

Values and Ethics Sub Committee

3rd November 2023



Report of: Service Director Legal & Democratic Services (Monitoring Officer)

Title: Member Development Update

Ward: Citywide

Officer presenting report: Louise deCordova, Democratic Services Manager

Recommendation

That the Committee considers and comments on the update in relation to the planning phase of the Member Induction and Refresher Programme in 2024.

Summary

The Member Development Steering Group is planning a comprehensive programme of activity related to Member Development for Members following the elections in 2024, as set out in the report. It is an appropriate time to seek feedback on the proposed plans so far and to inform the implementation phase of the programme.



Policy

1. Responsibility for Member Development sits with the Member Development Steering Group and it's been agreed that the Values and Ethics Sub Committee of the Audit Committee will retain a watching brief. Membership of the Member Development Steering Group can be found at Appendix A.
2. The City Council is committed to supporting Members with their development to ensure they have the necessary training to discharge their democratic duties.

Consultation

Internal

3. Member Development Steering Group

External

4. Not applicable.

Member Development 2024 - Planning Phase

5. The Member Induction and Refresher Programme is being prepared in conjunction with the Member Development Steering Group and delivery will commence in May 2024:
 - Preparation and planning of Member induction and refresher training topics, to be offered in up to three online sessions at different times of day and clearly categorised as Essential, Highly Recommended and Recommended topics to support prioritisation and attendance.
 - It is suggested that this could be delivered in a 3-phased approach:
 - Phase 1 (May-June) – Essential and time critical sessions
 - Phase 2 (July-September) – The remainder of the induction programme
 - Phase 3 (October-December) – Informed by an all-member survey to focus opportunities for a deeper dive into selected topics.
 - A partnership with the Local Government Association to provide specific training to prepare elected members for the change to decision making in a committee model of governance.
 - Several one-off events arranged to support Members and ensure a smooth start to their term of office including ICT Support; Virtual City Tours; Policy Briefings and the opportunity to Meet Senior Leaders from each Directorate.
6. In addition, the project covers a number of different work streams, which are as set out below;
 - a. Councillor Welcome Pack
Provision of a welcome pack for newly elected Councillors, at the election declaration. This will contain essential information to ensure Councillors are aware of the 'must knows' to get them through their first few days of office.

- b. Swearing in Ceremony
The Swearing in Ceremony is proposed for Tuesday 7th May 2024, which will include a range of other activities such as distribution of IT equipment; completion of essential documentation; HR advice; and the taking of professional photographs etc.
- c. Councillor Sharepoint site
A refresh of the Councillor Sharepoint site which is the comprehensive, online resource for Members, and includes an Information Guide consisting of fact sheets about a wide range of Council services and topics of interest; advice about how to obtain support; training opportunities; and ward data.
- d. Councillor Link Scheme
A refresh of the Councillor Link Scheme where Members have the opportunity to be paired with a senior officer to act in an informal mentoring role/provide orientation to the Council.
- e. Councillor ICT provision
Working with the Members ICT Working Group to review Councillor ICT provision, ICT training and ongoing ICT support, ensuring that a choice of equipment is available to meet the needs of elected representatives, that training is appropriate and there is clear signposting of where to go for help.
- f. Feedback and Evaluation
An embedded feedback mechanism (via a short online survey) so Councillors are routinely invited to comment on the training they have received and make suggestions for improvements.
- g. Councillor Training Records
The design and implementation of a training log of all training undertaken during the induction and in relation to special responsibilities and Committee allocations will be kept by Democratic Services.

Member Development - Next Steps

- 7. It is proposed that work continues with the Member Development Steering Group to finalise the activities set out in the planning phase above; with a view to providing an update to the Value and Ethics Sub Committee on the progress around delivery of the agreed activities in March 2024.

Other Options Considered

- 8. None necessary.

Risk Assessment

- 9. Not applicable.

Legal and Resource Implications

Legal implications:

10. Not applicable.

Financial:

(a) Revenue

11. An annual budget is allocated for Member development, and to provide administrative support for the delivery of training and facilitating the Member Development Steering Group.

(b) Capital

11. Not applicable.

Land/Property:

12. Not applicable.

Human Resources:

13. Not applicable.

Appendices:

A – Membership of the Member Development Steering Group

Member Development Steering Group Membership

- Councillor Bailes
- Councillor Classick
- Councillor Brown
- Councillor Goulandris
- Councillor Hopkins
- Councillor Massey
- Councillor Michellat
- Councillor Stafford-Townsend
- Councillor Stone
- Named substitute: Cllr O'Rourke
- Named substitute: Cllr Rippington