

MANAGEMENT BOARD

Continuing Professional Development for Members

Paper from Eve Samson

For the meeting on 15 January

Purpose

1. This paper updates the Board on the proposals for Continuing Professional development (CPD) for Members.

Action for the Board

2. The Board is asked to note and discuss the proposals.

Consultation and equality analysis

3. This is being taken forward by a cross-departmental working group. Please see Annex A for membership.

Administration Committee Paper

4. The paper sent to the Administration Committee (circulated alongside this paper) gives detail on the plans. Committee training being procured by DCCS is not included in the working group agenda, but is part of the broader picture. The work done so far has shown that MPs are frequently unaware of resources offered by the House. The focus of the work revolves around a hard copy directory and a web app that is being developed by WIS and PICT. The directory and web app will highlight the relevant development opportunities that currently exist for Members across the House and, if appropriate, signposts to external bodies of interest (e.g. Chatham House). In conjunction with developing the directory we are asking departments to review what they currently offer and consider whether it could be extended or improved.
5. The programme will take account of new, tailored learning, recently procured by the DHRC.
6. More experimental offerings are also being considered:

- evening seminars
- study visits to Brussels
- a study day on the theme of how Government works is being arranged in conjunction with the Institute for Government in London.

7. The proposals outlined in the paper presented to the Administration Committee were well received by the Committee. It offered feedback and suggestions on a number of areas:

Directory and web app

8. The Committee welcomed the working group's decision to produce a hard copy directory as well as a web app.

Venues for evening seminars

9. The Committee agreed to the request to use the Members' Centre as a venue of the evening seminars but suggested the working group also consider the Reference Room in the Members' Library as a potential venue too. It recommended greater use of the annunciator to promote these events.

Members' feedback

10. The Committee proposed that members of the General Election Planning Group be used as a sounding board by the working group and that the former be included in the focus group that is due to be held with Members to obtain feedback on the usability of the web app and directory.

Training offering

11. The importance of providing committee training on a continual basis was emphasised by the Administration Committee due to the high turnover in Committee membership. The working group was also asked to include training on making staff redundant in addition to training on how to recruit staff as best practice in both areas is important.

12. The Committee supported the off-site training proposal but asked that the restriction of offering this to 20 Members be removed and suggested that it might be better to offer this on a party by party basis. Finally, the Committee asked the working group to

consider development of a qualification that could be awarded to Members who attended the events and accessed the training offered by Members' CPD.

13. The Committee's recommendations and feedback will be considered by the working group at its meeting in January.

Members' CPD—update on progress

14. Content for inclusion in the Members' CPD hard copy directory and the web app is being produced by colleagues across the House. Content that has already been produced has been forwarded to WIS to help with the design of the web app.

15. A brand is being developed for Members' CPD by colleagues working in the Office of the Chief Executive. The proposals will be presented to the working group for approval in January and the selected brand will be forwarded to PICT who will create the web app.

16. Discussions are underway regarding the Members' focus group that will be held to obtain feedback on the usability of the web app and the hardcopy directory.

17. At its meeting in January, the Members' CPD working group will agree the themes, content and personnel involved in the Members' CPD evening seminars. In addition, discussions are ongoing with a select group of external organisations and universities to secure their involvement here and in the off-site training.

Financial and procurement implications

18. Procurement of committee training, which is relevant to the paper, will be run in accordance with OJEU rules, and an invitation to tender will be issued shortly. That tender is for £180k over five years—£45,000, in first year followed by 40k pa for three subsequent years, and £15k in year 5. These figures are purely indicative for the tender purposes, and apply for both Commons and Lords. The budget will depend on take up. The aim will be to set up frameworks with between three and five providers.

19. Some training may be provided through the L&D frameworks for training for Members' staff. Other training activities will be experimental, and be handled through normal procurement rules for low cost activities, though there may need to be formal procurements as our experience grows.

20. DHRC/L&D is seeking extra funding for Members' training activities to support seminars, training called off from L&D frameworks and

Risk management

21. We have sought feedback from Members on the subject material included in the Members' CPD offering. We intend to seek feedback from Members on the usability of the web app that is being developed by PICT.
22. We are attending the General Election planning meetings with the parties in the hope that they will make Members aware of the Members' CPD offering. The Members' CPD offering is included in the Buddy Induction training so that newly elected Members will be aware of the opportunities.
23. There is a risk that insufficient internal resource will be available to support working group, even though the focus of much of its activity is promoting and improving BAU. Management Board approval would mitigate this.

House of Lords implications

24. The House of Lords is not included in the general CPD programme at this stage, but the committee training procurement exercise also covers the Lords.

Eve Samson
Deputy Principal Clerk, Committee on Standards and Privileges
8 January 2015

Annex A: Membership of Members' CPD working group

1. Membership of Members' CPD workgroup

John Bengner, DIS
Judith Boyce, DCCS
Vasilis Gialias, OCE
Abbi Hobbs, POST
Patricia Macauley-Fraser, DHRC
Catrin Owens, DIS
Chris Tyler, POST
David Weir, DCCS
Helen Wood, DCCS

Eve Samson, DCCS
Marianne Cwynarski, OCE
Tracy Green, WIS
Denise Hudson-Lawson, PICT
Angela McHale, DHRC
Alison Penman, DIS
David Vere, DHRC
Heather Wood, DCCS