



# Committee Report

**Date:** 15 November 2016

**Classification:** For General Release

**Title:** Member Development Programme

**Report of:** Head of Committee and Governance Services

**Financial Summary:** There are no additional financial implications

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## 1. Executive Summary

- 1.1 The first sessions of the Member Development Programme have been set out and are included here for the Council's information. The programme has been produced in consultation with Members.

## 2. Recommendations

- 2.1 That the report be noted.

## 3. Background Information

- 3.1 The Standards Committee have previously shown an interest in the Member Development Programme. Accordingly, an outline of the sessions currently programmed are set out for information. It is intended that each session commences at 6.30pm and last for 90 minutes. Where time allows two subjects will be covered at each session.

13 October	Personal Safety
8 February 2017	Scrutiny
June 2017	FOI/Data Protection Governance and ITC Governance

- 3.2 A session on personal safety was run for Members on 13 October 2016; it was attended by five Westminster Councillors and one from RBKC. The session was run by an external company called International Workforce and covered items such as dealing with emotional constituents, best practice for when running ward surgeries and risks to think about when visiting residents in their own homes and canvassing. Feedback from the attendees has been positive with a number saying that a lot of the information was actually just common sense but that Members needed to spend more time thinking about these risks before embarking on visits and surgeries.

3.3 The Scrutiny session will:

Highlight Scrutiny's role in proactive policy development and how it can be more effective in this role.

Remind Members of the findings of the Richardson Review which provides the foundations for the current structure of Scrutiny at Westminster.

Explore the potential for Scrutiny to add value to the organisation during periods of transformation/challenging times.

Contribute to protocols that capture the process and relationship between Scrutiny and the Executive.

3.4 All Members will be asked for further subjects they would like covered. It is proposed to programme 3 bespoke Member Development sessions per annum be programmed.

3.5 The Committee, on 16 March 2017, will receive a report from the Head of Digital, which will include an outline of the June 2017 session on Data Protection/FOI and ITC Governance. The Committee will be able to input the draft programme for the session.

3.6 Moving forward the Member Development Programme will have three core sessions a year with a mix of service related subjects and learning opportunities for Members. The year will also include ad hoc sessions as and when necessary. The Member Services Manager is meeting with the Head of Governance at the Royal Borough of Kensington and Chelsea in the next month to understand how their programme has been developed and to learn from their experience.

4. **Other Implications:** None.

**If you have any questions about this report, or wish to inspect one of the background papers, please contact:  
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