
**Manchester City Council
Report for Resolution**

Report to: Standards Committee – 15 June 2017
Subject: Member Development
Report of: City Solicitor

Purpose of the Report

To update the Standards Committee on the training programme delivered over the last municipal year for new and existing Councillors and to outline issues in providing member training and to consider ways to reduce these issues.

Recommendations

That the Committee note the report and suggest any improvements which could be made to the provision of member training by the Council.

Wards Affected All

Financial Consequences – Revenue and Capital budgets

None directly

Implications for:

Antipoverty	Equal Opportunities	Environment	Employment
No	No	No	No

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Background documents (available for public inspection):

None

1.0 Background

- 1.1 A Members Development Working Group (MDWG) has been established to champion, develop and improve members' development. The group meets twice a year, and monitors training/development activity and the effectiveness of the training programme.
- 1.2 The MDWG establishes priorities, builds emerging issues into training and is consulted about how the training budget for Councillors is used.
- 1.3 The MDWG is co-ordinated by the member services team and its' members are the Statutory Deputy Leader of the Council, an officer from the governance and scrutiny team, an officer from HROD and an officer from member services.

2.0 Induction Training

- 2.1 There is a range of essential information which needs to be provided to new members such as guidance on the Members Code of Conduct, the Gifts and Hospitality Guidance, rules around Data Protection and Governance and Freedom of Information.
- 2.2 Information on the decision making process is also provided to councillors at the induction day. This year, the Neighbourhoods Strategic Lead for North Manchester attended the induction and gave a summary of what happens in the areas under her control, together with information on what support is available to councillors.
- 2.3 The induction of new councillors is an ongoing process that carries on throughout the year, and training opportunities continue to be offered to new and existing members.

3.0 Other Training

- 3.1 Requests for training come from a variety of different sources. This could be via the MDWG; from Chairs of Scrutiny; individual councillors; feedback provided by councillors who have attended a training event; and requests from officers to share/ update on specific areas/projects.
- 3.2 Some sessions are mandatory, such as Planning and Licensing training for members who sit on the Planning and Licensing Committees.
- 3.3 Internal sessions are, where appropriate, run twice (once during the day and once in the evening) to ensure as many councillors as possible can attend.

In 2016/2017 the following training courses were offered to councillors:-

- Briefings on the Benefits Systems and Council Tax
- Scrutiny Chairs training
- Carbon Literacy training (e-learning and face-to-face)
- Resources and Governance Scrutiny Committee

- Induction to Scrutiny
- Safeguarding Children & Young People
- Holding Difficult Conversations
- Dementia Friendly Information Sessions
- Dementia - Implementing Better Care
- Local Government Finance Workshop
- Our Manchester Strategy - An Introduction for Elected Members
- Media Skills
- Speedreading
- Corporate Property Access Database (CPAD)
- Google Information Sessions

Further details of the training provided is at the Appendix to this report.

4.0 Issues

- 4.1 As can be seen from the Appendix, it is sometimes difficult to obtain feedback from courses that have been provided and therefore it can be difficult to ascertain the quality and value for money that has been gained by the provision of the training courses provided. Therefore greater effort is needed to obtain objective evaluation which will assist in ensuring that the training budget is effectively spent.
- 4.2 There is a trend for Councillors to register to attend training but who do not attend on the day. This also has costs implications as well as Members not receiving training that they at least initially consider they require. It could also lead to some training which could have been well attended being unavailable as the budget has been spent on badly-attended training courses.

5.0 Future Developments

- 5.1 The next meeting of the MDWG will be held shortly after the Parliamentary election. At that meeting the following matters will be discussed.
- The training programme for the next municipal year
 - The problem of non-attendance on courses
 - Ways to ensure feedback from courses provided
 - The introduction of Personal Development Plans for Councillors

6.0 Recommendation

- 6.1 To note the report and suggest any improvements which could be made to the provision of member training by the Council.

Members - May 2016 to May 2017

Date	Activity	Provider	Objectives	Reason	Attendance	Cost	Feedback
12th July	Scrutiny Chairs Training	NWEO/GSSU	An opportunity for Scrutiny Chairs to come together to discuss their respective roles and the challenges faced when chairing scrutiny committees.		6	Met by GSSU	Very well received. All attendees felt they benefited from discussing their similar roles with each other, and gave them an opportunity to think about how they could improve
18th July	Council Tax and Manchester Benefits Service	Internal	To provide an overview of the service, the benefits that MCC administers, and ways to contact MBS / overview of range of discounts and exemptions that can be applied for, and the recovery process following non-payment of Council Tax	MDWG	3 at morning session and 3 at evening session	n/a	No feedback provided but feedback in the past has been positive and informed us that it was of particular use to newly elected councillors
25th July	Resources and Governance Scrutiny Training	SMT/GSSU	An introduction by the Scrutiny Chair and Scrutiny Support about the role of this committee, followed by presentations from members of the SMT relating to issues under	Requested by Scrutiny Chair	8	n/a	No feedback provided

Date	Activity	Provider	Objectives	Reason	Attendance	Cost	Feedback
			the committees' remit - ICT, HR, LG Finance and Business Rates				
2013 - to date	Carbon Literacy (e-learning)	Internal	The e-learning is designed to ensure that everybody has the same basic level of knowledge about climate change	Climate Change Action Plan	25 have completed and 21 in progress		
2013 - to date	Carbon Literacy (workshops)	MMU/Internal	The workshops are designed with a strong Manchester focus and are to help understand issues both from the perspective of resident's interests and concerns, and the strategies and objectives of the Council	Climate Change Action Plan	41 (22 having completed both elements)		
Ongoing	Casetracker	Internal	To help councillors manage their constituency casework effectively	MDWG	Currently 16 have received training	n/a	
13th Sept & 4th Oct	Safeguarding Children and Young People	Centre for Public Scrutiny	A two-part training course focussing on effective scrutiny of safeguarding children	Requested by C&YP Scrutiny Cttee	12 on 04/10/16 and 8 on 13/09/16	n/a	
3rd Oct	Holding Difficult Conversations	The Foundation for Peace	To help us to engage, understand and shape the City's approach to building community resilience and	HM Government initiative offered to all Local	9	Costs met by Government	At the time this was not particularly well attended and due to low numbers additional planned

Date	Activity	Provider	Objectives	Reason	Attendance	Cost	Feedback
			empowering communities to work collaboratively to address issues of hate, prejudice and extremism	Authorities			sessions were cancelled. This will be on the agenda of the next meeting of the MDWG in light of the Manchester Arena bombing
5th Oct	Induction to Scrutiny	NWEO/GSSU	Designed to help new councillors understand how scrutiny works, its purpose and aims, the councillor's role in the process, and practical tips on how to participate confidently and effectively	GSSU canvassed interest	5	Met by GSSU	No evaluation forms completed
Dates in Nov	Our Manchester Members Workshop		An introduction to ethnography and the blank mind approach.				A fairly mixed reaction to these sessions. Pending the election period, the Leader and Sara Todd will be looking at offering more sessions but delivered in a different format
10th Jan	Local Government Finance Training	LGIU	An introduction to Council funding. The course gave councillors an opportunity to develop the confidence required to propose, question and	Requested by Chair of Resources & Governance OSC	8	£2,333.60	

Date	Activity	Provider	Objectives	Reason	Attendance	Cost	Feedback
			challenge submissions put forward by the Executive.				
23rd & 26th Jan	Corporate Property Access database (CPAD)	Internal	CPAD is used to manage key elements of the Council's Operational and Investment Property portfolios. The sessions provided an overview of the system, the benefits of using it to search for data, ways for councillors to contact the service to discuss any issues that have arisen with Council-owned land and property	Refresher training requested by Chair of Resources & Governance OSC - offered to all elected members	7		
9th Feb & 7th Mar	Media Skills	NWEO/Data TV	Sets out the media agenda and how councillors can get their message across. Interactive sessions giving practical help on how to prepare for TV/Radio and Newspaper interviews	Requested by newlyelected Executive member	4 on 9th Feb / 6 on 7th Mar	£4,789.48	
30th Mar	Speedreading	NWEO	Aimed at making participants more effective readers by doubling their reading speed.	Requested by newlyelected Executive member	14 registered and 6 attended	£850.00	

Date	Activity	Provider	Objectives	Reason	Attendance	Cost	Feedback
4th/5th April	Dementia Friendly Information Sessions	The Alzheimer's Society	Aims to challenge people's perceptions of dementia, and to equip participants with an understanding of how to support people living with dementia	Requested by the Lord Mayor	12 registered and 4 attended	n/a	
11th & 12th April	Google training	Cloud Solutions / MCC ICT	To assist councillors with the transition from Lotus Notes to Googlemail several 1.5hr sessions were held over a period of 2 days. Help and support details provided at each session	Implementation of new Council system - Bob Brown	29	n/a	
20th April	Dementia: Implementing Better Care	Open Forum Events		Requested by Lead Member for Age Friendly Manchester	Did not attend	Met by AFM	