

North Tyneside Council

Report to Cabinet Member for Finance and Resources

Date: 27 March 2023

Title: Member Development Programme 2023-2024

Portfolio(s): Finance and Resources	Cabinet Member(s): Councillor Martin Rankin
Report from Service Area:	People and Organisation Development
Responsible Officer:	Jon Ritchie, Director of Resources (Tel: (0191) 643 5701)
Wards affected:	N/A

PART 1

1.1 Executive Summary:

This report sets out the proposed amendments to be made to the Member Development Programme with effect from 1 May 2023 and seeks approval to those proposed amendments from the Member with responsibility for Finance and Resources.

1.2 Recommendation(s):

It is recommended that the Cabinet Member with responsibility for Finance and Resources, approves the changes to the Member Development Programme for 2023/24 that will take effect from 1 May 2023.

1.3 Forward Plan:

This item was included in the Forward Plan under the heading Resources 'Member Development Programme 2023/24' published on 24 February 2023.

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 Members Development Programme ("the Programme") sets out the Authority's commitment to supporting members to enable them to fulfil their role as an elected member. The Programme focuses on ensuring that Members are supported and fully

equipped to represent the views of their Wards. It also sets out the behaviours, skills, and knowledge that members should possess to undertake their public duties.

The Programme is reviewed on an annual basis. As part of that review process, several improvements to the Programme were identified and it is proposed that those improvements will, subject to the approval of the Cabinet Member, be included in the Programme with effect from 1 May 2023. The proposed amendments will strengthen the current Programme and better support members to undertake their duties.

A more detailed review of the Programme will take place later in the year incorporating member feedback, best practice and changing priorities within the Authority and a report will be submitted to the Cabinet Member with responsibility for Finance and Resources seeking approval to any amendments to the Programme identified at the conclusion of that review.

1.5.2 Proposed Changes With Effect From 1st May 2022

The purpose of the programme is to support members to perform their role effectively and to prepare them for the risks and challenges which they may face on a day-to-day basis.

A comprehensive induction helps new members to understand their role and expectations, to forge strong relationships with officers, and to build competence and confidence so that they may effectively serve their community.

A member's role is highly visible, open to scrutiny and governed by a Code of Conduct underpinned by the Principles of Public Life which are ethical standards sometimes referred to as 'the Nolan Principles'.

An overview of the new proposals that will take effect from 1st May 2023 is set out in summary below:

1. Post-Election Members Welcome Day to ensure that newly elected members:
 - Receive a warm and professional welcome to the Authority;
 - Understand expectations, obligations, and standards of behaviour;
 - Receive tools and equipment to get off to a good start;
 - Meet key service contacts and other members;
 - Complete key documentation to enable fulfilment of the role as elected member.
2. Member Information pack to provide take away information including:
 - Key dates, contacts, and information
 - The Authority's Code of Conduct for Members and Co-opted Members setting out standards of behaviour expected of members
 - Residents support – key information and contacts

1.6 **Decision options:**

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

Option 1

Approve the proposed improvements set out in the Appendix.

Option 2

Not approve the proposed improvements set out in the Appendix and request officers to undertake further work and/or consultation on the Programme.

Option 1 is the recommended option.

1.7 Reasons for recommended option:

Option 1 is recommended for the following reasons:

Approval will ensure the recommended improvements are in place for May 2023 to ensure newly elected members, and existing members, are better prepared to fulfil their roles.

1.8 Appendices:

Appendix - Equality Impact Assessment for the improvements to the members development programme.

1.9 Contact officers:

Jon Ritchie, Director of Resources, tel (0191) 643 5701
Rachel Hegarty, Head of People and Organisation Development
Louise Robson, OD Manager, People Team, tel 0191 6431505
Claire Emmerson, Head of Finance, tel (0191) 643 8109

2.0 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 3 Responsibility for Functions
[click here to access the Constitution](#)

Overview of Proposed Changes to the Member Development Programme 2023/24.

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The proposed Programme can be delivered within the allocated £8,000 budget within the People and Organisation Development service.

2.2 Legal

The Member Development Programme is designed to equip members with the skills, knowledge, and behaviours necessary to enable them to fulfil their duties and responsibilities.

In accordance with the Elected Mayor's delegation scheme, the Cabinet Member with responsibility for Finance and Resources has delegated to Cabinet Member with responsibility for Finance and Resources authority to approve the Member Development Programme.

2.3 Consultation/community engagement

2.3.1 Internal Consultation

Consultation with the Director of Resources on the proposals have taken place. Consultation with Councillor Rankin on proposals within the report will be taking place on Friday 3rd March.

2.3.2 External Consultation/Engagement

No external consultation is required as no 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 conducted to ensure the Member Development Programme continues to meet the needs of all elected members.

Equality and Diversity training is mandatory for all Councillors which outlines obligations in relation to the public sector equality duty set out in the Equality Act 2010 which must be considered when the Authority exercises its functions, including decisions taken by Members.

2.6 Risk management

The purpose of the programme sets out the obligations and expectations including code of conduct to support members to manage potential risks in the discharge of their duties.

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.

PART 3 - SIGN OFF

- Chief Executive
- Director(s) of Service
- Mayor/Cabinet Member(s)
- Chief Finance Officer
- Monitoring Officer
- Assistant Chief Executive