



# Cabinet Member Report

<b>Meeting or Decision Maker:</b>	<b>Cabinet Member for Finance, Property and Corporate Services</b>
<b>Date:</b>	<b>21 November 2017</b>
<b>Classification:</b>	<b>For General Release</b>
<b>Title:</b>	<b>Member Development Programme</b>
<b>Wards Affected:</b>	<b>Not Applicable</b>
<b>Key Decision:</b>	<b>No</b>
<b>Financial Summary:</b>	<b>See paragraph 7.1 of the report.</b>
<b>Report of:</b>	<b>Janis Best</b> <b>Member Services Manager</b> <b>Tel 020 7641 3255</b> <a href="mailto:jb主@westminster.gov.uk">jb主@westminster.gov.uk</a>

## 1. Executive Summary

- 1.1 This report seeks approval for the formal establishment of a Member Development programme for the Council to commence immediately and then follow from the 2018 Induction Programme.

## 2. Recommendations

That the Cabinet Member for Finance, Property and Corporate Services:

1. Notes and endorses the future ideas for the member development programme as set out in paragraph 5.2 below.
2. That authority for the development of the programme on an ongoing basis is delegated to the Member Services Manager of the Policy, Performance and Communications Department.
3. Agrees that other than minor incidental expenses any necessary expenditure be met by the service area leading the session.
4. Notes the dates, as set out in paragraph 5 for the programme.

## 3. Reasons for Decision

- 3.1 The Council wishes to formalise the establishment of a Member Development Programme which has evolved over recent years.

#### **4. Background, including Policy Context**

- 4.1 The Member Development programme has been running on an ad hoc basis for the past two years. After recommendations from the Standards Committee a more formal programme is proposed.
- 4.2 Since November 2016 four member development sessions have been held and three more are planned until the end of the 2017-18 financial year.

#### **5. Proposed future sessions**

- 5.1 It is proposed that for the 2018/19 municipal year sessions are held on a monthly basis (excluding July, August and December) these will be placed in the Council diary with subjects to be decided during the year. In order to assist with the planning of these the Standards Committee and all Members have been asked to indicate the subjects which, following the initial induction programme, should be covered in the Member Development sessions.
- 5.2 As a result of the consultations referred to in paragraph 5.1 a Member Development Programme containing a broad range of topics is proposed, for example:
  - 1. Declarations of Interest and the Members Code of Conduct.
  - 2. How are decisions made and my role as a Member, including Council and P&S meetings?
  - 3. Case Work
  - 4. Data Protection and FOI
  - 5. How does Local Government finance work – where does the funding come from?
  - 6. Housing – What are the Council's responsibilities?
  - 7. Adult Social Care – What does the Council provide?
  - 8. Public Health and how does the Council work with the NHS?
  - 9. The Library and Leisure offer from the Council?
  - 10. Procurement.
  - 11. Planning – The Council's policies and what can I do to assist my constituents?
  - 12. Licensing – The Council's policies and what can I do to assist by constituents?
  - 13. Recycling – The Council's offer

14. Equalities – How does the Council ensure all its services are delivered in accordance with its Equalities Policy?

5.3 The General Purposes Committee will, on 1 November, consider the 2018-19 Programme of Meetings. This will include the following proposed dates for the Members Development Programme: 14 June; 19 July; 6 September; 4 October; 22 November; 10 January; 31 January; 13 March and 11 April.

5.4 The programme in June 2018 will commence following the Member Induction Programme held in the weeks after the local elections. In an election year it is proposed that eight sessions are held, with nine sessions in all other years.

**6. Oversight**

6.1 It is proposed that the Cabinet Member for Finance, Property and Corporate Services delegate authority for the member development programme to the Member Services Manager.

6.2 It is proposed that the Member Services Manager reports to the Standards Committee, at least once a year, on the progress of the programme.

6.3 The draft induction programme to follow the election in May 2018 will be reported to the next Standards Committee in December. The Member Development Programme outlined will follow from the induction programme.

**7. Financial Implications**

7.1 The Member Services team hold a small budget for Member Training purposes. It is expected that services will be able to provide the sessions without additional expenditure. Any additional expenditure required will however need to be met from the service delivering the session; this includes any catering costs associated with the session.

**8. Legal Implications**

8.1 There are no specific legal implications arising from this report. Each of the sessions will reflect as necessary the legal obligations of the Council.

**9. Other Implications**

There are no other implications.

**If you have any queries about this report or wish to inspect one of the background papers please contact Janis Best on 020 7641 3255, email [jbest@westminster.gov.uk](mailto:jbest@westminster.gov.uk)**

NB: For individual Cabinet Member reports only

For completion by the **Cabinet Member** Finance, Property and Corporate Services

**Declaration of Interest**

I have <no interest to declare / to declare an interest> in respect of this report

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: **Councillor Tim Mitchell, Cabinet Member for Finance, Property and Corporate Services**

State nature of interest if any .....

.....  
*(N.B: If you have an interest you should seek advice as to whether it is appropriate to make a decision in relation to this matter)*

For the reasons set out above, I agree the recommendations in the report entitled **Member Development Programme** and reject any alternative options which are referred to but not recommended.

Signed .....  
Councillor Tim Mitchell, Cabinet Member for Finance, Property and Corporate Services

Date .....

If you have any additional comment which you would want actioned in connection with your decision you should discuss this with the report author and then set out your comment below before the report and this pro-forma is returned to the Secretariat for processing.

Additional comment:

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If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, the Director of Law, the City Treasurer and, if there are resources implications, the Director of People Services (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Cabinet Member: Your decision will now be published and copied to the Members of the relevant Policy & Scrutiny Committee. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication to allow the Policy and Scrutiny Committee to decide whether it wishes to call the matter in.