

Independent Review of Member Behaviour (Local Government Association) – Action Plan Update

<u>Ref.</u>	<u>Actions Proposed to Support</u>	<u>Proposed Delivery</u>	<u>Owner</u>	<u>Goal Date</u>	<u>Progress update</u>
1	Development of a clear 'Mission Statement' or set of statements for the organisation in terms of Member Behaviour with worked examples of acceptable and unacceptable behaviour	With the recent launch of a new Corporate Plan and People Strategy, your Member Development and Standards Sub-Committee will be asked to consider the development of a mission statement with regard to Member Behaviour that is well-aligned with the ambitions set out here and is one which can be adopted and actively promoted by all elected Members.	Assistant Town Clerk	To be prepared by April 2025, for the new Court.	To be discussed at October 2024 MDDSC meeting.
2	Review of Code of Conduct in line with the Model Code of Conduct – to include/append more worked examples of acceptable/unacceptable behaviours	A review of existing City Corporation COC is already underway following publication of the Local Government Association (LGA) Model Councillor Code of Conduct. Your Civic Affairs Sub-Committee (CASC) and subsequently your MDSSC have expressed a preference to adopt a new hybrid Code combining the more modern drafting of the LGA Code with some of the City specific elements from the Corporation's current Code.	Comptroller and City Solicitor / Assistant Town Clerk	To be delivered by October 2024.	P&R agreed to one final round of consultation before referring the matter to the Court for approval. The revised version will be submitted to Informal Court in November for discussion.

		<p>One proposed amendment to the Code, if adopted, will have the effect of making all Code of Conduct training mandatory as of March 2025. Frequent training and refresher sessions on the Code will therefore be factored into both the Induction and ongoing Member Learning and Development Programme. Given comments also raised as part of the consultation on this Member Behaviour Review, future Code of Conduct training will also have a specific focus on EEDI.</p> <p>Revised Code to be presented to the Policy and Resources Committee and subsequently the Court of Common Council for formal adoption in Autumn 2024.</p>			
3	Review of Member/Officer Charter – to include/append worked examples of acceptable/unacceptable behaviours	Review of Member/Officer Charter proposed to dovetail with the forthcoming review of the Members' CoC.	Executive Director of HR & Chief People Officer/Comptroller and City Solicitor	April – June 2025	<p>Initial presentations issued to staff EEDI Forum (EEDI leads from every department; staff networks and unions) Specific presentations issued to discrete departments.</p> <p>Steering group of key officers to be drawn together to propose any</p>

					amendments and/or to supply worked examples
4	Member Training and Development on the Code of Conduct	<p>As detailed above, training on the Code of Conduct to feature prominently in all future Member Induction Plans and to also be scheduled regularly within the wider Member Learning and Development Programme thereafter given that the effect of adopting the proposed new Code of Conduct will be that such training will be mandatory for all elected Members with effect from March 2025.</p> <p>This will also include a specific focus on EEDI.</p>	Comptroller and City Solicitor / Assistant Town Clerk	A minimum of four sessions a year to be scheduled from April 2025. Training should also be provided to 'External' Members who are held to account against the same Code.	<p>Commissioned four training sessions for the March 2025 Member Inductions. We are seeking to include a segment on EEDI. This is well underway.</p> <p>Once delivered in April 2025, we will pivot for External Members.</p>
5	Member Training and Development on protected characteristics but also on 'cultural competency' and non-apparent diversity	<p>E -learning modules (available to all elected Members) are already available but there will be a renewed focus on and active promotion of these via the Members Portal pages. The Chief Commoner's newsletter could also helpfully flag these offerings on a regular basis.</p> <p>Governance and Member Services Team to investigate additional relevant training opportunities/providers both in-house and externally and ensure that such training is made widely and regularly</p>	Assistant Town Clerk	<p>Aim to have a 100% completion of relevant e-learning modules by the new 2025 Membership by September 2025.</p> <p>A report to come forward in due course setting out options and</p>	<p>Officers are liaising with HR colleagues who are overseeing the COLC's transition to a new e-learning provider (to be completed in March 2025). We will ensure that there is a sufficient package on matters relating to EEDI.</p> <p>We will be packaging, advertising and promoting these courses as part of the induction programme, and monitoring and</p>

		<p>available to all via the Members' Learning and Development Programme overseen by your MDSSC.</p> <p>EEDI Training will form a key part of future Code of Conduct training and will also be an integral part of any Induction programme.</p>		<p>costs of such opportunities.</p> <p>To be implemented by April 2025.</p>	<p>reporting on completion to MDSSC</p>
6	<p>All Members to be approached and asked if they wish to form part of a 'pool' which new Members may reach out to if wishing to seek a buddy. Each Member volunteering to be asked to submit a short supporting statement as to their suitability for the role.</p>	<p>Members emphasised their desire not to over formalise these arrangements and it was noted that this often already happened organically.</p> <p>As part of the revised Member Induction programme already approved by your Member Development and Standards Sub-Committee, the Governance and Member Services Team will contact all Members seeking to return to office in March 2025 and seek expressions of interest/supporting statements for those willing to act as buddies. Such expressions of interest will then be considered by your MDSSC. Those Members selected to form the 'pool' of buddies will have their contact details made available to all newly elected Members as of March 2025 with helpful briefing notes provided to all to</p>	<p>Assistant Town Clerk</p>	<p>To be actioned as part of the 2025 Member Induction offer.</p>	<p>Report with initial proposals on the MDSSC agenda for October 2024.</p>

		set out the broad expectations of the role.			
7	Improvement and standardisation of Committee on-boarding process	Governance and Member Services Officers to seek to standardise the onboarding process for new Committee members in so far as possible and to discuss/re-iterate expectations around new Member, Committee-specific, induction with relevant Chairs/Chief Officers ahead of the March 2025 all-out elections	Assistant Town Clerk	To be actioned as part of the 2025 Member Induction offer.	No action taken to date as this will require less time to implement. Governance and Member Services Team will have greater capacity to design and implement committee specific inductions when committees cease in February 2025.
8	Additional support for new Ward Deputies and revised Ward Deputy Role Descriptions	Governance and Member Services Team to revise the existing Ward Deputy Job Description and ensure that this is readily available to all via the Members Portal and that it also features within any future Induction Pack/suite of wider reading material. Existing training offered to Ward Deputies, clearly setting out expectations around the role in an attempt to ensure a degree of consistency across the board, to be offered more frequently and to be more pro-actively promoted as part of future Learning and Development programmes.	Assistant Town Clerk	For implementation in April 2025.	No action taken to date as this will require less time to implement. A specific 'welcome' package will be drawn together, and meeting offered, upon election and appointment in March 2025. This package will be shared with MDSSC Members for comment (this may be outside of the meeting cycle)
9	City specific training for Chairs to be offered on a regular basis	This has already formed a part of the Member Learning and Development Programme. This	Assistant Town Clerk	To be provided from April 2025.	Existing training is in place and will be offered as part of the

		will continue to be regularly delivered in-house as part of the wider programme.			Induction and rolling L&D Programme
10	Introduction of anonymised annual appraisals or other suitable process by which formal, confidential feedback could be received by Chairs from their Committee membership	Governance and Member Services Team to draft a proposed set of questions to be considered and approved by your MDSSC. Once approved, questions to be issued by relevant Committee Clerks at an agreed point each civic year. Chair to receive anonymised feedback annually.	Assistant Town Clerk	A report to come forward in time for implementation for the 2025/26 civic year.	Given the volume of actions required, it is proposed that the ATC be authorised to develop a feedback form for Members to assess the outputs of their committees (including reference to chairing) – this can then be improved upon and rolled out annually.
11	'Carousel sessions' held by Committee Chairs with opportunities for Q&A from other Members	To be factored into future Member Learning and Development Programmes with Chairs approached and offered session slots on rotation. Format of such sessions to be agreed with your MDSSC.	Assistant Town Clerk	To be provided following the new Member Induction (i.e. from September 2025).	To be actioned next year.
12	Review of Chair Role Descriptions	Governance and Member Services Team to review and update existing Role Descriptions for Chairs in consultation with relevant Chief Officers and to make these readily available on the public webpages/Members Portal thereafter	Assistant Town Clerk	A report to come forward in time for implementation in April 2025.	Generic role description to be developed in coming months.
13	Review of Role Description of Chief Commoner to ensure that it aligns with and reinforces the new responsibilities articulated within the Code of Conduct Complaints	Governance and Member Services Team to review and update existing Chief Commoner Role Description ensuring alignment with all	Assistant Town Clerk	A report to come forward in time for implementation in April 2025.	To be actioned.

	Procedure regarding Informal resolution of Member/Member Complaints and ensure all other relevant updates	other relevant Corporate Governance documents such as the Complaints Procedure for Complaints under the Member Code of Conduct.			
14	Exploration of similar Informal Resolution mechanisms for Officer/Member complaints	Provision of this to be explored within the forthcoming Member/Officer Charter Review.	Assistant Town Clerk	Take forward once Code of Conduct review has been delivered.	Stakeholders identified and will be developed alongside the work proposed for the Member Officer Charter
15	Increased and Improved Member Training in Allyship	Governance and Member Services Team to investigate relevant training opportunities both in-house and externally and ensure that such training is made widely and regularly available to all via the Members' Learning and Development Programme overseen by your MDSSC. Liaison with City of London Police colleagues who have recently offered such training with positive feedback.	Assistant Town Clerk	To be provided following the new Member Induction (i.e. from September 2025).	To be actioned next year.
16	Renewed focus on Chairs in calling out poor behaviours in a Committee setting	The additional responsibilities and expectations of Chairs in this respect to be drawn out within future Code of Conduct training, within the revision of Chair Role Descriptions and also within any forthcoming review of Standing Orders pertaining to conduct at meetings.	Comptroller and City Solicitor/Assistant Town Clerk	Review of the SOs is to be delivered before April 2025. Work on Chairs job descriptions to be prepared for April 2025.	Appropriate course identified (By-stander interventions) and will be rolled out to Members. No immediate changes arising on this subject from SO review (subject to further Member engagement).

		The ability and willingness of Chairs to call out such behaviours may well be something that Members are asked to reflect upon specifically in the proposed annual appraisals.		Appraisal process to be introduced for 2025/26	
17	EDI Sub-Committee members as 'champions' of allyship	The EDI Sub-Committee to consider this suggestion further and ways in which they might best take on and promote themselves in this way.	Assistant Town Clerk	Report to go to EDI Sub-Committee ahead of the 2025 Elections.	To be actioned.