North Tyneside Council
Report to the Deputy Mayor
Date: 23rd April 2018

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<tr><td colspan="2">ITEM</td></tr>
<tr><td colspan="2">Title: Member Development Programme 2018-2019</td></tr>
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Portfolio(s): Deputy Mayor	**Cabinet Member(s):** Cllr Bruce Pickard

Report from Service Area:	**Human Resources and Organisation Development**	
Responsible Officer:	**Janice Gillespie, Head of Finance**	**(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 in order 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 in order to discharge their statutory duties for regulatory functions.

This report requests approval for the Member Development Programme for 2018 – 2019.

1.2 Recommendation(s):

It is recommended that the Deputy Mayor approves the Member Development Programme 2018-2019

1.3 Forward Plan:

The report was included in the Forward Plan under the heading Human Resources 'Member Development Programme 2018-19'**.**
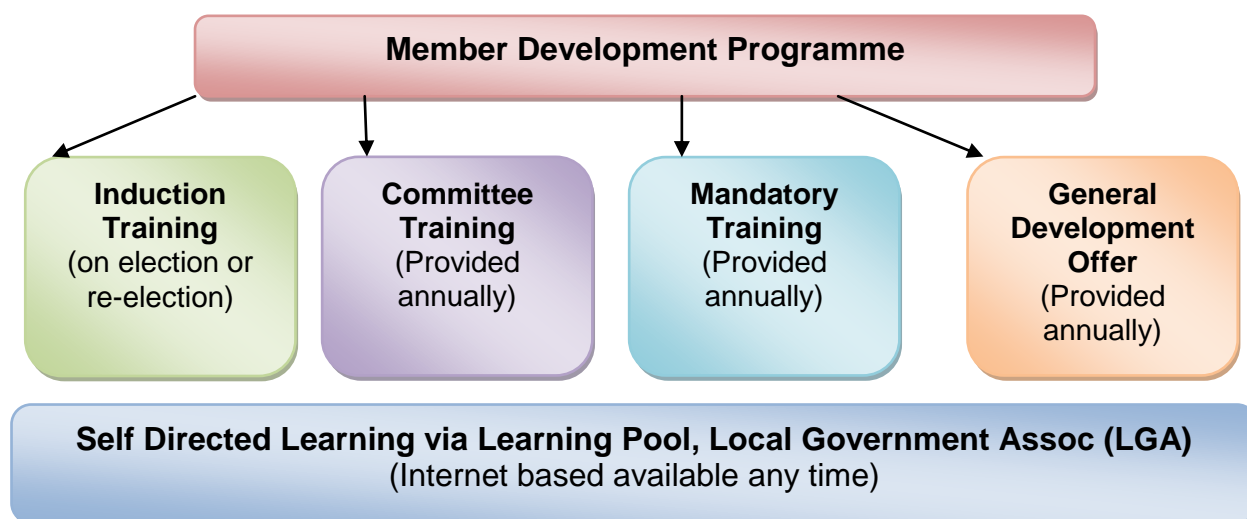
1.4 Council Plan and Policy Framework

This report outlines the development support for Members in their various roles which will enable the delivery of the priorities in the 2018-21 Our North Tyneside Plan.

1.5 Information:

1.5.1 Background

The Council's Member Development Programme offers training to support Elected 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 in order to improve and shape services for the future.

1.5.2 The proposed Member Development Programme for 2018-2019

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, and replaced with an online development offer.

Full details of the proposed Member Development Programme for 2018 – 2019 is outlined in Appendix A.

1.5.3 Regulatory Committee Training

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

The Member Development Programme has been updated to state Elected Members are required to complete e-learning every 4 years, then for the following 3 years complete annual 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

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 as an alternative should appointed/substitute members be unable to attend the date offered.

Committee	Planning Committee Training	Licensing Committee Training	Regulation & Review Committee Training
Date	22nd May 2018	23rd May 2018	24th May 2018
Time	10:00 am	10:00 am	10:00 am

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

Full details of the regulatory committee training is set out on page 5 of Appendix 1.

1.5.4 <u>Mandatory Training & Induction Programmes</u>

The following training is mandatory and is monitored by Group Leaders and Council Officers. Mandatory training outlined below will be provided within an Elected Members Induction Programme. Newly Elected and re-elected members must complete all within the induction programme as a minimum.

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

Following positive feedback from delegates of the Elected Member Leadership Academy 2016-17, the Elected Member Induction Programme will include an additional mandatory module focussed on managing the council finance's.

1.5.5 <u>Annual General Member Development Offer 2018/19 (General training needs)</u>

In consultation with appropriate officers, committees and groups the following subjects were recommended for delivery within the 2018/19 Programme:

- ICT (offering familiarisation and support for elected members with several ICT initiatives programmed over the next 12 months e.g. new devices, modern.gov, Office 365, Members enquiry system)

Training offered from this programme is not mandatory; Members will be encouraged to attend sessions most appropriate to their skills and knowledge. Proposed training would be delivered by officers of the Council and external training providers.

1.6 Decision options:

The following decision options are available for consideration by the Deputy Mayor:

<u>Option 1</u>

The Deputy Mayor approves the proposed training delivery options set out in section 1.5.3, 1.5.4 and 1.5.5 approving the Member Development Programme 2018-19.

<u>Option 2</u>

The Deputy Mayor does not approve the recommendations set out in section 1.5.3, 1.5.4 and 1.5.5 and requests officers to undertake further consultation.

Option 1 is the recommended option.

1.7 Reasons for recommended option:

Option 1 is recommended for the following reasons:

If the Deputy Mayor approves the recommended option, the programme can be implemented with immediate affect ensuring training is offered in a timely approach to Members.

1.8 Appendices:

Appendix A – Member Development Programme 2018 – 2019.

1.9 Contact officers:

Janice Gillespie, Head of Finance, tel (0191) 643 5701
Viv Geary, Head of Law and Governance, Law & Governance, tel (0191) 643 5339
Helen McMahon, Organisational Development Officer, Human Resources, tel (0191) 643 5037
Claire Emmerson, Senior Manager Financial Planning and Strategy, Finance, tel (0191) 643 8109

1.10 Background information:

The following background paper/information has been used in the compilation of this report and is 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

There are no direct legal implications arising from this report.

2.3 Consultation/community engagement

2.3.1 <u>Internal Consultation</u>

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

Consultation with the Deputy Mayor on proposals in preparation of this report.

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 elected 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

- Deputy Chief Executive

  Y

- Head(s) of Service

  Y

- Mayor/Cabinet Member(s)

  Y

- Chief Finance Officer

  Y

- Monitoring Officer

  Y

- Head of Corporate Strategy

  Y