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**Manchester City Council  
Report for Information**

**Report to:** Standards Committee - 18 June 2015

**Subject:** Member Development

**Report of:** Head of Members' Services

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**Purpose of the Report:**

To update the Standards Committee on the training programme planned for new and existing Members.

**Recommendations:**

That the Standards Committee note the report.

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**Wards Affected:**

All

**Financial Consequences for Revenues Budget:** None

**Financial Consequences for Capital Budget:** None

**Implications for:**

Antipoverty	Equal Opportunities	Environment	Employment
No	No	No	No

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**Background Documents**

None

## **1. Background**

- 1.1 Training opportunities help to build knowledge and improve skills. Officers and members work together to keep the training needs under review and offer the appropriate sessions to all members.
- 1.2 A Member Development Working Group (MDWG) has existed for a long time. Currently the MDWG is coordinated by Members Services and consists of the two Deputy Leader's, an officer from the Governance & Scrutiny Team, an officer from the Learning and Events Team and the Head of Members Services. The Group currently meet twice a year, but ad hoc meetings are arranged and email updates are sent, when necessary.
- 1.3 The Group's aim is to offer new and existing councillors courses/ briefings to provide them with information and skills that will assist them in carrying out their roles effectively as elected members.

## **2. Induction and training of new and existing Members:**

- 2.1 The induction programme for new councillors was reviewed this year and was agreed via the MDWG and two additional councillors, who attended the meeting to contribute to the content and timings of the Induction day. There is a range of essential information which needs to be given to new members such as the Members Code of Conduct, Data Protection and the rules around Freedom of Information. Information on the decision making process is also given to councillors at the induction day. This information is given to them every year, but the content format and presentation of this was reviewed this year. The Regeneration Managers for North and South attended and gave a summary of what happens in their respective areas, together with information on what support is available to councillors. Ward meeting dates were also provided and this was followed up by introductions via email.
- 2.2 The Induction of new members is an ongoing process that carries on throughout the year, and training opportunities continue to be offered to new and existing members.
- 2.3 Training sessions can be organised through a number of different requests, ie. request via the MDWG; Scrutiny request; requests from individual councillors; requests from feedback forms from councillors who have attended training; and requests from officers to share/ update on specific areas/projects. Some sessions are mandatory, such as Planning and Licensing training for members who sit on the Planning and Licensing Committees.
- 2.4 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. One two day external course was run over the weekend for the same reason.
- 2.5 In addition to the training schedule set for members, presentations on specific areas of the council or topics of interest are also given to councillors at the beginning of Council meetings. Examples of these are: – SHELTER gave a

presentation on housing in Manchester; the Director of Manchester City Art Galleries presented on the economic impact of Manchester's cultural organisations; the Head of Health at UNISON and a nurse from Pennine Acute Trust, presented on their assessment of the challenges facing the NHS.

2.6 In 2014/15 a number of training courses were offered to councillors, which included :-

- Briefings on the Benefits systems,
- Carbon Literacy training, Budget and Business Planning,
- Council Tax and Universal credits,
- Introduction to Scrutiny,
- Scrutiny Headline event,
- Public speaking,
- Being an Effective Councillor,
- Manchester development programme,
- Hate Crime.

2.7 Councillors are sent information on specific courses run by the North West Employers Organisation (NWEO), Local Government Information Unit, and the Local Government Association. One councillor attended a free course via the NWEO which was a dialogue day on The Value We Add.

### 3. 2015/16 Training

3.1 Below is a schedule of training for this municipal year, for which some sessions have taken place and others are planned for the remainder of the year. This will continue to be added to.

\*MDWG means recommendation via the Member Development Working Group.

Date	Activity	Provider	Objectives	Reason
20th May	Introduction to Scrutiny	NWEO with internal input	Focus on supporting new Councillors to understand how scrutiny works, its purpose and aims, the Councillor's role in the scrutiny process and support in participating in scrutiny committees confidently and effectively.	MDWG* (positive response to the 14/15 course)
3rd June	Public Mental Health	Internal	What is meant by mental health & mental well-being, an opportunity to share insights and experiences, an overview of the impact of low mental wellbeing in residents, a summary of local and national policy and	Scrutiny request

			strategy, case studies from local programmes and what support is available.	
10/17th June	Council Tax and Welfare Benefits	Internal	Two sessions 1) representative from CAB to provide overview of main benefits available. 2) Mcc's Corporate Revenue Manager to provide an overview of the service, the range of discounts and exemptions that can be applied for, and the recovery process following non-payment.	MDWG* (positive response to the 14/15 course)
29/30th June	Manchester Benefits Service	Internal	This session will provide an overview of the service, the benefits the service administers, and the ways to contact MBS following queries raised by constituents	MDWG* (positive response to the 14/15 course)
tba	Budget and Business Planning	Internal	Briefing on how the budget is funded, how it is spent, and an overview of the roles and responsibilities of Councillors in respect of the budget	MDWG (well received every year)
tba	Health Improvement	Internal	Understanding health improvement and an element of improving your own health. Helpful information to give to constituents.	Member request
tba	Personal Safety and Dealing with Difficult People	Internal	Lone working, dealing with difficult people, reading body language	MDWG
tba	Hate Crime	Internal	Learn about Manchester's Hate Crime Strategy 2013-16. Learn about the difference between hate crime and a hate incident, and the remedies available. How and where to report hate crime.	Scrutiny request
tba	Manchester Development Programme	Political Skills	Understanding our City, the challenges for MCC, future challenges for the City region, how to become a dynamic interesting speaker	MDWG* ...Based on Next Generation course

tba	Thinking on the Spot	TBA	Learn how to gather and articulate your thoughts concisely, clearly and convincingly.	Request from member.
tba	Carbon Literacy (e-learning and Face to face)	Internal	The e-learning is designed to ensure that everybody has the same basic level of knowledge about climate change. The workshops 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

#### 4. Conclusion

- 4.1 An extensive training programme is provided for members, which we aim to make responsive to both their changing requirements and the legislative framework the Council operates in.
- 4.2 The training programme is kept under review, and we are currently looking at what e-learning courses may be available for members and what, if any, are on offer to staff which may also be of benefit to councillors.
- 4.3 Members have their own intranet site and improvements/updates are currently being made to this. This year many of the Induction documents were added to the site.
- 4.4 We have become aware that there needs to be an agreed process for communicating formal guidance changes to members, such as the Social Media Policy which was recently agreed by the Standards Committee. This is currently being addressed to ensure all councillors are made fully aware of both internal guidance and any policy initiatives which may impact upon their role or responsibilities.