

Committee(s): Member Development and Standards Sub-Committee	Date: 08/03/20224
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 a further update in respect of the delivery of the Member Learning and Development programme to date, as outlined in the Members' Learning and Development Strategy.

The content of the report is a reflection of the work undertaken since the last meeting of the Sub-Committee on 15th December 2023 including the delivery of Quarter 4 of the 2023/24 programme (January – March 2024) and preparations for Quarters 1 and 2 of the 2024/25 Civic Year. Under the structured rolling programme approved by your Sub-Committee, Quarter 4 focused on mental health and wellbeing. The sessions offered aimed to build mental resilience and support Members as they conduct their varied duties often in isolation of others. At the point of writing this report, no sessions arranged in Quarter 4 had taken place, therefore any evaluation of this quarter will be combined with the evaluation of Quarter 1 and formally presented to the Sub-Committee at the next meeting.

Officers have been working with colleagues, Chief Officers, and where relevant, external providers, to schedule offerings for Quarter 1 of this civic year (April to June 2024). These are now presented to the Sub-Committee for their comment and **approval**.

Looking even further ahead to allow for maximum input from this Sub-Committee as well as allowing ample notice of these sessions to be given to all Members, your

approval is also sought for the offerings in Quarter 2 (July-September 2024) at this stage.

Recommendations

Members are asked to:

- note the report and
- consider the content and direction proposed in respect of future offerings outlined for Quarter 1 (April to June 2024) and the potential offerings for Quarter 2 (July to September 2024).

Main Report

Background

1. At its meeting of 15th December 2023, the Member Development and Standards Sub-Committee endorsed proposals for Quarter 4 of its Member Learning and Development programme to be delivered from January – March 2024. The 4th quarter focused upon mental health and wellbeing. The Sub-Committee also agreed that moving forward any session with a delegate number less than 8 would trigger the cancelation of that session. An evaluation of the sessions offered will be combined with that of Quarter 1 at the next meeting of the Sub-Committee as the planned session scheduled to take place in advance of this meeting was cancelled due to the minimum number of 8 Members not being achieved. Your feedback as to the optimal length of sessions is also now reflected, with presenters now requested to deliver offerings in a 90 minute window.
2. The Programme for Quarter 1 of the new Civic Year (to be delivered in April-June 2024) will seek to respond to Members feedback and will focus on Information Technology and the enhancement of Members software skills.
3. Quarter 2 of the new civic year (July-September 2024) will acknowledge further Member feedback and aims to be more responsive to requests and to any emerging issues. The general focus will be ‘City specific’ and examine the varied leadership roles within the Court and how these roles are supported at community level.
4. 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. This can be demonstrated in the inhouse offering of the Members Mental Health Took Kit which has been designed specifically with Members in mind, as developed by Mental Health First Aid England and presented by the City of London Police. This offering would generally be delivered in a 4-hour session, however being mindful of Members time, and the views expressed by this Sub-Committee at its last meeting, this has been streamlined to a 90min session and will include signposting to City of London policies in addition to local and national policies. It is unfortunate that this session was cancelled due to a low response rate.
5. The Governance and Member Services Team seeks to work collaboratively across all internal departments and with external colleagues. We are currently

working with the Charities Review Team to deliver a session to be offered to all Members and Co-opted members, looking at the Natural Environment Charity review, this collaboration has allowed for the synchronisation of wider Member training information, the generic format of delivery and ultimately will inform Members feedback in a wider context.

Current Position

6. The table below sets out current offerings for Q4 (the quarter currently being delivered) as well as proposals for Q1 and broader headlines for Q2 and Q3.

2024	Theme/Focus
Q4	Health, Safety & Wellbeing <ul style="list-style-type: none"> - Mental Health First Aid Kit (cancelled) - Mental Health for City of London Councillors
Q1.	IT Skills <ul style="list-style-type: none"> - IT and Microsoft Office Skill - Digital Social Media Training - Cyber Safety from the City of Lonon Police - Mod.Gov App training
Q2.	Roles within the Court <ul style="list-style-type: none"> - Role of the Alderman - Role of the Ward Deputy - Role of the Beadle - Role of Livery Companies The City and its Family of Schools
Q3.	Planning for Non Planning Committee Members Building Fire Safety (Planning)

Programme Outline for Quarter 1 – (April – June 2024)

7. The table below provides the Sub-Committee with further detail of the proposed sessions that are hoped to be delivered in Quarter 1 of the programme for 2024/25, and officers are now seeking your input to and final sign-off for this revised list of offerings as the previously scoped sessions have, for various reasons, fallen away.

Member Learning and Development Programme Quarter 1								
Q1 IT Skills	Date	Target Audience	Desired Outcome	Session Content	Presenter	Format	Recorded Y/N	Cost
IT and Microsoft Office Skills	18 th April or 8 th May	All Members	Improving/enhancing Members IT Skills and knowledge of Microsoft applications	Practical examples of how to use Microsoft software and associated programmes	Ellen Murphy	Hybrid	Y	In house
Digital Social Media Training	April – June	All Members	Building on social media awareness in a digital environment	Practical demonstrations and building awareness of benefits and pitfall of digital social media	Emily Tofield	Hybrid	Y	In house
Cyber Safety from the City of London Police	April – June This will be delivered on two separate occasions	All Members	The session is designed to raise Members' baseline level of knowledge of cyber-attack.	Baseline briefing providing accessible effective advice. Police officers will share intelligence trends and provide effective ways to keep you and your company safe from cyber-attack.	Oliver Bolton – City of London Police	Hybrid	Y	In house
Mod.Gov App training	April – June	All Members	Supporting your use of the Mod.Gov application	Interactive demonstrations on how to use the app with shortcuts and problem solving	Civica	Virtual	Y	External

Quarter 2 offering – (July - September 2024)

8. As agreed in principle at the last meeting of the Sub-Committee the content for Quarter 2 has been influenced by Members feedback and suggestions that they would like to see more City specific sessions delivered. Suggestions to date have included a focus on the Court of Aldermen, Ward Deputies, Beadles and Livery Companies, to better articulate these roles. At this point we are now seeking to finalise any Q2 offerings which would be delivered in July to

September of the programme, noting that this is a more condensed quarter given that Summer recess takes out all of August.

9. Officers continue 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. A working example of this was the engagement of the highly regarded Mr Ed Davie in the delivery of his Mental Health for Councillors session in Quarter 4. Mr Davie came recommended by the LGA and is well respected amongst other London local authorities. In addition to the scheduled offerings, there will remain the opportunity to react to L&D needs and to provide necessary updates in order to respond to changes in legislation and/or internal policy.

Members' Portal

10. The Portal is approaching the 6-month post launch mark. Following the Sub-Committee's comments at its last meeting, suggesting that the portal should be reviewed in an attempt to better reflect the needs and priorities of the target audience, officers have been working alongside a Member of the Sub-Committee in the first instance to look at what changes might be implemented. Further discussions are also set to take place with a selection of Members from the Digital Services Committee to seek their views on content and layout of the page, that they feel would best service their colleagues and peers.
11. The content and layout of the Portal page post discussions with this wider group of Members and any suggested changes will be implemented following consultation with the Chair and Deputy Chairman of the Sub-Committee. A demonstration of the proposed amended layout and content will be provided to the Sub-Committee at its next meeting.

Measurement and Analysis

12. Monitoring and analysis continues to form an important part of the delivery of the Member Development Strategy to ensure not only the appropriate use of resources, but to allow us to take forward learning to influence the future. 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.
13. The latest update and evaluation of sessions that have taken place in Quarter 4 will be presented to the Sub Committee at its next meeting.

Corporate and Strategic Implications

Strategic Implications:

14. 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: -

15. The annual budget allocation of £9k made by the City Corporation for Member Learning and Development has and will continue to remain stable. To date the full expenditure from the 2023/2024 budget remains at £400 as notified at the last meeting of this Sub-Committee. A further £1,000 has been committed to in Q4 of this financial/Civic year. In previous years an additional allocation had been made of £11,000 from contingency funds. Any underspend will not be carried forward, resulting in a total budget allocation of £9k for the 2024/25 financial year.

Resource Implications

16. The practice and intention is to actively seek out internal expertise before engaging external presenters. In Quarter 4 officers have researched what is being delivered in terms of mental resilience training and have arranged a session with a presenter who comes highly recommended and is currently engaged by the LGA. The cost for the session including pre and post event preparation is £1,000 inc. This is the single budgetary spend in this quarter.

Risk Implications

17. The success of the Member Learning and Development Programme is reliant on 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, for the most part, been delivered according to plan, however member attendance remains a concern, since the last meeting attendance figures have not been revisited due to the scheduling of sessions. Officers welcome consideration and comments from the Sub Committee regarding how to increase attendance figure and improve Member interest moving forward.

Equalities Implications

18. 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:

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

Security Implications:

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

Conclusion

21. This report presents an update on the delivery to-date of the Member Learning and Development programme, and Members' are invited to comment and offer reflections and alterations to the offerings in Quarter 1 and considerations in terms of the headlines for Quarter 2.

Appendices

None

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