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| <p>Non-Executive Report of the:</p> <p>Standards Advisory Committee</p> <p>24 October 2018</p> |  <p>TOWER HAMLETS</p> |
| <p>Report of: Asmat Hussain</p> | <p>Classification: Unrestricted</p> |
| <p>Member Induction Update</p> | |

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| <p>Originating Officer(s)</p> | <p>Beverley McKenzie, Head of Members' Support</p> |
| <p>Wards affected</p> | <p>All wards</p> |

Executive Summary

This report outlines the Member Induction Programme that was held for the 28 newly elected and 27 returning Councillors. The final programme was agreed following consultation with Councillors, the General Purposes Committee and Directorate Leadership Teams.

The induction programme was delivered during the first few months of the current administration, with a focus on mandatory training and knowledge/skills required to perform as an elected Councillor.

Recommendations:

The Standards Advisory Committee is recommended to note:

1. The completion of mandatory training for Ethics & Probity, Licensing and Planning for all affected members.
2. The successful completion of induction sessions; the ongoing 'mop up' sessions, to ensure all councillors attend the required sessions.
3. The positive feedback reported by the Corporate Peer Challenge.
4. The ongoing personal development plan process to identify the existing developmental needs and enable these to contribute to the overall Learning and Development plan for the remainder of the administration.

1. REASONS FOR THE DECISIONS

- 1.1 Member learning and development is provided to enhance knowledge of the Councillors and ensure that they receive up to date information on services and are equipped with the training required to undertake their role as a Councillor.
- 1.2 The Council's Constitution notes that the Standards Advisory Committee is responsible for ensuring that Councillors receive training on the requirements of the Code of conduct which they are required to observe in carrying out their duties and responsibilities as Members.

2. ALTERNATIVE OPTIONS

- 2.1 The Committee could choose to not receive the report and note the progress on the members' induction.

3. DETAILS OF THE REPORT

- 3.1 The elections in May 2018, resulted in 28 new Councillors being elected in Tower Hamlets. An extensive induction programme was developed in consultation with Councillors, the General Purposes Committee and all Directorates. The programme ensured that the mandatory training was conducted in a timely manner and that all Members attended.
- 3.2 The Corporate Peer Challenge held from 19th-22nd June 2018, noted positively the Member induction programme, and quoted the feedback: "Excellent Member Induction". Further, Officers from other councils have been in contact to learn about the induction programme.
- 3.3 An internal audit has been conducted on the induction programme and has given substantial assurance. Learning points included formalising a waiver process and improving the collection of training evaluations; these are currently being put into action.
- 3.4 The Ethics and Probity training session was delivered to all Councillors prior to the Annual General Meeting on 23rd May 2018. Councillors that were re-elected and had attended an Ethics & Probity sessions in the autumn 2017, were granted a waiver from attending the Ethics & Probity Session. Cyclical Ethics and Probity Training will be arranged for the start of the new financial year, with a focus to ensure all Councillors receive refresher training on an annual basis.
- 3.5 Mandatory training for licensing was provided by Simon O'Toole of 5 Pump Court on 24th May 2018. All Members of the Licensing Committee completed

their required training.

- 3.6 Mandatory training for planning was provided for the Development Committee and Strategic Development Committee. All Members completed their required training.
- 3.7 There have been an additional 20 session topics provided to enable all Councillors to have a sound knowledge of the Council services and equip them to effectively perform their role as a Councillor. For all sessions that were required for new Councillors, a “mop-up” (i.e. repeat) session has been made available.
- 3.8 At the time of writing the Councillors have been invited to complete a Personal Development Plan (PDP) and meet with the Head of Members Support. Completion of a PDP is not mandatory however is encouraged as it will facilitate the future plans for Learning and Development. It is anticipated that the PDP forms and interviews will be completed before the end of November.

4. EQUALITIES IMPLICATIONS

- 4.1 This report is for noting and there are no equality implications arising.

5. OTHER STATUTORY IMPLICATIONS

- 5.1 Councillors must receive adequate training to perform their roles. This report confirms that the required training has been undertaken by all Councillors.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

- 6.1 The inductions were carried out primarily through internal resources and any external costs were minimal and funded through existing budgets within democratic services.

7. COMMENTS OF LEGAL SERVICES

- 7.1 This report informs Members of the outcome of the Member Induction Programme following the local elections in May this year.
- 7.2 The Localism Act 2011 Act provides that the Council must promote and maintain high standards of conduct by Members and Co-opted Members of the authority. In discharging this duty the Council is required by section 27(2) of the 2011 Act to adopt a Code of Conduct which applies to all Members and Co-opted Members when acting in an official capacity.

- 7.3 The successful completion of the Member Induction Programme will assist the authority in discharging this statutory responsibility and contribute to improving the Council's governance arrangements .
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Linked Reports, Appendices and Background Documents

Linked Report

- none

Appendices

- Appendix 1 – Training Attendance Summary

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

- none

Officer contact details for documents:

N/A