

Committee(s): Member Development and Standards Sub-Committee	Date: 15 th December 2023
Subject: Member Learning and Development Update	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
Does this proposal require extra revenue and/or capital spending?	N
If so how much?	N/A
What is the source of funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department	N/A
Report of: Town Clerk and Chief Executive	For Decision
Report author(s) June Haynes, Member Services Officer	

Summary

This report provides the Sub-Committee with an update in respect of the delivery of the Member Learning and Development programme to date, as outlined in the Members' Learning and Development Strategy.

Since the last meeting of the Sub-Committee on 15th September 2023, work has been undertaken to continue to deliver and conclude the offerings of Quarter 3 of the current civic year (September to December 2023). Under the themed and structured rolling programme approved by your Sub-Committee, this focused on Leadership skills. The series of sessions offered was aimed at supporting and building resilient Members as leaders and at providing opportunities to broaden their knowledge and further develop skills. A review of the offerings under Quarter 3 as well as detail of attendance and any feedback received on each session are set out here for your consideration.

Officers, working with relevant colleagues and Chief Officers, but also, where relevant, external providers, have now also scheduled offerings for Quarter 4 of this civic year (January to March 2024). These are now presented to the Sub-Committee for their comment and approval.

Looking even further ahead so that we might publicise these in good time, your suggestions as to what might be usefully covered as part of the Quarter 1 programme for the new civic year are also now sought.

Finally, and in recognition of the fact that any rolling programme will never fully meet the needs of all elected Members at any given time, we ask that the Sub-Committee give formal consideration to the mechanism by which individual Members might request to undertake any external training.

Recommendations

Members are asked to:

- note the report and to provide any additional feedback as to Quarter 3 (September to December 2023) offerings, delivery and attendance;
- consider the content and direction proposed in respect of future offerings outlined for Quarter 4 (January to March 2024) and the potential offerings for Quarter 1 (April to June 2024). and
- approve the process by which Members are able to apply to attend non-City learning events

Main Report

Background

1. At its meeting of 15th September 2023, the Member Development and Standards Sub-Committee endorsed a Member Learning and Development programme which would be delivered as quarterly themes, the first of which would focus upon leadership skills. The Sub-Committee was not formed until Quarter 2 and didn't meet until just before the recess. As will be seen at Appendix 1, sessions only started in September so, for the purposes of analysis have been included in Quarter 3, which has now concluded. An evaluation of the sessions offered, feedback provided and attendance statistics can be viewed at Appendix 1 and an example of the post event evaluation form is appended as Appendix 1a of this report.
2. Quarter 4 will seek to support Members learning around health, safety and wellbeing. Quarter 1 of the new civic year (April to June 2024) will acknowledge feedback and aim to be more responsive to Members requests and continuing or emerging needs. The previously agreed themes that focus on equalities, diversity and inclusion as well as data and information will be scheduled across the remaining quarters of the programme. As previously agreed, officers continue to investigate development opportunities, initially liaising with our inhouse colleagues to provide bespoke training solutions to reflect the Corporation's unique arrangements. Where necessary and for particularly specialist subjects, external presenters are engaged.
3. An example of the responsiveness of the programme is demonstrated as colleagues within the Education and Skills Department have already agreed to schedule an all Member session revisiting the relationship between the City of London Corporation and it's family of schools, this event will take place following a revision of the policy framework which is due to report to the Court of Common Council in July 2024.

Current Position

4. In consultation with the Chair and Deputy Chairman of the Sub-Committee, a list of offerings was compiled for Quarter 3 of this civic year (our initial offerings

under the rolling programme) to support Members in their roles as leaders. In the interest of completeness, the full, planned Learning and Development programme with themes approved by this Sub-Committee are set out within the table below:

2023/24	Theme/Focus
Q3	<p>Leadership Skills</p> <ul style="list-style-type: none"> - Chairing in the City of London Corporation - Decision Making and Influencing Change - Speech Writing - Public Speaking - Member Behaviour, Code of Conduct and Member Officer Charter - Corporate Parenting - Finance in the City of London Corporation - Recruitment and Selection - Introduction to Licensing
Q4	<p>Health, Safety & Wellbeing</p> <ul style="list-style-type: none"> - Mental Health Awareness and Building Resilience - Personal Safety/Lone Working - Stress Management - Mental Health First Aid Kit

Programme Outline for Quarter 4

5. The table below provides the Sub Committee with further detail of the proposed sessions that are hoped to be delivered in Quarter 4 of the programme, and officers are now seeking your input and final approval of these to allow for advertising to take place in good time.

Member Learning and Development Programme Quarter 4								
Q4	Date	Target Audience	Desired Outcome	Session Content	Presenter	Format	Recorded Y/N	Cost
Health, Safety & Wellbeing								
Mentally Healthier Members	Jan – Mar 23 2hrs	All Members	Supporting your own mental health as a councillor Supporting community mental health	Self-reflection Self-care Interactive evidence-based methods to help mental health.	Edward Davie Mental Health Expert	Virtual	Y	£1,000

				Using local government powers and influence to improve mental health in your ward	Lambeth Member for 12 years.			
Mental Health First Aid Kit	29 Feb 2024 10.00 – 12.00	All Members	Aware of and know how to manage your own health and safety.	An introduction to Health and Safety systems in place at the City Corporation for your protection	Kaye Saxton-Lea Stuart Curruthers L&D Trainer	hybrid	Y	In house
Stress Awareness	Online Liaising with HR	All Members			Stuart Curruthers L&D Trainer			In house
Personal Safety	Online or in person sessions	All Members	Lone working and personal safety	Bespoke training solutions	The Suzi Lamplugh Trust	Ongoing talks	TBC	External

Quarter 1 offering – (April - June 2024)

6. Whilst there were initially plans for this Quarter to focus on the theme of Data and Access to Information and this can still remain the main focus, we have also been approached by Members to suggest that they would like to see more City specific sessions delivered here. Suggestions to date have included sessions focusing on the Court of Aldermen, Ward Deputies, Beadles and Livery Companies.
7. Whilst we are not yet seeking to finalise any Q1 offerings we do require the Sub-Committee's thoughts and input such that this can be worked up into a fuller programme in good time for final approval at your next scheduled meeting.
8. Given that some of the feedback around non-attendance to date has focused upon insufficient notice of sessions Officers now intend to bring to this Sub-Committee reflections on the current or recently concluded Quarter, firm plans for the next quarter and ideas for the subsequent quarter to each

meeting allowing time to plan sufficiently ahead whilst also building in some flexibility to respond to any specific feedback/Member input.

9. Officers are continuing to actively seek out and research relevant offerings to populate the entire programme and will approach internal officers, other London Boroughs and known reliable networks to gain intelligence and signposting to previously highly rated providers; this will influence a list of future options. In addition to the scheduled offerings, there will remain the opportunity to react to L&D need and to provide necessary updates in order to respond to changes in legislation and or internal policy.
10. Wherever possible, all sessions to date have been recorded to promote accessibility, engagement and value for money, allowing for a refresher of the subject when required and to facilitate viewing of the session by Members unavailable to attend at the scheduled time. Recordings have been made available via the members portal and for those co-opted members with a City Corporation email address. This has had limited success to date and viewing figures have ranged between 1- 5 per recording. At the conclusion of each session, Members were also requested to complete a feedback form in recognition of the importance of post evaluation, to influence future events, to enable future appropriateness of sessions and to keep content relevant. Appendix 1 details the post event comments made during Quarter 3.
11. The rolling programme does not seek to deliver an exhaustive list of opportunities and Members will continue to require specific learning when appointed to various roles and committees Individual Additional/External Training Requests
12. Recognising that individual learning needs cannot always be accommodated internally and as part of a wider programme designed to suit all, there is also a mechanism for Members to apply to the Sub-Committee to attend non City learning events which they consider may be of particular interest or use to them in their various roles. Members are requested to complete a form which explains the requirement to attend any such event and also gives some commitment to feedback any learning to their peers.
13. The Sub- Committee would be requested to make a decision on each individual application received based on the information contained within the form, which will consider appropriateness, cost etc; Between meetings the decision would need to be delegated to the Chair and Deputy Chairman of your Sub-Committee to take a view on. A sample of the application form that has been used for this purpose to date can be viewed at Appendix 2 and your formal approval of this is now requested. The form can be helpfully signposted on our Members' Portal going forward to ensure that all Members are aware of this offering.
14. The Sub-Committee has a total budget of £20,000 to cover both group and individual Member development offerings for the coming period. There is an annual budget allocation of £9k made by the City Corporation for Member Learning and Development. The Civic-Affairs Sub-Committee, noting that this was a significantly lower sum than that allocated by other local authorities,

agreed to commit a further £11k (via the Policy Contingency fund) which has been transferred to this Sub-Committee for the coming financial year. This will need to be used to fund the engagement of any external providers enlisted to help deliver the wider programme as well as for any requests to attend individual external training sessions. This will therefore need to be taken into account when reviewing any applications from individual Members. The Sub-Committee will need to advise upon how this is to be monitored to ensure that it is allocated as fairly as possible such that certain Members are not having multiple applications approved at the detriment of others and it is made clear that, where there are competing demands on the budget, priority will be given to those submitting an application for the first time for example.

15. It should also be made clear that the budget held by the Member Development and Standards Sub-Committee would cover the costs of Member attendance at any event approved via this mechanism. Costs of accommodation or travel would not be met from here but could be applied for by Members in the usual manner.

Members' Portal

16. The roll out of the Members' Portal is now complete and Members, whilst using their City Corporation devices, are directed here as their landing page. To date, the page has received in excess of 1,300 views. The evaluation of use of the page is limited to numbers only and does not allow for individual interrogation of how frequently each section within the portal is accessed. However, from the viewing figures available to date we can conclude that Members are accessing the Portal regularly and are spending a minimum of 5 minutes reviewing items on or linked to the page.
17. Areas of interest will include the future digitalisation of the Members' pocketbook which will be uploaded to the Portal to coincide with the circulation of the hard copy of the document. Information regarding up and coming elections also feature on this page. The content is constantly reviewed and updated and we very much welcome your views and feedback on this at all times.

Measurement and Analysis

18. As previously reported, it will be crucial to monitor and measure delivery to ensure not only the appropriate use of resources, but to allow us to take forward learnings for the future. There is a commitment to this within the Member Development Strategy, and we plan to deliver against this by reporting quarterly on the following metrics:
 - Course offerings for the previous quarter;
 - Course attendance figures;
 - Qualitative feedback for individual courses;
 - Budget and cost updates.
19. The first update report is attached at Appendix 1 of this report.

Corporate and Strategic Implications

Strategic Implications:

20. The profile of the L&D function, both internally and externally, demonstrates Members' commitment to ensuring that they have the relevant skills to deliver on all areas of the City's Corporate Plan, including the ambitions to embrace best practice and to deliver on value for money requirements, and to support individuals to promote and cultivate communities within the organisation and amongst the City's resident population.

Financial Implications:

21. There is an annual budget allocation of £9k made by the City Corporation for Member Learning and Development. The Civic-Affairs Sub-Committee, noting that this was significantly lower sum than that allocated by other local authorities, agreed to commit a further £11k (via the Policy Contingency fund) which has been transferred to this Sub-Committee for the coming financial year. This provides a total of £20k for Member Learning and Development opportunities in the coming period.

Resource Implications

22. No further resource implications have been identified following previous reporting. The appointment of the dedicated Member Services Officer continues to be responsible for ensuring that objectives are met and helps to draw together a team of officers across departments to be collectively responsible for the Member Learning and Development offer.

Risk Implications

23. The success of the Member Learning and Development Programme is reliant on the level of Member engagement. If the offer is not sufficiently appropriate or engaging, objectives will not be met. If successful, the delivery of the Strategy ought to help mitigate against corporate risks across the organisation, with Members being better equipped to discharge their various responsibilities. To date the programme has been delivered according to plan, however member attendance remains a concern with at least one session being cancelled due to the low uptake. Officers seek to find a solution to negate this risk and welcome consideration and comments from the Sub Committee.

Equalities Implications

23. Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics. Instead, the strategy will ensure that the programme is accessible to all Members and would accommodate those

requiring support to enable all delegates to have the same opportunities. Where possible, reasonable adjustments will be made to allow equality of access.

Climate Implications:

24. There are no climate implications arising from this report.

Security Implications:

25. There are no security implications arising from this report.

Conclusion

26. This report presents an update on the delivery to-date of the Member Learning and Development programme, including evaluation of Quarter 3 and Members' are invited to comment and offer reflections and alterations to the offerings in Quarter 4 and considerations in terms of the headlines for Quarter 1.

Appendices

Appendix 1 – Evaluation of Member Learning and Development Programme Quarter 3 (September to December 2023)

Appendix 1a – Post Learning Event Evaluation form

Appendix 2 – Application Form to attend Non City Learning Events

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