



Democratic Renewal Working Party 9 February 2012

Member Development: Update

SUMMARY

1. Member Development Charter Action Plan

1.1 At the last meeting of the Working Party, Members were advised that there was one action outstanding in the Member Development Charter Action Plan, to create an external development session evaluation form. A draft form was brought to the meeting, to which Members recommended extensive amendment.

1.2 An amended form is attached at Appendix A for approval.

2. The remainder of the 2011/2012 Member Development Programme and Training Needs Analysis for the 2012/2013 Programme

2.1 This section of the report reminds Members of the development activities which have taken place since the last meeting of the Working Party, and those activities which are yet to take place during 2011/2012.

2.2 At the last meeting of the Working Party officers were asked to circulate the next Training Needs Analysis (TNA) to Members in March 2012, with a 2-week deadline, and results to be brought to the 26 April 2012 meeting of the Working Party for analysis and setting of the new Programme. The TNA form does not need to be as extensive as the one circulated following the 2011 elections, and a form is attached at Appendix B for Members' approval.

3. Member Attendance at Training Events

3.1 At the last meeting of the Working Party, Members asked for a breakdown of the number of Members attending each development activity, and the number attended by each Member (anonymised).

3.2 This information was circulated to Members following the meeting, and an updated version is attached at Appendix C for information.

4. Member Development Budget

- 4.1 Action 6 of the Member Development Charter Action Plan asks that the Working Party be kept up to date with the budget for Member Development. The current status of this year's Member Development budget is provided at Appendix D for Members' information and discussion as necessary.

RECOMMENDATIONS

The Working Party is asked to:-

1. Member Development Charter Action Plan (Section 1 and Appendix A)

- 1.1 Approve the draft external development session evaluation form at Appendix A, or suggest any further amendments to this.

2. The remainder of the 2011/2012 Member Development Programme and Training Needs Analysis for the 2012/2013 Programme (Section 2 and Appendix B)

- 2.1 Note the sessions planned for the remainder of the 2011/2012 Member Development Programme.
- 2.2 Approve the draft Training Needs Analysis form at Appendix B, or suggest any amendments to this.

3. Member Attendance at Training Events (Section 3 and Appendix C)

- 3.1 Note the attendance at each development event so far during 2011, and anonymised attendance statistics for each Member.

4. Member Development Budget (Section 4 and Appendix D)

- 4.1 Note the use of the Member Development budget so far during 2011/2012 and advise officers whether the budget is being allocated appropriately.

Contact Details

Name

Telephone

E-mail

Chairman

Patricia Warby

(01284) 704138

patricia.warby@stedsbc.gov.uk

Scrutiny Manager

Adriana Stapleton

(01284) 757613

adriana.stapleton@stedsbc.gov.uk

1. Member Development Charter Action Plan

- 1.1 As reported at the last meeting, there is only one outstanding action in the Member Development Charter Action Plan, to provide a form which Members attending external development activities can use to produce short synopses of their attendance, including copies of slides/information where possible, which can then be fed back to other Members to share the learning.
- 1.2 A draft form was brought to the last meeting, to which Members recommended extensive amendment.
- 1.3 **An amended draft form is provided at Appendix A, and Members are asked to approve this if they feel it is appropriate, or to make suggestions for further amendment.**

2. The remainder of the 2011/2012 Member Development Programme and Training Needs Analysis for the 2012/2013 Programme

Development activities provided since the last meeting of the Working Party

- 2.1 Since the last meeting of the Working Party, the following Member Development activities have been offered:

22 November 2011	Scrutiny Module 3
29 November 2011	Shared Services briefing
5 December 2011	Development Control Module 2
12 December 2011	Sustainable Energy Workshop
17 January 2012	Development Control Module 3
18 January 2012	Dealing with the Media
6 February 2012	Development Control Module 4

Development activities planned to the end of 2011/2012

- 2.2 The following development activities will take place to May 2012:

20 February 2012	Development Control Module 5
21 February 2012	Local Government Finance
27 February 2012	Sustainable Energy Workshop 2
29 March 2012	Presentation Skills/Public Speaking
3 April 2012	Development Control Module 6
24 April 2012	Localism/Community Engagement Part 1
2 May 2012	Development Control Module 7
29 May 2012	Localism/Community Engagement Part 2

Training Needs Analysis 2012/2013

- 2.3 At the last meeting of the Working Party officers were asked to circulate the next Training Needs Analysis to Members in March 2012, with a 2-week deadline, and results to be brought to the 26 April 2012 meeting of the Working Party for analysis and setting of the new Programme.

- 2.4 **The TNA form does not need to be as extensive as the one circulated following the 2011 elections, and a form is attached at Appendix B for Members' approval or amendment.**

3. Member Attendance at Training Events

- 3.1 At the last meeting of the Working Party, Members asked for a breakdown of the number of Members attending each development activity, and the number attended by each Member (anonymised). This information was circulated to Members following the meeting, and updated information follows.
- 3.2 Between May 2011 and January 2012, there have been 22 development sessions offered to Members. A breakdown of attendances by session and by Member is attached for information at Appendix C.

Training received by Development Control Committee Members

- 3.3 The Local Government Association guidance on Probity in Planning states that *"it is good practice for Members to receive training on the planning process when first serving on a planning committee, and that Members should be updated regularly on changes to regulations or procedures. Such training is essential for those Members involved in making decisions on planning applications."*
- 3.4 During 2011 all but two Members of the Committee attended at least one development control training event. Those two Members will be encouraged to attend future training.

Training received by Licensing and Regulatory Committee Members

- 3.5 The Licensing and Regulatory Committee has agreed that only full Members who have undertaken training in the appropriate hearings procedures, statutes and regulations in the past two years may be appointed to Licensing Act Sub-Committees, and as Members for those Sub-Committees are appointed from the main Licensing and Regulatory Committee, it is essential that Members of that Committee are up to date on licensing regulations.
- 3.6 Two full Members of the Licensing and Regulatory Committee appear not to have attended any licensing training in the past two years, however, training in recording decisions and running hearings are to be held on 31 January and 8 February 2012, and all Members of that Committee have been encouraged to attend.

4. Member Development Budget

- 4.1 There are two main budgets which are used to pay for member development activity. A budget of £8,100 is used for the member development programme, including funding externally sourced sessions which are delivered in-house, places on sessions offered by other councils or organisations, the Member Development Charter and other costs. A separate budget of £2,900 pays for attendance at external conferences by individual Members. There is also £1,500 available for travel and subsistence payments.

4.2 The current position of the two main budgets for 2011/2012 is shown at Appendix D, and Members are asked to advise officers whether they feel the budget is being allocated appropriately.

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Seminar/Conference/other external event evaluation form

The Democratic Renewal Working Party has requested that all Members attending external development activities or conferences produce a short report, including copies of slides/ information where possible, which can then be fed back to other Members to share the learning gained.

Name				
Title of event				
Date of event				
Duration				
Form of learning	Lecture	Conference	Workshop	Seminar
Please give a synopsis below of the session attended, which will be shared with other Members of the Council via the Members' Bulletin.				
NOT FOR SHARING WITH OTHER MEMBERS: As a result of attending this event have you identified a need for further development activity in this area? If so please give details				
Was the time/cost (£.....) of attending this event justified by what you gained from it?		Would you recommend this activity to others?		
YES/NO		YES/NO		
Signed		Date		

Please attach copies of any slides/documentation associated with this event. Please return this form and any attachments to Democratic Services.

Members Development Training Needs Analysis Form – 2012/13 Councillor

This form should be self explanatory, however if you would like some assistance in completing it, please contact Adriana Stapleton, Scrutiny Manager, on 01284 757613 (adriana.stapleton@stedsbc.gov.uk).

Your responses to this form will be used to produce a Member Development Programme for 2012/13, and the skills you will learn or improve will contribute to both your role as a Councillor, and to the wider Corporate Priorities of the Council, which are:

- | | |
|--|--|
| 1. Improve the safety and wellbeing of our community | 2. Secure a sustainable and attractive environment |
| 3. Create a prosperous local economy | 4. Raise corporate standards and efficiency |

Self Evaluation Questionnaire		Personal Development Plan			
Below is a list of important skills needed in the Member role. Please assess your current level of expertise in each skill by ticking either low, medium or high, and let us have any further relevant information in the column to the right.		For each of the areas in which you have identified a need to gain further skills (ie assessed your current skill level as low or medium), please record how you would like to achieve this, or give us any further detail which you think is important. Please also detail any training you may have undertaken outside the Council, perhaps related to your work, which would negate the need for you to undertake any particular training.			
		Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
		Low	Medium	High	
General skills and knowledge of a Councillor	Link to Corporate Priority/ies				
Local Government Finance	3,4				

		Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
		Low	Medium	High	
The decision-making structure, Constitution and the different roles of Members	All				
Understanding the organisation – structures and services	All				
Standards and ethics/Code of Conduct	4				
Dealing with the media	4				
Knowledge of equal opportunities, diversity and faith issues	1				
Emergency Planning	1,4				
Introduction to Freedom of Information and Data Protection legislation	4				
Committee Specific	Link to Corporate Priority/ies				

		Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
		Low	Medium	High	
Overview and Scrutiny	1				
Development Control Committee	2,3				
Licensing and Regulatory Committee and Licensing Act Sub-Committee	All				
Any other Committees/Working Parties (please specify)	All				
Information and Communications Technology	Link to Corporate Priority/ies				
Microsoft Word	4				
Microsoft Excel	4				
Use of email/internet including Outlook	4				

		Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
		Low	Medium	High	
Any other ICT training (please specify)	4				
Personal skills	Link to Corporate Priority/ies				
Chairing committees and other meetings	4				
Questioning and listening skills	4				
Plain English	4				
Speed reading	4				
Time management/work-life balance	4				
Community role	Link to Corporate Priority/ies				

		Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
		Low	Medium	High	
Community engagement and Localism	All				
Presentation skills	4				
Influencing and negotiating skills	4				
Handling challenging people and situations	1,4				
Facilitating groups	4				

	Your current skill level			How I'd like to develop my knowledge or skill / how I prefer to learn / any other comments
	Low	Medium	High	
Please use this section to identify any other training you think would be useful to you				

Signature:

Date:

Please forward completed document to Adriana Stapleton, Scrutiny Manager. This information will be used to plan and commission the Member Development Programme for 2012/13.

Member attendance at training events held during 2011/12 to date – by event

	Date	Name of development opportunity	Numbers attending
1	10.05.11	New Member Induction Day	36
2	23.05.11	Development Control Committee	20
3	26.05.11	Standards and Ethics/Code of Conduct	13
4	02.06.11	Overview and Scrutiny Module 1 - The Basics	13
5	08.06.11	The Constitutions, Decision Making and Rules of Debate	14
6	14.06.11	The Shared Services Project	15
7	20.06.11	Local Government Finance	9
8	04.07.11	Licensing and Regulatory Committee	12
9	11.07.11	Diversity	12
10	12.07.11	Audit and Treasury Management	8
11	18.07.11	Choice Based Lettings/Strategic Housing	15
12	21.09.11	Communications Skills	15
13	29.09.11	Overview and Scrutiny Module 2	10
14	04.10.11	Emergency Planning	10
15	03.11.11	Development Control - Module 1	15
16	07.11.11	The New Social Housing Reforms	11
17	22.11.11	Overview and Scrutiny Module 3	10
18	29.11.11	Shared Services Update	11
19	05.12.11	Development Control - Module 2	12
20	12.12.11	Sustainable Energy Workshop	12
21	17.01.12	Development Control - Module 3	15
22	18.01.12	Dealing with the Media	11

Average 13.6 attendees per session (12.5 disregarding Induction session)

Member attendance at training events held during 2011/12 to date – by Councillor (anonymised, by Group)

Councillor	Events Attended	Councillor	Events attended	Councillor	Events attended
Con 1	0	Con 16	4	Con 31	12
Con 2	0	Con 17	5	Con 32	13
Con 3	0	Con 18	5	Con 33	13
Con 4	0	Con 19	5	Con 34	15
Con 5	1	Con 20	5	Con 35	15
Con 6	1	Con 21	6	Con 36	17
Con 7	1	Con 22	7	Con 37	18
Con 8	1	Con 23	7	Con 38	19
Con 9	1	Con 24	7	Ind 1	1
Con 10	1	Con 25	7	Ind 2	3
Con 11	2	Con 26	8	Ind 3	7
Con 12	3	Con 27	8	Ind 4	21
Con 13	4	Con 28	10	Lab 1	1
Con 14	4	Con 29	11	Lab 2	3
Con 15	4	Con 30	12	Lab 3	11

Average 6.6 attendances per Member out of a possible 22 (average 30% of sessions attended)

Member Development Budgets 2011/2012: Expenses paid or planned for 2011/2012

0610 1290 – Training Expenses – budget £8,100

Date	Detail	Cost	£
May 2011	Induction expenses, including Member Handbooks		284
June 2011	Attendance at LGPS Trustees Conference		475
July 2011	Full day Licensing training		450
June 2011	Room hire for training events at West Stow plus June catering costs		431
July 2011	Room hire for training events at West Stow plus July catering costs		244
July 2011	Maximising historic town centres		90
Sept 2011	Communications Skills training for all Members		890
Sept 2011	Catering costs September		16
TBC	Contribution to 7-module planning training		2,000
Nov 2011	Chair of Responsible Authorities Group – “Getting ready for Police and Crime Commissioners”		65
Jan 2012	Language to use in conflict situations e-module – 3 Members		75
Mar 2012	Public Speaking training for all Members		300
Total spend to date			£5,320

0610 3850 – Conference Expenses – budget £2,900

Date	Detail	Cost	£
June 2011	Local Govt Association – Annual Conference		495
July 2011	LGA Annual Conference expenses		46
July 2011	LA Treasurers Investment Forum		125
Aug 2011	Refund part of LGA Annual Conference fee		(276)
Sept 2011	Annual Rural Conference 2011		229
Sept 2011	New Anglia Business Conference, 2 Members		60
Sept 2011	Member expenses September		43
Oct 2011	Chartered Institute of Housing Annual Conference		389
Oct 2011	Member expenses October		8
Nov 2011	Member expenses November		16
Total spend to date			£1,135