

Report to Member Management Committee

Date: 28 June 2019

Subject: Member Development

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number: N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

1. Purpose of this report

- 1.1 The purpose of this report is to provide an update on the last municipal year's member development work and set out an overview of the induction programme undertaken since May 2019 along with the planned development activity for the coming year.
- 1.2 The report also seeks Members agreement to Terms of Reference for a Member Development and ICT Working Group and for support to be given to a review of the Member Development Strategy.

2. Background information

- 2.1 The role of the councillor is complex and continues to evolve and develop. Both new and experienced councillors require ongoing training and development to help enable them to carry out their roles.
- 2.2 The council has made a commitment to support the development of councillors through learning programmes in a range of areas, with these being led by Members for Members. This approach seeks to ensure that councillors are placed at the heart of the process and connected with the learning and development offers that are provided.
- 2.3 A variety of training methods are adopted which recognise that Members have ever increasing demands on their time and require flexible learning opportunities.

3. Main issues

- 3.1 The Terms of Reference for the Member Management Committee include the consideration of matters in relation to the training and development of elected members.
- 3.2 This report provides an Annual report to the Member Management Committee detailing;
- Member Induction activity following the all-out elections in May 2018;
 - Member Development work undertaken during the last Municipal Year (2018/19);
 - Induction activity undertaken following the elections in May 2019, and;
 - Plans for Member Development in 2019/20 including;
 - proposals to re-establish the Member Development Working Group for the forthcoming year;
 - proposals to review the Member Development Strategy and refresh for the period from 2020 onwards.

Member Induction activity following the all-out elections in May 2018

- 3.3 As last year was an all-out election member development activity focused on delivering a comprehensive two months induction programme.
- 3.4 The programme consisted of seventeen introductory sessions to help and support the (27) newly elected Member settle into their new role quickly. A summary of each of the components of the induction programme undertaken (and the take up by members) is attached at Appendix 1.

Member Development work undertaken during the last Municipal Year (2018/19)

- 3.5 The programme for Member Development work has been driven during the year by the chair and cross party members of the Member Development Working Group. The formation of the programme was informed by discussions with Executive Members.
- The 2018-19 programme consisted of twenty two seminars covering topics around the work of the seven executive portfolio areas. The programme also, based on Members request, included a series of sessions covering different aspects of planning, with the last seminar to be held in July 2019.
- 3.6 As a direct result of the consultation with Executive Members in identifying training topics, there has been a considerable improvement in Member attendance figures at seminars, with an average attendance turnout of between 10-15 Members per session. The figures also indicate that over 87 % of all Members had attended at least one or more of the training sessions over the last year.
- 3.7 A summary of each of the components of development activity (and the take up by members) is attached at Appendix 2.
- 3.8 A cross-party working group was set up last year to look at various Information Governance issues (led by Cllr Tunnicliffe), focussing on councillors as data controllers, privacy notices, record of processing activities and security policies. In addition, a separate meeting was held to look specifically at retention policies and work is still on-going on this element.

- 3.9 The working group worked closely with the Council's Information Management & Governance (IM&G) service to produce an Information Governance Resource Document for Members. This document has been developed to be a 'one stop' resource for Members with links to, and copies of, materials that they can access offline. This includes guidance on Members' 'need to know' rights and the Freedom of Information Act 2000, as well as links to external resources where more in-depth information is available. The link to the Resource Pack was circulated to all Members, via their Group Support Office, following the local elections.
- 3.10 Another key part of the work was the development of Members on-line Information Governance training that was rolled out in February this year, work is still on-going to encourage and promote uptake.

Induction activity undertaken following the elections in May 2019

- 3.11 Following the Induction programme undertaken in May 2018 a review of the induction was conducted resulting in very positive feedback being received.
- 3.12 The review also highlighted a few improvements that have been incorporated into the May 2019 induction programme including:
- the induction to start in the second week after elections
 - to have a shorter induction
 - a handbook that provides an overview of the governance services, including a list of useful contacts to help with their immediate casework
- 3.13 The induction programme to help and support the (9) newly elected Members was delivered over three full days in May, Additional sessions arranged such as the mandatory planning, licensing, "being a councillor- the reality" arranged separately with 'induction' finishing on the 11th June. Similar to previous years, a feedback review will be conducted and results presented to Members. A summary of each of the components of the induction programme undertaken (and the take up by members) is attached at Appendix 3.

Plans for Member Development in 2019/20

- 3.14 Attached at Appendix 4 is the draft 2019-20 events programme that will be further populated following discussion with the Member Development Working Group.
- 3.15 As in previous years it is proposed that the Member Management Committee establish a Member Development Working Group to help support the development of the Member Development offer between meetings of the Committee.
- 3.16 It is also proposed that the terms of reference of the working group incorporate the recommendations put forward at the last Member Management Committee, for the Working Group to also consider the IT options available to elected members.
- 3.17 It is proposed that the membership of the working group be drawn from this committee with a two places allocated to the Labour Group and one each to the other groups with appointees on the Member Management Committee and with scope for members from other groups to be co-opted. The proposed terms of reference of the Working Group are attached at Appendix 5.
- 3.18 The Member Development Strategy was last updated in 2011. Given the continuing and evolving role of Elected Members, including the step change since

2011 on the digital agenda, the Head of Democratic Services has committed to support any request from Members to review of the strategy during 2019/20.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 The programme of development work reported in this report has been informed by engagement and consultation with the Member Development Working Group.

4.2 Equality and diversity / cohesion and integration

4.2.1 As part of the induction programme Members received a Due Regard to Equality briefing, covering the Equality Act 2010, council's approach and elected members roles and responsibilities relevant to equality and diversity.

4.3 Council policies and best council plan

4.3.1 There is no impact on the council policies as a result of this report.

4.4 Resources and value for money

4.4.1 All the sessions within the yearly events programme is delivered in-house by experienced officers resulting in achieving value for money and savings.

4.5 Legal implications, access to information, and call-in

4.5.1 There are no legal implications as result of this report.

4.6 Risk management

4.6.1 There are no risk management implications as a result of this report.

5. Conclusions

5.1.1 The activities delivered by member development over the past year has been detailed in the appendices along with the planned work for this municipal year.

Going forward in order to ensure that councillors are connected with the learning and development offer the Member Development Strategy is to be reviewed to reflect the continuing and evolving role of Elected Members.

6. Recommendations

6.1 Members are asked to;

- I. Receive and consider the updates on Member Development activity undertaken;
- II. Note the current plans for Member Development activity in 2019/20;
- III. Request that the Member Development Strategy be reviewed during 2019/20;

IV. Agree the Terms of Reference for the Member Development and ICT Working Group.

7. Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Appendix 1

Table below shows the summary of the Member Induction activities following the all-out May 2018 elections. The induction was divided into three development areas:

- Role specific skills;
- Information and Knowledge;
- Networking opportunities;

Session	Description	Attendance figures
Role specific skills		
Introduction to ICT	Provides Members the opportunity to discuss their IT requirements and the support available	21
Keeping Safe- Members personal safety	The workshop provided the tools to assess risk and learn useful techniques to manage contentious interactions whilst doing their council role.	13
Speaking in the Chamber	Delivered by an external training, the practical session gave Members the opportunity to become familiar with the techniques of speaking in the chamber.	12
Members Social Media processes and support	The session covered the essentials of using social media in dealing with casework and on how to avoid any pitfalls.	11
Introduction to Planning	Essential training for Members new to Planning	15
Introduction to Licensing	Essential training for Members new to Licensing Committee	7
Introduction to Community Committees	The session explored the work of committees and role of Members as community facilitators.	16
Being a Corporate Parent	The workshop was delivered by Young People from the Total Respect Project that helped members understand their role and responsibilities as Corporate Parent.	16
Information and Knowledge		
Members' Code of Conduct/ Values and Equality Briefing	The session covered the Members Code of Conduct and provided an overview of the council's culture, values and responsibilities around inclusion and diversity commitments.	27
Learning the Ropes – the conduct of Council Meetings and Decision Making	The session gave members an overview of governance processes and procedures. As well as the opportunity to try out the voting equipment and microphones in the council chamber.	14
Local Government Finance made Simple	The event provided a basic introduction to local government finance and the council budget.	16

Session	Description	Attendance figures
Effective Procurement	The session covered the basics of how the council procures its services.	16
Information Governance keeping information safe and Cyber Awareness	The event covered Cybercrime, the new GDPR legislation and its impact for Members when dealing with casework.	11
Introduction to Children and Adults Safeguarding	The session provided an overview of the council's safeguarding commitments and Members role and responsibilities within it.	11
Networking opportunities		
Finding Your Feet – Services and support for new Members	The session allows members to meet relevant officers from the group offices and the Lord Mayor. It also includes a tour of the Civic building.	27
Meet the Chief Executive and CLT	Members had the opportunity to meet CLT and put faces to names. As well as get an overview of all council Services.	16
Being a Councillor- the reality	Session delivered by experienced councillors provides	7

Appendix 2

The table below shows the summary of the components of development activity and take up by members for 2018-19

Events programme		
Role Specific	Description	Attendance Figures
Annual Licensing Update	The annual mandatory update session providing the latest development in Licensing law.	18
Taxi and Private Hire Licensing	This session provided information related to Taxi and Private hire licensing covering, the legal framework, recent developments and links to other sources of information.	15
Annual Planning Update (2 x sessions)	The annual mandatory update session providing the latest development in planning law.	37
Planning and Enforcement	This seminar provided an overview of the planning enforcement rules, the powers of local authority and the priorities and protocols for investigation.	9
Planning – Viability	This session looked at the revisions to viability contained in the NPPF and explored the implications for planning and development for Member decision- making at Plans Panel.	11
Planning – City Centre transport strategy	The session covered the main impacts of transport modelling of the strategy, the opportunities it creates in relation to the Our Places Strategy and HIF.	17
Planning – Enabling Good Design in Planning	The session looked at examples of Leeds buildings from which design themes and issues were demonstrated. It also looked at policy, initiatives and guides within the wider context of Urban Design & Architecture.	9
Impact on School places for development	The session looked at the impact of developments on the demand for school provision in the area, the part CIL plays in funding infrastructure and the challenges in enabling the delivery of school places in a timely and coordinated manner.	15
Health and Well- being		
Lone Working Device training (3 x sessions)	Session delivered by SoloProtect. Covering aspect of personal safety and use of personal safety device.	37
Active Leeds	The seminar provided an overview of the changes and future plans of delivering the “Lets Get Active” Service.	12
Young People and Mental Health	This session looked at young people and mental health and the support available to	16

Events programme		
	them in Leeds.	
Alcohol Awareness (2 x sessions)	The aim of the session was to provide an overview picture of the use of alcohol in Leeds and its associated risks that can assist Members in dealing with their casework and decision making.	12
Criminal Exploitation of Children	The session gave an overview of the issues surrounding the criminal exploitation of children and explored the implications for councillors.	13
Understanding Gender Identity training	This session looked at the different meanings of words associated with gender and covered some of the issues that people face linked to their gender as citizens in our city.	13
SEND seminar	This seminar explored the Special Educational Needs & Disability (SEND) offer and SEN funding in schools and educational settings.	13
Other seminars		
Universal Credit (2 x sessions)	The briefing provided an overview on the changes, the preparations put in place for the implementation of the new benefit and the support available to Leeds residents.	24
Introduction to Housing Leeds	The aim of the session was to provide an overview on the housing services and meet officers responsible for delivering the housing schemes.	11
Housing Advisory Panels (HAPs)	A briefing for all newly appointed councillors to the panel.	2
Introductory Environmental Services	The session was to provide Members with an understanding of the facilities and services provided by Environmental Services and the extent of the street scene challenges across the city.	6
Safer Leeds	A briefing on some of the key programmes within Community Safety and Safer Leeds including the New – Big Change Leeds a new alternative giving campaign for Leeds.	21
Role of Culture	The seminar highlighted the importance of the role of culture focusing primarily on the economic and social benefits of investment in culture in the city.	12
Leeds Homes Register and Choice based Letting system (2x sessions)	The briefing provided members with details of the new website launched in Feb 2019 on the new Housing Leeds new Housing Register / Choice Based Lettings System and the Leeds Homes.	13

External Conference and training

The following is a list of training Members attended that incurred a cost;

- LGA conference 2018

- CFPS chairs event
- Speaking in the Chamber induction session – external trainer
- Total Respect Corporate Parenting induction session – external trainer

Appendix 3

Table below shows the summary of the Member Induction activities for May 2019 elections. The induction was delivered over three full days and divided into four key areas.

- Best Council, Best City- Strategic Direction
- The role of Councillor- What you need to know to carry out your role
- Your Skills- How to access support and development to carry out your role and keep you safe

Session	Description	Attendance figures
Best Council, Best City- Strategic Direction		
Finding Your Feet – Services and support for new Members	The session allows members to meet relevant officers from the group offices and the Lord Mayor. It also includes a tour of the Civic building.	7
Meet the Chief Executive and CLT	Members had the opportunity to meet CLT and put faces to names. As well as get an overview of all council Services.	6
The role of Councillor- What you need to know to carry out your role		
Members' Code of Conduct	Code of Conduct explained and standards of conduct & declarations of interest.	7
Learning the Ropes – the conduct of Council Meetings and Decision Making	The session gave members an overview of governance processes and procedures. As well as the opportunity to try out the voting equipment and microphones in the council chamber.	6
Local Government Finance made Simple	A basic introduction session to local government finance and the council budget.	6
Introduction to Children and Adults Safeguarding	The session provided an overview of the council's safeguarding commitments and Members role and responsibilities within it.	6
Being a Corporate Parent	Understanding the roles and responsibilities of being a Corporate Parent	7
Being a Councillor- the reality	Session delivered by experienced councillors provides	3
Introduction to Planning	An introductory session for Members new to Planning	5
Introduction to Licensing	An introductory session for Members new to Licensing	1
Your Skills		
Introduction to ICT	Members had opportunity to discuss their IT requirements and support available	7
Keeping Safe- Members personal safety	The workshop provided the tools to assess risk and learn useful techniques to manage contentious interactions. It include the use of the personal safety device.	7
Speaking in the Chamber	Delivered by an external training, the practical session gave Members the opportunity to become familiar with the techniques of speaking in the chamber.	7

Appendix 4

Plans for Member Development in 2019/20

As in previous years the planned events programme will be developed in discussion with the Member Development Working Group and sessions would focus within the following key areas:

<ul style="list-style-type: none">• Inclusive Growth Strategy 2019-2023 An overview of the Inclusive Growth Strategy and its key components.
<ul style="list-style-type: none">• Health and Well-Being Looking at the Health and Well-Being strategy including tackling health inequalities. Supporting active healthy living and self- care initiatives
<ul style="list-style-type: none">• Sustainable Infrastructure Climate change and planned low emissions within the city
<ul style="list-style-type: none">• Members Personal Safety Keeping safe and learning the skills to be able to de-escalate situations.
<ul style="list-style-type: none">• Mandatory Regulatory training Annual Planning and Licensing training would be scheduled for October- November 2019
<ul style="list-style-type: none">• Planning The S106 and Community Infrastructure Levy member training session schedule for July 2019

External Conference and training

The following is a list of training that incurs cost

- Speaking in the Chamber Induction session – external trainer
- The LGA annual conference to be held in Bournemouth between 2-4th July 2019 (4 Members attending)
- National Children and Adults Conference to be held in Bournemouth 20-22nd November 2019.
- CfPS Local Government Scrutiny National Conference 2019 to be held in London on 3rd December 2019.

Appendix 5

Member Development & ICT Working Group

Terms of Reference

Purpose

The purpose of the working group is to ensure that elected Members are fully engaged in the formulation, monitoring and evaluation of Member Development activities and ICT provision.

The Member Development Working Group is authorised to:

1. Formulate for approval by Member Management Committee future policies and strategies for Member development.
2. Monitor the implementation of the Annual Learning and Development Plan for elected Members.
3. Identify and promote learning and development needs and prioritising them accordingly, including the impact of the digital agenda.
4. Ensure that learning programmes are prioritised effectively and reflect Council and national objectives.
5. Evaluate learning and development programmes and report on outcomes to the Member Management Committee.
6. Formulate views in relation to the provision to Elected Members of information, communication and associated technologies and represent these to the Member Management Committee.