities should continue to be rolled out to Members to ensure that their needs are adequately met.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1. Financial Implications

Any additional costs arising from the implementation of the recommendations in this report will need to be met from within existing resources.

6.2. Legal Implications

The proposals set out in this report will generally ensure that Members are afforded every opportunity to comply with the requirements of their role and with the law and thus protect the interests of the Council.

6.3. Property Implications

None identified.

7. KEY RISKS

- 7.1. Failure to have in place a robust and flexible Member Development Framework may lead to inconsistency of approach in access to training and development, a failure to identify key trends that may adversely affect Member development and decision-making and higher and abortive costs through lack of planning.

8. IMPACT ON COUNCIL PRIORITIES

8.1. Fairness for All

Robust and flexible Member development will assist in delivering fairness for all by ensuring that Councillors are well trained and aware of latest trends and developments.

8.2. Growth and Sustainability

Robust and flexible Member development will assist in delivering growth and sustainability by ensuring that Councillors are well trained and aware of latest trends and developments.

8.3. Strong Communities

Robust and flexible Member development will in building strong communities by ensuring that Councillors are well trained and aware of latest trends and procedural developments.

9. EQUALITIES IMPACT IMPLICATIONS

- 9.1. No equalities impact assessment has been undertaken on the basis that the development requirements of individual Members are different and need considering on a case by case basis. However, a robust and flexible Member Development Framework will ensure that access to developmental opportunities can be fairly and properly delivered.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

- 10.1. A robust and flexible Member Development Framework will assist in ensuring that Members are able to undertake their roles in a manner that ensures a high level of performance at all times, better serving the people of Enfield.

11. HEALTH AND SAFETY IMPLICATIONS

- 11.1. None identified.

12. HUMAN RESOURCES IMPLICATIONS

- 12.1. None identified.

13. PUBLIC HEALTH IMPLICATIONS

- 13.1. None identified.

Background Papers

None.