

# North Tyneside Council

## Report to Cabinet

### Date: 12 September 2015

#### ITEM 6j

Title: Member  
Development Programme  
2016-2017

Portfolio(s): Deputy Mayor

Cabinet Member(s): Cllr Bruce Pickard

Report from Service Area: Human Resources and Organisational Design

Responsible Officer: Alison Lazazzera, Head of Human Resources and Organisational Development (Tel: (0191) 643 5012 )

Wards affected: All

## PART 1

### 1.1 Executive Summary:

It is a priority of the Authority to ensure that Members are supported and fully equipped to represent the views of their Wards in order to improve and shape services for the future. The Authority is committed to ensuring that Members are supported in continuously developing the range of skills needed in order to discharge their statutory duties for regulatory functions and to be outstanding community leaders and advocates for the Authority.

This report requests Cabinet to approve the Member Development Programme for 2016 – 2017 and seeks a delegation from the Elected Mayor to the Deputy Mayor to approve the Member Development Programme in future years.

### 1.2 Recommendation(s):

It is recommended that Cabinet:

- (1) approves the Member Development Programme 2016-2017; and
- (2) requests the Elected Mayor to amend the Elected Mayor's Delegation Scheme to authorise the Deputy Mayor to approve the Member Development Programme in future years, following appropriate consultation as set out in the report.

### 1.3 Forward Plan:

It has not been practicable to give twenty eight days notice of this report, due to the time constraints to produce the Member Development Programme and some changes to the constitution relating to approval of the programme which now rests with Cabinet.

## 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 2014/18 Our North Tyneside Plan.

## 1.5 Information:

### 1.5.1 Background

The Council has had for many years a Member Development Programme which offers training to support elected members within their various roles. The training offered has included:

- Induction Training
- Committee Training for Regulatory functions
- Mandatory Training for all elected members
- General training needs and skills development

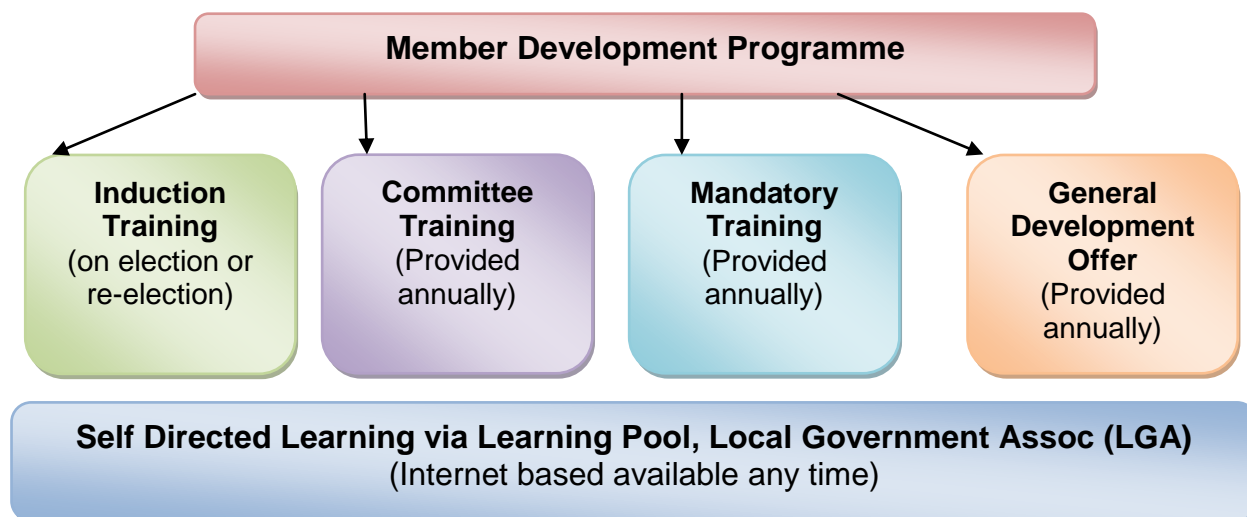
It is a priority of the Authority to ensure that Members are supported and fully equipped to represent the views of their Wards in order to improve and shape services for the future. The Authority is committed to ensuring that Members are supported in continuously developing the range of skills needed to be outstanding community leaders and advocates for the Authority.

In previous years the requirements placed on Members to undertake and complete committee specific and mandatory training have been contained within the Authority's Constitution. Following the most recent changes to the Constitution, agreed at the Annual Council meeting, the requirements detailed above have been removed and replaced with a requirement to undertake training in accordance with the approved Member Development Programme.

In accordance with the provisions of the Local Government Act 2000 and the Regulations made under that Act, Cabinet are responsible for determining and approving the Member Development Programme.

### 1.5.2 The proposed Member Development Programme for 2016-2017

The proposed Member Development Programme for 2016-2017 will provide training support to Members in the following ways:



Full details of the proposed Member Development Programme for 2016 – 2017 are outlined in Appendix A.

### 1.5.3 Induction Training

All Members on election (newly elected or re-elected) will be invited to attend a Councillor Induction Programme. The details of the Councillor Induction Programme are set out on page 4 of Appendix 1.

### 1.5.4 Regulatory Committee Training

Elected Members must complete specific committee training in order to sit as an appointed or substitute member on the Authorities regulatory committees. Training is scheduled at the beginning of the municipal year and must be complete in advance of attending committee/panels. One to one training maybe offered as appropriate to ensure the training requirements of committees can be met by appointed members. Full details of the regulatory committee training are set out on page 5 of Appendix 1.

### 1.5.5 Mandatory Training

The following training is mandatory and is monitored by Group Leaders and Council Officers.

When	Type of Training	Session
Every two years or when the Code of Conduct changes	Workshop or E-learning	Code of Conduct
Once per elected term	Workshop or E-learning	Safeguarding & Sexual Exploitation
Once per elected term	Workshop	Corporate Parenting
Once per elected term	Workshop	Equality & Diversity

Attendance/completion of the above modules as part of the Councillor Induction programme will also meet the mandatory training requirements.

### 1.5.6 Annual General Member Development Offer 2016/17 (General training needs)

In consultation with appropriate officers, committees and groups the following subjects were recommended for delivery within the 2016/17 Programme:

- Planning & Development Control
- Scrutiny Training

- Workshop to Raise Awareness of Prevent (WRAP)
- Dementia Awareness
- Making Every Contact Count
- Equality & Diversity

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

#### 1.5.7 Online/Self Directed Learning

In addition to the above programmes Members will have access to various online and self study tools to support their personal development. Details of the online and self directed learning are set out on page 6 of Appendix 1.

#### 1.5.8 Consultation on the Member Development Programme

The Member Support Group has been regularly consulted on Member development matters and has made recommendations on training delivery. In addition specific committees and task groups have been consulted with to approve key elements of the Member Development Programme relevant to their areas of activity. This has included the Overview and Policy Development Committee, the regulatory committees and the Standards Committee.

It is suggested that consultation with the Overview and Policy Development Committee, the Regulatory Committees, the Standards Committee and the Member Support Group should be undertaken in relation to the future development of the Member Development Programme to reflect the particular development needs of those Committees and Groups.

The proposed timetable for consultation on the Member Development Programme in future years will commence in December of each year with a view to an approved Programme being finalised by March of the following year.

### 1.6 **Decision options:**

The following decision options are available for consideration by Cabinet:

#### Option 1

Cabinet agree the recommendations set out in section 1.2 approving the member development programme and delegated authority for future approvals to the Deputy Mayor.

#### Option 2

Cabinet does not approve the recommendations set out in section 1.2 and requests officers to undertake further consultation, with delegated authority for future approvals to the Deputy Mayor.

#### Option 3

Cabinet does not approve the recommendations set out in section 1.2 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 Cabinet approves the recommended option, the programme can be implemented with immediate effect ensuring training is offered in a timely approach to Members. .

Providing delegated authority to the Deputy Mayor will ensure amendments to the Member Development Programme can be implemented quickly to reflect the needs of Members and priorities for the Authority.

### **1.8 Appendices:**

Appendix A – Member Development Programme 2016 – 2017.

### **1.9 Contact officers:**

Alison Lazazzera, Head of Human Resources and Organisational Development, Human Resources, tel (0191) 643 5012

Viv Geary, Head of Law and Governance, Law & Governance, tel (0191) 643 5339

Helen Davidson, Workforce Development Lead, Human Resources, tel (0191) 643 5037

Alison Campbell, Senior Business Partner, Finance, tel (0191) 643 7038

### **1.10 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 £4,000 workforce development budget.

### **2.2 Legal**

There are no direct legal implications arising from this report. In accordance with the provisions of the Local Government Act 2000 and the Regulations made under that Act, Cabinet are responsible for determining and approving the Member Development Programme. It is the responsibility of the Elected Mayor to delegate functions to Members in accordance with the requirements of the Authority's Constitution.

### **2.3 Consultation/community engagement**

#### **2.3.1 Internal Consultation**

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.

Consultation and feedback from the Chairs & Deputies of Scrutiny and Planning on the recommendations for general training during 2016/17 programme and the Member Support Group and the Standards Committee.

### 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 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  x
- Head(s) of Service  x
- Mayor/Cabinet Member(s)  x
- Chief Finance Officer  x
- Monitoring Officer  x
- Head of Corporate Strategy  x