



Committee Report

Date:	7 July 2016
Classification:	For General Release
Title:	Member Development Programme/Code of Conduct Training
Report of:	Head of Committee and Governance Services
Financial Summary:	There are no financial implications
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1. Executive Summary

- 1.1 This report advises the Committee of the progress made with the production of a Member Development Programme which it had previously asked to be produced.
- 1.2 An outline of a Member Development Programme is attached. The Committee's attention is drawn to the formal decision making authority in respect of Member Development as set out in paragraph 3.2 below.

2. Recommendations

- 2.1 That the Committee endorse the proposals as set out in this report for the Member training on the new Members Code of Conduct.
- 2.2 That the outline Member Development Programme based on 3 evening sessions per year be noted.

3. Background Information

- 3.1 The Council, subject to the approval of the General Purposes Committee (6.7.16), is on Wednesday 13 July 2016 being asked to approve a new Members Code of Conduct. On the basis of the adoption of the new Code the Committee is asked to endorse its previous requirement that all Members receive training on the new Code. The arrangements for this training are still to be finalised and are subject to the approval of the new Code. In order to ensure the training sessions are arranged to allow for maximum attendance consultation will be undertaken with the Party Whips. The aim is that all Members receive a briefing on the new Code. It is anticipated that the first of

these sessions will be held as part of the Member Development Programme in September/October.

- 3.2 At previous meetings the Committee have indicated the need to have a proper Member Development Programme which flows from the Member Induction programme. The formal responsibility for this programme sits with the Leader, as any formal decision required would be an executive function. As such therefore the Committee is only being asked to note the Members Development Programme and endorse the arrangements for the Member Code training.
- 3.3 The Director of Policy, Performance and Communication will be responsible for the implementation of the Member Development Programme. The Director of Law will conduct, in her capacity as the Council's Monitoring Officer, the training on the Code of Conduct. She will be supported by other Officers as necessary.
- 3.4 The training on the new Code will feature as part of the proposed Member Development Programme. Every effort will be made to reach all Members. It is worth noting that as part of the 2014 Induction Programme all Members received training in the Code of Conduct.
- 3.5 A draft Member Development Programme is attached for information and comment. It is anticipated that the programme will be held on 3 evenings per annum and cover two subjects, one may be Governance related and one about a direct service delivery subject each evening.

4. Financial Implications

- 4.1 There are not expected to be any additional financial implications. The minor incidental costs can be met from existing resources.

5. Legal Implications

- 5.1 The responsibility for having a Code of Conduct is in place. The need for all Members to have training in the Code has also been completed and will also be carried out following the adoption of the new Code.
- 5.2 It is regarded as good practice for the Council to have a Member Development programme.

6. Other Implications: None.

Background Information – None.

If you have any questions about this report, or wish to inspect one of the background papers, please contact: Mick Steward; 7641 3134; msteward@westminster.gov.uk

Appendix A: Draft Member Development Programme

It is suggested that there are three sessions per year for Member Development in September, February and June. In 2018 the June session would be moved to May and used for the induction of new Cllrs after the May 2018 elections.

Topics to be considered for the sessions could include, but not be limited to:

Code of Conduct

Procurement

Case Work - best practice

Finance- where does the money come from and go?

Housing allocations

Planning policies- including Members powers to object

Licensing policies- including Members powers to object

How Member level decisions are made

Adult care - personal budgets

How the Council works with the NHS

The Pension Fund

Sports and Leisure

The Council's Public Health Programme

Each session would be for 45 minutes and would be run by the relevant EMT Director with the Cabinet Member/Deputy Cabinet Member in attendance as well. There would be two subjects on offer each evening so the whole session would last from 6.30-8pm (approximately).

It is asked that the Standards Committee approve in principle the outline for this programme and if agreed then the September session will be worked on in more detail.