

North Tyneside Council

Report to the Deputy Mayor

Date: 10th March 2021

Title: Member Development Programme 2021-2022

Portfolio(s): Deputy Mayor		Cabinet Member(s): Cllr Bruce Pickard
Report from Service Area:	Human Resources and Organisational Development	
Responsible Officer:	Janice Gillespie, Head of Resources	(Tel: (0191) 643 5701)
Wards affected:	All	

PART 1

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 2021/22.

1.2 Recommendation(s):

It is recommended that the Deputy Mayor approves the Member Development Programme 2021/22.

1.3 Forward Plan:

The report was included in the Forward Plan under the heading Human Resources 'Member Development Programme 2021/22'.

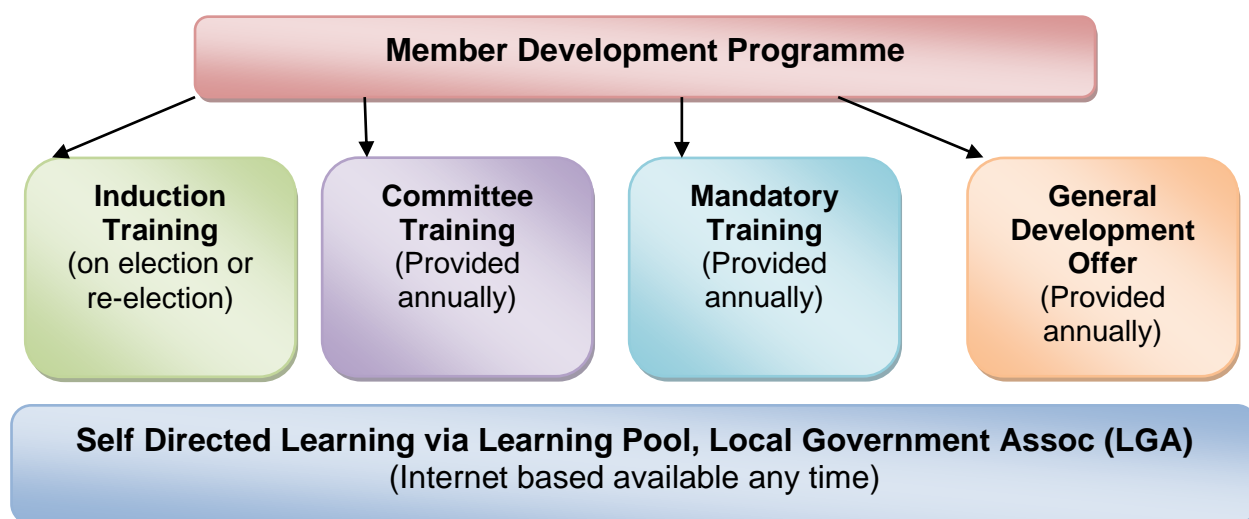
1.4 Council Plan and Policy Framework

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:



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 2021/22

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 2021/22 are outlined in Appendix A.

1.5.3 Regulatory Committee Training

Elected 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 either a workshop or e-learning every 4 years, then for the following 3 years complete competency quiz questionnaire to meet the training requirements of the committee.

Session	Year 1	Year 2, 3 & 4
Planning Committee Training	Workshop or E-learning	Competency Quiz questionnaire
Regulation & Review Committee Training (including panels)	Workshop Or E-learning	Competency Quiz questionnaire

Session	Year 1	Year 2, 3 & 4
Licensing Committee Training (including panels)	Workshop Or E-learning	Competency Quiz questionnaire
Audit Committee	Workshop	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 committee 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 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	25 th May 2021	26 th May 2021	27 th May 2021	28 th May 2021
Time	10:00 – 11:30	18:00 – 19:00	10:00 – 12:00	10:00 – 12:00

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 & Induction Programmes

The 2021/22 Members Development Programme includes the following mandatory training. There is a recommendation that an additional training module is added to the existing programme for 2021/22: IT security.

The Information Commissioner requires the provision of appropriate training to all IT users on all aspects of data protection. The use of IT and using internal and external networks to share information is becoming a significant part of a Member's role. Members play a significant role in maintaining the Authority's security. It's important that the Authority explains the security rules and how to keep the authority safe when Members are using technology as part of their day to day activities. The training will focus on improving awareness and developing security conscious behaviours by Members. IT security and Information governance modules are recommended to move to annual refreshers to keep on top of the Information Commissioner's requirements.

When	Type of Training	Session
Every two years or when the Code of Conduct changes	E-learning	Code of Conduct

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.

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 elected 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	Optional	Introduction to the Council Constitution
Week 2-3	Optional	Introduction to Council Services
Week 4	Mandatory	Code of Conduct
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	Council Finance and Budgeting

1.5.6 Annual General Member Development Offer 2021/22 (General training needs)

In consultation with appropriate officers and groups the following approach is recommended for general training delivery within the 2021/22 Programme:

- Committee specific training to support the delivery of committee work programmes;
- 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 need and will include internal and external training workshops; and
- Emerging priorities within the Local Authority and its communities to support Members in their role such as climate change, supporting Member's Health and wellbeing, working with key constituencies/communities working with key constituencies / communities for example Black, Asian and minority ethnic communities and the Jewish community regarding Antisemitism.

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 Deputy Mayor:

Option 1

Approve the draft Member Development Programme 2021/22 as set out in Appendix A

Option 2

Not approve the draft Member Development Programme 2021/22 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 2021/22.

1.8 Contact officers:

Janice Gillespie, Head of Resources, tel (0191) 643 5701

Bryn Roberts, Head of Law and Governance, tel (0191) 643 5339
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. A review by parliament of the Licensing Act 2003 and the introduction of minimum standards for the hackney carriage/private hire trade are examples of where it was highlighted that Members need to undergo adequate training before being asked to sit on regulatory committees.

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 Chief Executive and Head of Resources on proposals within the report has taken place.

Consultation with the Deputy Mayor on the proposals within the report has taken place.

2.3.2 External Consultation/Engagement

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 Members.

The training offered to Members 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.

PART 3 - SIGN OFF

- Chief Executive ☐
- Head(s) of Service ☐
- Mayor/Cabinet Member(s) ☐
- Chief Finance Officer ☐
- Monitoring Officer ☐
- Head of Corporate Strategy and Customer Service ☐