

Committee(s): Member Development and Standards Sub-Committee	Date: 08/07/2025
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	For Discussion
Report author(s) Isaac Thomas Town Clerk's Department	

Summary

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

At the meeting of the Member Development and Standards Sub-Committee on 8th July 2024, it was proposed that the wider Learning and Development Programme be wound down from Quarter 2 (July 2024) onwards for the remainder of that civic year to enable preparations for a comprehensive Induction and Refresher programme to be prioritised.

The Induction and Refresher programme following the Ward elections on 20th March 2025, has now almost fully been delivered and is due to finish on 25th July 2025. Following a review and evaluation of the learning captured and feedback received during the Induction/Refresher Programme, Members are now asked to consider the longer-term Member Development offer.

Recommendation:

Members are asked to discuss proposals for the rolling Member Development programme which will commence in September 2025 after the summer recess.

Main Report

Background

1. At its meeting of 8th July 2024, the Member Development and Standards Sub-Committee endorsed proposals for the wider Learning and Development Programme to be wound down for Quarters 3 and 4 in order to prioritize the Member Induction and Refresher Programme offerings for the remainder of the civic year, ahead of the all-out Ward elections on 20th March 2025.
2. It was agreed that proposals in respect of the longer-term Member Development offer would be submitted to the Sub-Committee for consideration ahead of the summer recess in 2025, following a review and evaluation of the learning captured and feedback received during the Induction/Refresher Programme and once the on-going learning and development interests of a new cohort are therefore better understood.
3. In addition to the formal Induction offer of briefings, a comprehensive refresh and review of the Member Portal pages was undertaken to ensure that all relevant documentation was included.

Members Portal

4. A new Member's Portal was launched in the week following the election, with the link being provided to all new and returning Members. The Member's Portal was subsequently installed as the landing page on all Members City Corporation devices.
5. The Member's Portal provides Members with access to key documents, contacts and information that should help support you in your role as a Common Councillor or Alderman. The Sub-Committee's feedback on the Portal pages, including any suggestions of improvements or additions, would be gratefully received.
6. We are hoping that the E-Handbook (previously issued as a PDF) might be integrated through the Member Portal Page so that Members can access up-to-date information at any time. This will also ensure that there is a helpful and accurate resource available as and when by-elections are held. In the event this is not feasible, a like-for-like update will be provided.
7. It is hoped that we utilise this page considerably as part of Members ongoing learning and development, to ensure it becomes a 'go-to' site for Member enquires.

Previous Learning and Development Programme

8. The previous Member Learning and Development programme will be circulated with Members of the Sub-Committee ahead of the meeting on 8th July 2025, to help generate discussion.

Measurement and Analysis

9. 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 continue 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.

Corporate and Strategic Implications

Strategic Implications:-

9. 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:-

10. The annual budget allocation of £9k made by the City Corporation for Member Learning and Development has and will continue to remain stable.

Resource Implications:-

11. The practice and intention is to actively seek out internal expertise before engaging external presenters.

Risk Implications:-

12. 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. In this Quarter the programme has been delivered according to plan, however Member attendance remains a concern. Officers have, following requests and comment, revised the method by which Members are notified of upcoming sessions. A Microsoft Teams invitation is now circulated to the full Court on each occasion with those wishing to attend encouraged to accept the invitation. However an acceptance of the invitation has proved not to be a reliable method of calculating attendance to date. Officers welcome consideration and comments from the Sub-Committee regarding how to increase attendance figure and improve Member interest/response rates moving forward.

Equalities Implications:-

13. 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:-

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

Security Implications:-

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

Conclusion

16. This report presents an update on the delivery to-date of the Member Learning and Development programme, and Members are invited to discuss proposals for the rolling Member Development programme which will commence after the summer recess 2025.

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