

MUNICIPAL YEAR 2016/2017 - REPORT NO. **119**

MEETING TITLE AND DATE
Councillor Conduct Committee
10 October 2016

REPORT OF: Asmat Hussain, Assistant
Director Legal and Governance

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Officer
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Agenda - Part: 1	Item: 5
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Subject:
Member Development Update

Wards: Non specific

Cabinet Member consulted: N/A

1. EXECUTIVE SUMMARY

- 1.1 This report updates members following a report to the Council Conduct Committee in September 2015 providing a summary of the member development programme 2015/16 and 2016/17.

2. RECOMMENDATIONS

- 2.1 To note the information provided on the training and member development programme and to consider any suggestions for future training.

3. BACKGROUND

- 3.1 The Member and Democratic Services Group endorsed the development of a member training programme in 2015.
- 3.2 Since 2015/2016 there has been a more structured approach to member training, with regular internal training sessions being offered to members throughout the year. External training is also organised as required.
- 3.3 So far this year training sessions have been held on Adult and Child Safeguarding, Charing Skills, Presentation and Public Speaking, Conflict Resolution, Ward case work and Personal Safety.

3.4 Regular briefing sessions are also organised for all members of the Planning and Licensing Committees. All newly appointed members receive training before they take up their positions on these committees. They are also regularly briefed on any new legislation or issues of particular relevance to the matters under discussion.

3.5 Details of the training sessions that have been delivered since September 2015 are provided below.

<u>Date</u>	<u>Topic</u>	<u>Trainer</u>	<u>Status</u>
Wednesday 14 th October 2015	Licensing Committee refresher	Licensing	16 attendees
Wednesday 28 th October 2015	Safeguarding	Children's Services	18 attendees
Thursday 29 th October 2015	Gang awareness	Community Safety	32 attendees
Wednesday 25 th November 2015	Chairing skills	External	14 attendees
Thursday 14 th January 2016	Presentation and public speaking	External	26 attendees
Thursday 11 th February 2016	Conflict resolution	External	12 attendees
March 2016	Ward surgeries – Case work/personal safety/members enquiries	Governance	22 attendees
April 2016	Assets of Community Value	External	To be rearranged
Thursday 21 st July 2016	Children's Safeguarding	Internal	36 attendees
Thursday 29 th September 16	Adults Safeguarding	Internal	24 attendees to date

3.6 The following sessions are planned for the remainder of 2016/17:

<u>Date</u>	<u>Topic</u>	<u>Trainer</u>	<u>Status</u>
Thursday 20 th October 16	Planning	Internal	tbc
November 2016	Member Safety	Internal	not enough interest
January 2017	Recruitment and selection	Internal	tbc
	Gang Awareness	Internal	tbc
	Councillor Conduct Refresher	Internal	tbc

3.7 More sessions will be arranged early next year according to member interest.

3.8 In addition to the member development programme, training opportunities from the Local Government Association and other equivalent organisations are regularly circulated to members.

3.9 Individual members have also been booked on specific courses as requested to assist with their roles, such as Tackling Child Sexual Exploitation, Young Councillor's Weekender, Transforming the delivery of sport and leisure in local communities, National Child and Adult Services, Scrutiny and Major Change, The Future of Primary Care: Transforming General Practice, The 3rd Annual UK Resilience Conference: Enhancing Capabilities to Absorb and Respond to and Recover from Emergencies.

3.10 The majority of the training is now being done internally using the expertise and knowledge of officers in-house thereby limiting the costs of the programme.

3.11 The feedback received on the training undertaken has been positive.

3.12 Members have been asked to identify their development needs for 2017/2018.

- 3.13 The code of conduct training is also usually provided annually. We will be organising an extra refresher session on the councillor code of conduct, following a recommendation from the Councillor Conduct Committee on 24 May 2016. All members will be required to attend.
- 3.14 If Members wish an annual refresher on any of the items listed in the report, this can be accommodated.
- 3.15 In the near future the Members will be introduced to the new online training platform called I-Learn, The new online Self Service Learning Platform will transfer the way Members can access a wide range of learning opportunities within the council. The site is externally hosted so can be accessed from any device whether in the office or at home. All members will be notified of this when it is up and running and training sessions will be set up. This is being developed by Human Resources team.
- 3.16 Due to the recent reduction in the Member training budget, we have had to slightly alter our booking procedure. Group whips have been notified that when bringing in external trainers, there will need to be a commitment of 20 or more attendees for the cost to be viable. If we cannot get 20 Members to attend a training session, we will have to either postpone or cancel the event (which may have a cost bearing on the authority).
- 3.17 Due to the changes in Governance and Electoral Services the Member support function, the responsibility for the Member Development Programme has been transferred to Kathy Constantinou the Head of Registration and Mayoral Services. The day to day contact for booking any training and development is Lisa McEwan (Member Support Officer) working in conjunction with Human Resources.

4. ALTERNATIVE OPTIONS CONSIDERED

None

5. REASONS FOR RECOMMENDATIONS

To update the Councillor Conduct Committee on the training and development provided to members since the update received at their meeting in September 2015.

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

6.1 Financial Implications

The cost of member training and development is met from the existing Member Training budget.

6.2 Legal Implications

None

7. KEY RISKS

There is a risk that members will not be fully aware of their duties and responsibilities as representatives of the Council.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All. Growth and Sustainability, Strong Communities

The training and development provided to councillors helps them to provide a better service to their constituents enabling them to support local residents in developing stronger more sustainable communities.

9. EQUALITIES IMPACT IMPLICATIONS

Equalities impact implications are not required for this report.

10. PUBLIC HEALTH IMPLICATIONS

N/A

Background Papers

None