North Tyneside Council
Report to Cabinet Member with Responsibility for Finance and Resources

Date: 21 March 2022

Title: Member Development Programme 2022-23

Portfolio(s):	Finance and Resources	Cabinet Member(s):	Councillor Rankin

Report from Service Area:	Human Resources and Organisational Development	
Responsible Officer:	Janice Gillespie, Director of Resources	(Tel: (0191) 643 5701)
Wards affected:	All	

<u>PART 1</u>

1.1 Executive Summary:

The Authority's Member Development Programme ensures that Members are supported and fully equipped to represent the views of their Wards to improve and shape services for the future. Development opportunities also focus on ensuring Members are supported in continuously developing the range of skills needed to discharge their statutory duties for regulatory functions.

This report requests approval for the Member Development Programme for 2022/23 from the Member with responsibility for Finance and Resources in accordance with the Elected Mayor's Delegation Scheme.

1.2 Recommendation(s):

It is recommended that the Councillor Rankin approves the Member Development Programme 2022/23.

1.3 Forward Plan:

The report was included in the Forward Plan under the heading Human Resources 'Member Development Programme 2022/23' published on 18th February 2022.
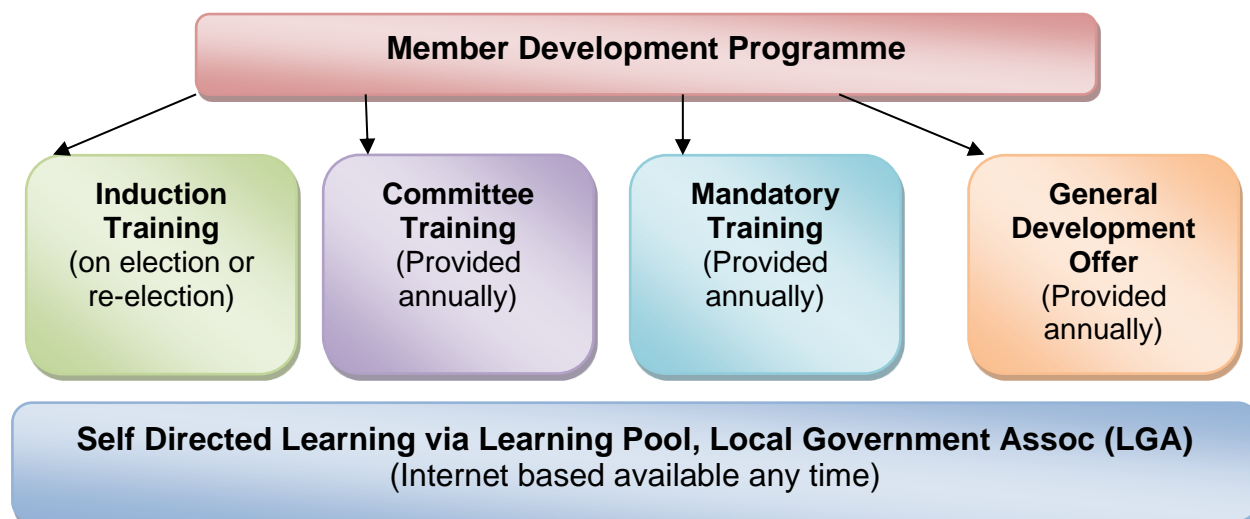
1.4 Council Plan and Policy Framework

This report outlines the development support for Members in their various roles which will enable the delivery of the priorities outlined in the Our North Tyneside Plan.

1.5   Information:

1.5.1   Background

The Authority's Member Development Programme offers training to support Members within their various roles. The training includes:

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                    │       Member Development Programme            │
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| Induction Training (on election or re-election) | Committee Training (Provided annually) | Mandatory Training (Provided annually) | General Development Offer (Provided annually) |

Self Directed Learning via Learning Pool, Local Government Assoc (LGA)
(Internet based available any time)

The programme focuses on ensuring Members are supported and fully equipped to represent the views of their Wards to improve and shape services for the future.

1.5.2   The proposed Member Development Programme for 2022/23

The Programme is designed to ensure development opportunities remain flexible, allowing Members to engage in training at times that best fits their availability. The frequency required to engage in face-to-face learning has been reduced over the years and replaced with an online development offer.

Full details of the proposed Member Development Programme for 2022/23 are outlined in Appendix A.

1.5.3   Regulatory Committee Training

Members must complete specific committee training in advance of attending committees/panels to sit as an appointed or substitute member on the Authority's regulatory committees. Training must be completed annually.

The Member Development Programme states that Members are required to complete a workshop or e-learning in year 1 and in years, 2, 3, and 4 either attend the annual training workshop, complete the e-learning module or pass the competency quiz questionnaire before serving on the regulatory committees.

Session	Year 1	Year 2, 3 & 4

Session	Year 1	Year 2, 3 & 4
Planning Committee Training	Workshop or E-learning	Workshop, e-learning or competency quiz questionnaire
Regulation & Review Committee Training (including panels)	Workshop Or E-learning	Workshop, e-learning or competency quiz questionnaire
Licensing Committee Training (including panels)	Workshop Or E-learning	Workshop, e-learning or competency quiz questionnaire
Audit Committee	Workshop	Workshop or competency quiz questionnaire

It is proposed that one workshop for each committee will be delivered to meet the training needs for regulatory training. Training is scheduled to reflect committee times within the programme of scheduled meetings. E-learning is available for Planning, Licensing and Regulation and Review committees as an alternative should appointed/substitute Members be unable to attend the date offered. Both the face to face and e-learning training is reviewed on an annual basis to ensure they are appropriate and up to date. One to one briefings will be arranged by Alison.miller@northtyneside.gov.uk should an Audit Committee member be unavailable to attend the annual training workshop.

Committee	Regulation & Review Committee Training	Audit Committee Training	Planning Committee Training	Licensing Committee Training
Date	25th May 2022	25th May 2022	26th May 2022	27th May 2022
Time	10:00	18:00	10:00	10:00

Members will be notified by the Authority's Learning Management System when training is due for renewal.

Full details of the regulatory committee training are set out on page 6 of Appendix A.

1.5.4 Mandatory Training

The 2022/23 Members Development Programme includes the following mandatory training.

When	Type of Training	Session

Every two years or when the Code of Conduct changes	E-learning	Code of Conduct for Members
Once per elected term	E-learning	Safeguarding & Sexual Exploitation
Once per elected term	Workshop	Corporate Parenting
Once per elected term	E-learning	Equality & Diversity
Annual	E-learning	Information Governance
Annual	E-learning	IT security

Mandatory training is monitored by Group Leaders and Officers.

Learning Pool will notify Members by email when mandatory training is due for renewal and also when it has expired.

1.5.5 Induction training

The induction training on election or re-election includes the mandatory training outlined above as well as some specific face to face sessions. Newly Elected and re-Elected Members must complete all training within the induction programme as a minimum.

The Members Induction training is outlined below.

Approx Timescale	Mandatory / Optional	Face to face session
Week 1	Mandatory	One–to-one with Customer & Member Liaison Officer
In advance of first full Council meeting	Optional	Introduction to the Authority's Constitution
Week 2-3	Optional	Introduction to the Authority's Services
Week 4	Mandatory	Code of Conduct for Members
Week 6	Mandatory	Safeguarding & Sexual Exploitation
Week 8	Mandatory	Corporate Parenting
Week 10	Optional	Service Planning & Finance Introduction
Week 12	Optional	Lone Working & Managing Conflict

Week 12+	Optional	Authority Finance and Budgeting (Service Planning & Finance Introduction attendance is a pre-requisite)

1.5.6 Annual General Member Development Offer 2022/23 (General training needs)

In consultation with appropriate officers and groups the following approach is recommended for general training delivery within the 2022/23 Programme:

- Committee specific training to support the delivery of committee work programmes. In early 2022 the Authority is undertaking a review of the Authority's approach to Scrutiny. A key component of this review will incorporate the roll out of a workforce development programme to support Members.

- ICT familiarisation to support Members with the launch of new ICT initiatives and ways of working e.g. modern.gov, remote contact with constituency and the use of Teams. This development will be delivered as identified within the ICT projects;

- Leadership development programmes tailored to the needs of Cabinet and senior political roles. Programmes to be identified according to individual need and will include internal and external training workshops. This element is also about offering development opportunities for aspiring political leaders, via the Authority's Executive Leadership Academy; and

- Emerging priorities within the Authority and its communities to support Members in their role such as understanding the Authority's approach to climate change, the customer promise, supporting Member's Health and wellbeing, working with key constituencies/communities. A key recommendation from the Executive Leadership Academy review (carried out in October 2021) was to offer Elected Members the opportunity to gain a greater understanding of working with officers and how policy is developed. A pilot of both these programmes will be offered in the Members Development Programme 2022/2023 and if successful will be rolled out across all Elected Members.

The training offered from this programme is not mandatory; Members will be encouraged to attend sessions most appropriate to their skills and knowledge. It is proposed that the programme would be delivered by officers and external training providers and will be a mix of face to face, e-learning, online learning, signposting to key pages on Learning Pool etc.

1.5 Decision options:

The following decision options are available for consideration by the Cabinet Member with responsible for Finance and Resources:

Option 1

Approve the draft Member Development Programme 2022/23 as set out in Appendix A

Option 2

Not approve the draft Member Development Programme 2022/23 as set out in Appendix A and request officers to undertake further work and/or consultation.

Option 1 is the recommended option.

1.6   Reasons for recommended option:

Option 1 is recommended for the following reasons:

If approved the programme can be implemented to ensure the training programme is offered to Members in a timely manner.

1.7   Appendices:

Appendix A – Member Development Programme 2022/23.

Appendix B - Equality Impact Assessment for the Members Development Programme 2022/2023

1.8   Contact officers:

Janice Gillespie, Director of Resources, tel (0191) 643 5701
Louise Robson, Organisational and Workforce Development Manager, Human Resources, tel 07813 763602
Claire Emmerson, Senior Manager Financial Planning and Strategy, tel (0191) 643 8109

1.9   Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

North Tyneside Council's Constitution

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1   Finance and other resources

The proposed Member Development Programme can be delivered within the allocated £8,000 workforce development budget.

2.2   Legal

If Member decision-making is challenged one of the issues that may be considered is the adequacy of the training given to Members by the Authority. Sufficient training therefore needs to be undertaken by Members and properly recorded.

The Elected Mayor has delegated to the Cabinet Member with responsibility for Finance and Resources the approval of the Member Development programme.

2.3   Consultation/community engagement

2.3.1 Internal Consultation

Regular meetings have been held with officers from Human Resources and Law and Governance in preparation of this report.

Consultation with the Director of Resources on proposals within the report has taken place.

Consultation with Councillor Rankin on the proposals within the report has taken place.

2.3.2 <u>External Consultation/Engagement</u>

No external consultation is required as the scheme does not impact on Members of the public.

2.4   Human rights

There are no human rights implications directly arising from this report.

2.5   Equalities and diversity

An equality impact assessment has been carried out to ensure the member development offer continues to meet the needs of all Elected Members. Equality and Diversity training is mandatory for all Councillors.

The training offered to Councillors will also include reference to the public sector equality duty set out in the Equality Act 2010 which must be considered whenever the Authority exercises its functions, including decisions taken by Members.

2.6   Risk management

Any risk management issues will be included with the Authority's risk register and managed through this process. There are no anticipated risks associated with the Member Development Programme

2.7   Crime and disorder

There are no crime and disorder implications directly arising from this report.

2.8   Environment and sustainability

There are no environment and sustainability implications directly arising from this report.