North Tyneside Council
Report to the Deputy Mayor
Date: 12th June 2019

ITEM
Title: Member Development Programme 2019-2020

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 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 Member Development Programme for 2019/20.

1.2 Recommendation(s):

It is recommended that the Deputy Mayor approves the Member Development Programme 2019/20

1.3 Forward Plan:

The report was included in the Forward Plan under the heading Human Resources 'Member Development Programme 2019/20'.
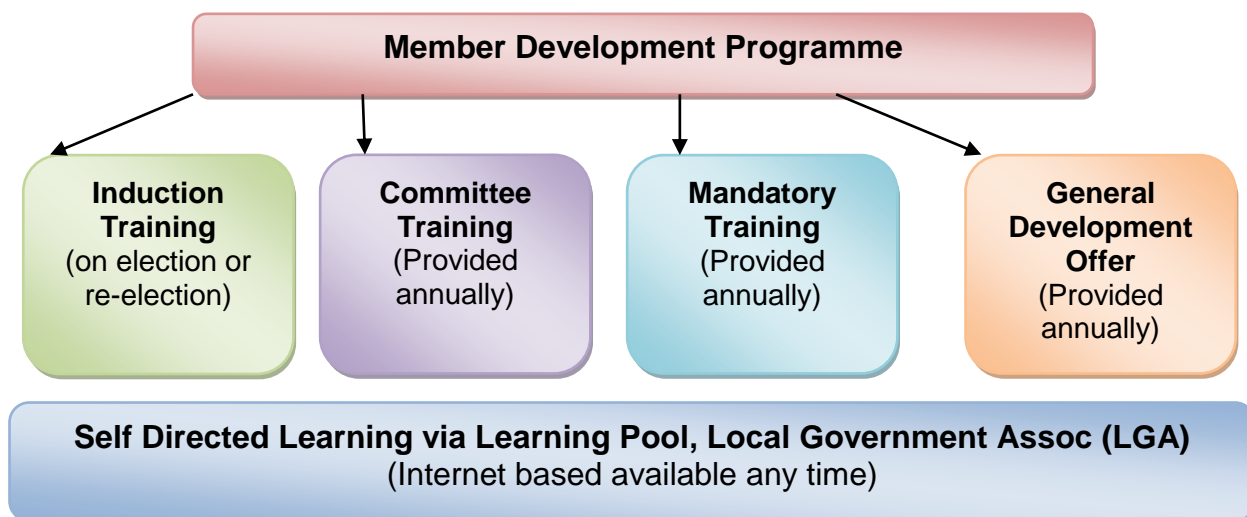
1.4 Council Plan and Policy Framework

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) |

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│  Self Directed Learning via Learning Pool, Local Government Assoc (LGA) │
│            (Internet based available any time)                    │
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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 2019/20

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 2019/20 are 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 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	Workshop

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. One to one briefings will be arranged by Helen.mcmahon@northtyneside.gov.uk should Audit Committee member be unavailable to attend the annual training workshop.

Committee	Planning Committee Training	Licensing Committee Training	Regulation & Review Committee Training	Audit Committee Training
Date	4th June 2019	22nd May 2019	23rd May 2019	tbc
Time	10:00 am	10:00 am	10:00 am	tbc

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 are set out on page 5 of Appendix 1.

1.5.4 Mandatory Training & Induction Programmes

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 training within the induction programme as a minimum.

Learning Pool will notify Elected Member by email when mandatory training is due for renewal.

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

1.5.5   Annual General Member Development Offer 2019/20 (General training needs)

In consultation with appropriate officers and groups the following approach is recommended for general training delivery within the 2019/20 Programme:

- 2-3 development events scheduled throughout the year to reflect personal development needs identified from the elected member development survey

- ICT familiarisation to support elected members with the launch of new ICT initiatives e.g. modern.gov. This development will be delivered as identified within the ICT projects; and:

- Joint Cabinet member and senior leadership briefings. This will replace the member briefing programme and include subject specific member development activities. It is anticipated 3 joint briefings will take place per year.

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 Cabinet members, officers of the Council and external training providers.

1.5   Decision options:

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

Option 1

Approve the draft Member Development Programme 2019/20 as set out in Appendix A

Option 2

Not approve the draft Member Development Programme 2019/20 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 2019/20.

1.8   Contact officers:

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

Bryn Roberts, Head of Law and Governance, tel (0191) 643 5339
Helen McMahon, Organisational Development Officer, Human Resources, tel (0191) 643 8701
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

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 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 <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 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

- Chief Executive ☐

- Head(s) of Service ☐

- Mayor/Cabinet Member(s) ☐

- Chief Finance Officer ☐

- Monitoring Officer ☐

- Head of Corporate Strategy ☐