



Democratic Renewal Working Party 6 December 2012

Member Development: Update report

Summary and Reasons for Recommendations

- 1. Delivering and setting the 2012/2013 Member Development Programme**
 - 1.1 A report on delivery to date and an update on progress with the delivery of the agreed Member Development Programme as approved at the last meeting. A schedule of the programme to date and forthcoming events dates and locations **Appendix A**.
- 2. Recording attendance and evaluating quality of Member Development Events**
 - 2.1 An update and explanation of attendance report and evaluation **Appendices B1, B2, B3**.
- 3. Joint Member Development Group**
 - 3.1 An outline of the proposed remit for an informal group comprising Members from St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC) to ensure the effective and efficient delivery of the Member Development Programme to meet current and future requirements of the Charter **Appendix C**.
- 4. Member Development Budget**
 - 5.1 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.

2. Recommendations

The Working Party is asked to:

1. Delivering and setting the 2012/2013 Member Development Programme (Appendix A)

1.1 Discuss the progress of the current Member Development Programme.

2. Recording attendance and evaluating quality of Member Development Events (Appendices B1, B2 and B3)

2.1 Discuss attendance at Member Development events, the reports on individual attendance and the evaluation report on events.

3. Joint Member Development Group (Appendix C)

3.1 Note the remit of the informal Member Development Group made up of Members from Forest Heath DC and St Edmundsbury BC.

4. Member Development Budget (Appendix D)

4.1 Discuss the use of the Member Development budget and advise officers whether the budget is being allocated appropriately.

Contact Details

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3. Corporate Priorities

3.1 The recommendations meet the following, as contained within the Corporate Plan:-

Priority 2: Working together for prosperous and environmentally-responsible communities

Priority 3: Working together for an efficient council.

4. Key Issues / Report

4.1 Delivering and setting the 2012/2013 Member Development Programme

- 4.1.1 The programme of events has been developed reflecting the areas identified through the Training Needs Analysis (TNA) and Corporate Priorities. **Appendix A** shows the programme of delivery as set up to date.
- 4.1.2 Following up on requests from Members another visit to Anglia Revenues Partnership (ARP) hosted by Sharon Jones and her team was arranged and four Members visited Breckland House, Thetford. This session proved to be an excellent introduction to the October afternoon session at West Stow that covered Local Government Finance and Customer Access. The session was led by key officers, and the first session presented updates to Business Rates and Council Tax and the impact of the Localism Act. This was followed by an interactive session on the proposed re-engineering of customer access. Members had the opportunity to discuss the results of consultation work and the impact of change. Following up on feedback from this session Members appeared to appreciate the format; they engaged in the planning process and enjoyed the contact with front line staff. It was also seen as a good opportunity to facilitate discussion across the Councils and led to greater understanding of the local implications of decisions made. Given the success of this model of delivery we hope to replicate this in the future.
- 4.1.3 Where possible prior to attendance at events, Members are sent relevant documents, along with internet and intranet links designed to support understanding of the subject areas. Follow-up documentation is also sent out on request to those unable to attend or in some instances, rather than take away reams of paper, access links to documents and presentations are provided.
- 4.1.4 The speed reading event on 7 December 2012 is an all day skills facilitation session which is open to Members and officers, the cost of which will be calculated on a per capita based on attendance.
- 4.1.5 The attached diary of events at **Appendix A** shows the dates for IT drop in surgeries. These "software surgeries" have been scheduled prior to main meetings, and the aim is to allow Members to drop in and discuss any specific skills requirements on Microsoft Office programs including Outlook, Word, Excel and PowerPoint on a one to one basis. The New Standards training held on 27 November 2012 will be repeated at FHDC in January to ensure all Members have the opportunity to attend. West Suffolk House is hosting the national awareness training on Gypsy and Travellers on 28 November 2012. This is an interactive session with officers and Members invited to submit questions for a discussion session.
- 4.1.6 Following the restructure an event entitled "Understanding the Organisation" will be delivered for Members in March 2013. This will be delivered by Karen Points, Head of Human Resources and Organisational Development, supported by the Directors Liz Watts and Alex Wilson. Again I suspect this is a session that will be scheduled in at West Suffolk House and at FHDC to ensure all Members have the opportunity to attend.

<p>4.1.7 Members were invited to log in to a Webinar, a free offer from the Local Government Information Unit. This pilot has had an excellent take-up across the country, and I suspect we will receive further offers, but doubt if they will be free. If individual Councillors receive direct offers via email and take up opportunities I would be interested in their feedback.</p> <p>4.2 Recording attendance and evaluating quality of Member Development Events</p> <p>4.2.1 Attendance at Events is recorded on the organisation database Itrent. The attached report Appendix B1 shows the individuals who have attended events since June 2012. The report at Appendix B2 shows an example report for an individual. This report can be created for all Members at the end of the learning/financial year and sent through to them.</p> <p>4.2.2 The new evaluation form is being used and results from these can be seen in Appendix B3.</p> <p>4.3 Joint Member Development Group</p> <p>4.3.1 The proposed terms of reference for Forest Heath's informal Joint Member Development Group, to which Councillors Thorndyke and Mrs P Warby were nominated to join at the last meeting of the Working Party, are shown in Appendix C. The first meeting of this informal group will be scheduled in the New Year.</p> <p>4.4 Member Development Budget – Appendix D</p> <p>4.4.1 Budget 0610 1290 This budget has expenditure of only £338.50 to date due to the majority of training events being delivered by key officers internally. There is no committed budget for events commissioned in the coming months, but an estimate is £300 for speed reading dependant on attendance, £1,000 for licensing training based on last year's and £1,600 for 2 x external provision March and April 2013 to be commissioned. Economies will be achieved through the sharing of costs with FHDC.</p> <p>4.4.2 Budget 0610 3850 As suggested in the last report no requests to attend conferences or seminars were received from September to 26 November 2012. It should be noted that this now means that at 9 months the budget spend is in line with expectations, standing at 73%. This budget will continue to be monitored closely in the last 3 months.</p>
<p>5. Other Options considered</p> <p>5.1 Not applicable.</p>
<p>6. Community Impact</p> <p>6.1 Crime and Disorder Impact <i>(including Section 17 of the Crime and Disorder Act 1998)</i> Not applicable.</p> <p>6.2 Diversity and Equality Impact <i>(including the findings of the Equality Impact</i></p>

Assessment)

Underpinning all delivery of specialist subjects is an understanding by facilitators of the Diversity and Equality issues and the impact of these on the wider community.

6.3 Sustainability Impact *(including completing a Sustainability Impact Assessment)*

Underpinning all delivery of specialist subjects is an understanding by facilitators of the environmental and economic sustainability issues and the impact of these on the wider community.

7. Consultation *(refer to the Consultation and Community Engagement Strategy)*

7.1 Members are consulted via Training Needs Analysis form and discussion.

8. Resource implications *(including asset management implications)*

8.1 As detailed in the report, the Member Development budgets do not go beyond the scope of the current budget provision.

9. Risk/Opportunity Assessment *(potential hazards or opportunities affecting corporate, service or project objectives)*

Risk area	Inherent level of Risk (before controls)	Controls	Residual Risk (after controls)
	High/Medium/Low		High/Medium/Low
Maintaining knowledge and understanding	Medium	Attendance at relevant and focused learning events to increase knowledge and enhance understanding.	Low
Member Engagement	Medium	Clear information on delivery of Events communicated via Members' bulletin. Ensure relevance of subject areas and delivery method and times are suitable.	Low

10. Legal or policy implications

10.1 The current Member Development Programme maintains up-to-date understanding of legal issues relevant to: New Standards, Data Protection and Freedom of Information (FOI) requirements.

10.2 The Programme also ensures good background knowledge to support policy decisions.

Ward(s) affected	ALL
Background Papers	None

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Appendix A - Member Development Programme of Events 2012-2013

Dates	Subject	Facilitator/Provider	Location
26/06/2012	Anglia Revenues Partnership	Sharon Jones - ARP	ARP
18/07/2012	Local Govt Finance (LGF)	Liz Watts - Lynda Pope - Sharon Jones	West Suffolk House -Conference Chamber West
01/08/2012	Local Govt Finance (LGF)	Liz Watts - Lynda Pope - Sharon Jones	FHDC Chamber
24/09/2012	Data Protection and Freedom of Information	Joy Bowes, Teresa Halliday, Jenny Devaney	West Suffolk House Conference Chamber West
25/09/2012	Anglia Revenues Partnership Visit (2nd opportunity)	Sharon Jones - ARP	ARP
10/10/2012	LGF Update - Localisation of Council tax and Business Rates	Liz Watts - Lynda Pope - Sharon Jones	West Stow Education
10/10/2012	Business Process Reengineering and Customer Access	Liz Watts - Davina - Lynda - Sharon	West Stow Education
22/10/2012	Emergency Planning for Ward Members	Stephen Henthorn - Andrew Claydon	FHDC Chamber
27/11/2012	New Standards	Joy Bowes and Peter Heard	West Suffolk House Conference Room (West)
07/12/2012	Speed reading	External	WSF
23/01/2013	New Standards	Joy Bowes and Peter Heard	FHDC
29/01/2013	Scrutiny Questioning and Listening Skills	External - Institute of Local Government Studies	FHDC Chamber
31/01/2012	IT Drop in Surgery	Juliet Fulford / ICT help desk	FHDC Traing room
11/02/2013	IT Drop in Surgery	Juliet Fulford / ICT help desk	ICT Training room - WSH
26/02/2013	IT Drop in Surgery	Juliet Fulford / ICT help desk	ICT Training room - WSH
20/02/2013	TBA		
04/03/2013	IT Drop in Surgery	Juliet Fulford / ICT help desk	ICT Training room - FHDC
06/03/2013	IT Drop in Surgery	Juliet Fulford / ICT help desk	ICT Training room - WSH
26/03/2013	Understanding the organisation (following restructure)	Karen Points - Liz Watts - Alex Wilson	West Suffolk House
22/04/2013	TBA		
28/05/2013	TBA		
	To be commissioned/scheduled for 2013		
	Handling challenging situations and people	To commission external	
	Influencing and negotiating skills	To commission - external	
	Time Management/Work Life Balance.	To commission - external	
	Slot in:		
	New Social Housing reforms and financial implications		
	Development Control and Licensing training		
	Localism and community leadership		
	Asset management training		

Appendix B1 - Course Attendance Analysis by Activity : 01/06/2012 - 31/12/2012 for Code MEM

Activity : Anglia Revenues Partnership visit

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_1213_ARP	26/06/2012	Broughton	Sarah	Councillor (Broughton 200294)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Chung	Hung	Councillor (Chung 200903)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Cox	Gordon	Councillor (Cox 66397)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Ray	David	Councillor (Ray 66427)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Spicer	Christopher	Councillor (Spicer 66273)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Thorndyke	John	Councillor (Thorndyke 65862)	St Edmundsbury Borough Council
MEM_1213_ARP	26/06/2012	Warby	Patricia	Councillor (Warby 66311)	St Edmundsbury Borough Council

Activity : Appeals Training

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_APP	06/09/2012	Barker	Chris	Councillor	Forest Heath District Council Organisation
MEM_12_13_APP	06/09/2012	Drummond	Andrew	Councillor	Forest Heath District Council Organisation
MEM_12_13_APP	06/09/2012	Lynch	Carol	Councillor	Forest Heath District Council Organisation
MEM_12_13_APP	06/09/2012	Wheble	Anthony	Councillor	Forest Heath District Council Organisation

Activity : ARP Visit

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_ARP	25/09/2012	Clifton-Brown	Robert	Councillor (Clifton-Brown 65099)	St Edmundsbury Borough Council
MEM_12_13_ARP	25/09/2012	Pugh	Alaric	Councillor (Pugh 200906)	St Edmundsbury Borough Council
MEM_12_13_ARP	25/09/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM_12_13_ARP	25/09/2012	Stamp	Sarah	Councillor (Stemp)	St Edmundsbury Borough Council
MEM_12_13_ARP	25/09/2012	Whittaker	Dorothy	Councillor (Whittaker 200305)	St Edmundsbury Borough Council

Activity : Data Protection & Freedom of Information

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_DEP_Fol	24/09/2012	Bowman	David	Councillor	Forest Heath District Council Organisation
MEM_12_13_DEP_Fol	24/09/2012	Buckle	Terence	Councillor (Buckle 66168)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Chung	Hung	Councillor (Chung 200903)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Cox	Gordon	Councillor (Cox 66397)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Gower	Patricia	Councillor (Gower 200298)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Hood	Rachel	Councillor	Forest Heath District Council Organisation
MEM_12_13_DEP_Fol	24/09/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Noble	Colin	Councillor	Forest Heath District Council Organisation
MEM_12_13_DEP_Fol	24/09/2012	Pugh	Alaric	Councillor (Pugh 200906)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Ray	David	Councillor (Ray 66427)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Rushen	Angela	Councillor (Rushen 200907)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Spicer	Christopher	Councillor (Spicer 66273)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Stamp	Sarah	Councillor (Stemp)	St Edmundsbury Borough Council

MEM_12_13_DEP_Fol	24/09/2012	Warby	Patricia	Councillor (Warby 66311)	St Edmundsbury Borough Council
MEM_12_13_DEP_Fol	24/09/2012	Whittaker	Dorothy	Councillor (Whittaker 200305)	St Edmundsbury Borough Council

Activity : Emergency Planning for Ward Members

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_EMPLAN	22/10/2012	Anderson	Michael	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Bowman	David	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Everitt	Robert	Councillor (Everitt 200297)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Hood	Rachel	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Lynch	Carol	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Millar	Robin	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Ray	David	Councillor (Ray 66427)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Rushen	Angela	Councillor (Rushen 200907)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Smith	Malcolm	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Stamp	Sarah	Councillor (Stemp)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Thorndyke	John	Councillor (Thorndyke 65862)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Warby	Francis	Councillor (Warby 65994)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Warby	Patricia	Councillor (Warby 66311)	St Edmundsbury Borough Council
MEM_12_13_EMPLAN	22/10/2012	Wheble	Anthony	Councillor	Forest Heath District Council Organisation
MEM_12_13_EMPLAN	22/10/2012	Whittaker	Dorothy	Councillor (Whittaker 200305)	St Edmundsbury Borough Council

Activity : Licensing Training

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_LICENSE	15/10/2012	Broughton	Sarah	Councillor (Broughton 200294)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Farmer	Paul	Councillor (Farmer 66184)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Stamp	Sarah	Councillor (Stemp)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Warby	Francis	Councillor (Warby 65994)	St Edmundsbury Borough Council
MEM_12_13_LICENSE	15/10/2012	Warby	Patricia	Councillor (Warby 66311)	St Edmundsbury Borough Council

Activity : Local Government Finance

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM-12_13_LGF	18/07/2012	Cox	Gordon	Councillor (Cox 66397)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Everitt	Robert	Councillor (Everitt 200297)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Gower	Patricia	Councillor (Gower 200298)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Griffiths	John	Councillor (Griffiths 165838)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Hind	Diane	Councillor (Hind 200902)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Levack	Helen	Councillor (Levack 66036)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Marks	Timothy	Councillor (Marks Tim 200426)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Mildmay-White	Sara	Councillor (Mildmay-White 65692)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council

MEM-12_13_LGF	18/07/2012	Spicer	Christopher	Councillor (Spicer 66273)	St Edmundsbury Borough Council
MEM-12_13_LGF	18/07/2012	Thorndyke	John	Councillor (Thorndyke 65862)	St Edmundsbury Borough Council
MEM-12_13_LGF	01/08/2012	Barker	Chris	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Bowman	David	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Edwards	Stephen	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Jaggard	Geoffrey	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Simmons	Anthony	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Smith	Malcolm	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Waters	James	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	01/08/2012	Wheble	Anthony	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Chung	Hung	Councillor (Chung 200903)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Cox	Gordon	Councillor (Cox 66397)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Dicker	Roger	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Everitt	Robert	Councillor (Everitt 200297)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Hirst	Warwick	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Houlder	Ian	Councillor (Houlder 66192)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Mildmay-White	Sara	Councillor (Mildmay-White 65692)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Pugh	Alaric	Councillor (Pugh 200906)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Ray	David	Councillor (Ray 66427)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Redhead	Derek	Councillor (Redhead 65749)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Simmons	Anthony	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Thorndyke	John	Councillor (Thorndyke 65862)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Warby	Francis	Councillor (Warby 65994)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Warby	Patricia	Councillor (Warby 66311)	St Edmundsbury Borough Council
MEM-12_13_LGF	10/10/2012	Wheble	Anthony	Councillor	Forest Heath District Council Organisation
MEM-12_13_LGF	10/10/2012	Whittaker	Dorothy	Councillor (Whittaker 200305)	St Edmundsbury Borough Council

Activity : Raising the Standard

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_RAISE	27/11/2012	Chung	Hung	Councillor (Chung 200903)	St Edmundsbury Borough Council
MEM_12_13_RAISE	27/11/2012	Gower	Patricia	Councillor (Gower 200298)	St Edmundsbury Borough Council
MEM_12_13_RAISE	27/11/2012	Hood	Rachel	Councillor	Forest Heath District Council Organisation
MEM_12_13_RAISE	27/11/2012	Lynch	Carol	Councillor	Forest Heath District Council Organisation
MEM_12_13_RAISE	27/11/2012	Whittaker	Dorothy	Councillor (Whittaker 200305)	St Edmundsbury Borough Council

Activity : Understanding a Cabinet & Leader model structure

Activity Code	Start Date of Event	Delegate Surname	Delegate Forename	Job Title	Organisation
MEM_12_13_CAB	26/04/2012	Anderson	Michael	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Bimson	David	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Bowman	David	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Burt	Rona	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Claydon	Andrew	Strategic Director (Resources)	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Edwards	Stephen	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Gallin	Ian	Joint Chief Executive (Gallin 201055)	St Edmundsbury Borough Council

MEM_12_13_CAB	26/04/2012	Heard	Peter	Legal and Committees Manager	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Hirst	Warwick	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Hood	Rachel	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Jefferys	Michael	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Littlechild	Ruth	Head of HR & Corporate Support Services	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	McCurdy	Robert	Strategic Director (Services)	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Noble	Colin	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Phelan	Simon	Head of Housing	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Pope	Lynda	Head of Finance/ICT & Audit	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Rees	Janice	Head of Corporate Development	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Simmons	Anthony	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Smith	Malcolm	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Turner	Sharon	Committee Administrator Team Leader	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Waters	James	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	26/04/2012	Williams	Neil	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Bowman	David	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Burt	Rona	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Edwards	Stephen	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Hirst	Warwick	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Roman	Nigel	Councillor	Forest Heath District Council Organisation
MEM_12_13_CAB	21/05/2012	Waters	James	Councillor	Forest Heath District Council Organisation

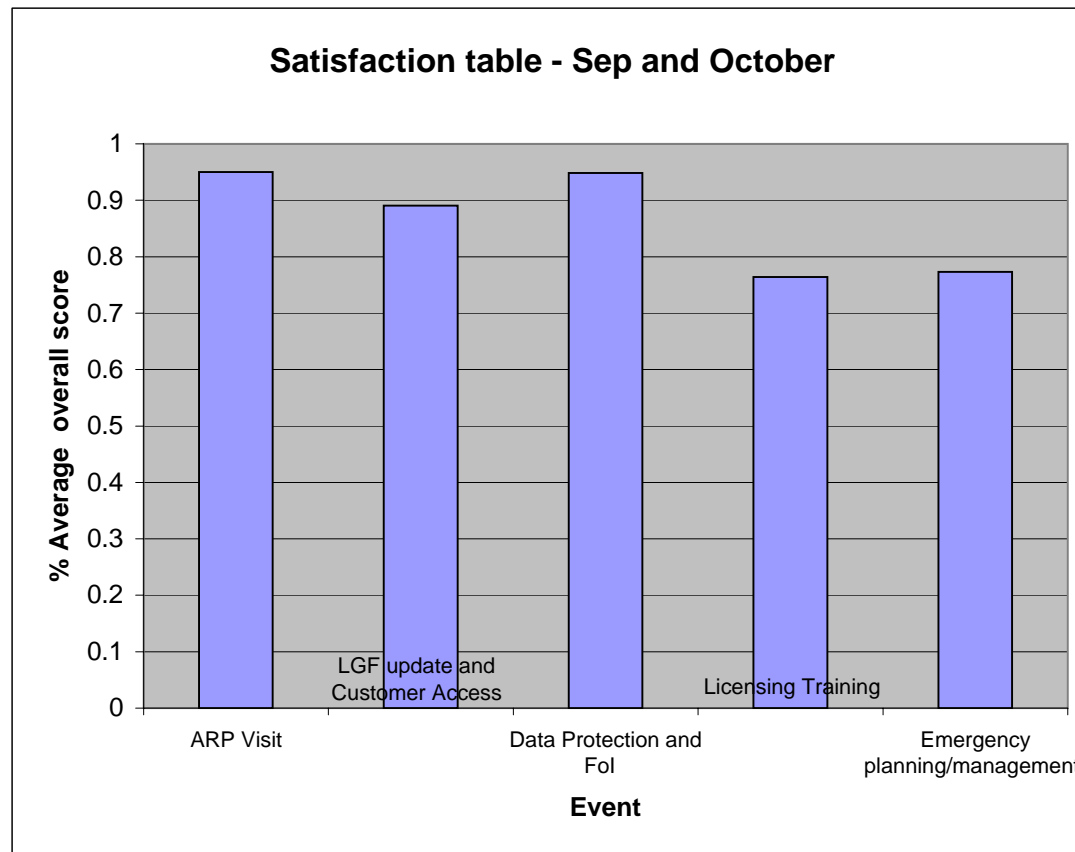
Appendix B2 - Personal Learning Record for Councillor:

Learning Event Title	Date Attended
Overview of organisation & Services	10/05/2007
How Committees & Working Groups Operate	14/05/2007
Finance & Council Budget Process	15/05/2007
Orientation of Offices and district	17/05/2007
Info Event: Community Services	22/05/2007
Info Event Overview and Scrutiny Committee	30/05/2007
Info Event Licensing Committee	31/05/2007
Change Management Overview for Members	06/06/2007
Info Event: Corporate services	07/06/2007
PLANNING 2DAY TRAINING EVENT	22/06/2007
Diversity & Equality overview Mbers	19/07/2007
IT Tips and tricks	25/09/2007
Media training	15/10/2007
New Code of Conduct	23/10/2007
Member Champion group Mentoring	09/11/2007
AGREESO	19/11/2007
Assertiveness, Influencing & Negotiation skills	29/11/2007
Chairing meetings	17/01/2008
CHILD PROTECTION ROLE OF MEMBERS	21/02/2008
Presentation skills for Members	17/03/2008
Managing Risk for Members	21/04/2008
Project & programme management	13/05/2008
Planning -the planning decision process	17/07/2008
Corp manslaughter joint training Mbers & MT	30/07/2008
Capital Guidance for Members	28/10/2008
Performance management for Mbers	30/10/2008
LGR in Suffolk session 1 scoping and strategic vision	19/01/2009
Community engagement for Members	25/02/2009
covalent Training	26/02/2009
LGR in Suffolk session 2 Local leadership modules	10/03/2009
LGR in Suffolk session 2 Local leadership modules	24/03/2009
Covalent Performance Management Software	07/07/2009
Covalent 09/10 - Mbers	24/08/2009
Delivering Quality Services a Members Role	04/11/2009
Environmental Champions	27/01/2010
Tourism in FHDC - Mbers	23/03/2010
Code of conduct training	29/03/2010
Carbon management member briefing	07/04/2010
Covalent 09/10 - Mbers	17/05/2010
EDS First 10/11 - Mbers	18/05/2010
RIPA	21/09/2010
Hate Crime	18/10/2010
1 to 1 IT Training	03/12/2010
Member IT drop in session	03/12/2010
Member IT drop in session	13/01/2011
Members Induction - Planning committee	17/05/2011
Members Induction - Community Services	23/05/2011

Members Induction - Corporate Committee	24/05/2011
Members Induction - Constitution, Code of Conduct and Ethics	31/05/2011
Members Induction - Licensing	01/06/2011
Members Induction - Overview and Scrutiny	02/06/2011
Members Induction - Localism Bill and Big Society	15/06/2011
Members Induction - Orientation Day District Tour	16/06/2011
Members Induction - Orientation day offices	16/06/2011
Finance & Council Budget Process	23/06/2011
O&S Session 2	29/09/2011
Member Development Session- Emergency Planning	04/10/2011
Outlook Intermediate	25/10/2011
MBRS Planning module 2	10/01/2012
Planning Module 3	16/01/2012
Planning Module 5	20/02/2012
Dealing with the Media (Joint)	13/03/2012
Localism Act	19/03/2012
Planning module 6	03/04/2012
Understand a Cabinet & Leader model structure	26/04/2012
Development Control	02/05/2012
Cabinet Training	10/05/2012

Appendix B3 - Member Training Evaluation September to October 2012

Event	No Attended	No Evaluation reports	Average rating of scores as %
ARP Visit	4	3	95%
LGF update and Customer Access	16	7	89%
Data Protection and Fol	12	11	95%
Licensing Training	7	6	76%
Emergency planning/management	24	10	77%



Joint Member Learning and Development Group

Introduction

In line with the standards held within the Charter for Elected Members Development and the shared service agenda, a Joint Member Learning and Development Group has been adopted. The group will be informal but will have a chair and minutes produced

Membership and attendance

The members of the Joint Members Learning and Development Group have agreed to attend the meetings and contribute to and support the work which leads to member development opportunities.

Members of the group will attend meetings held bi-monthly. Meetings may be scheduled more frequently should it be required to support project work and development initiatives. A schedule of dates should be set for the coming year.

The group will consist of a minimum of 6 and maximum of 8 members (across the political parties), of which 2 will be from St Edmundsbury BC. An officer from the Learning and Development team will be part of the group. A list of members will be made available.

Chairing

The Joint Members Learning and Development Group will be chaired by a chosen Member, and supported by an officer from the learning and development team.

Minutes

The minutes of the Joint Member Learning and Development Group will normally be taken, by the attending Officer whenever possible, and forwarded to members prior to the next meeting of the Group. A copy should be presented to the Democratic Renewal Working Party.

Terms of Reference

Purpose

- to act as champions of learning and development and inform peers of opportunities and ways to access learning and development for Members.
- to assist and contribute in the development and evaluation of Member learning and development opportunities and initiatives to ensure that needs at a local level are addressed while recognising the need to consider and include national standards and initiatives where appropriate
- to identify priorities for learning and development support for members which supports authority and individual needs, while fulfilling the standards of the Charter for Elected Member Development
- to consider the evaluation of the quality and effectiveness of interventions and development programmes and to monitor attendance at events and development opportunities.
- To operate in a transparent manner and promote best practice in the provision of development opportunities for Members.

Member Development Budgets 2012/2013: Expenses paid or planned for 2012/2013

0610 1290 – Training Expenses – budget £8,100

Date	Detail	Cost £
01/04/2012	Public speaking training	300.00
01/05/2012	Catering May	23.70
01/06/2012	Catering June	14.80
Total spend to date		338.50

0610 3850 – Conference Expenses – budget £2,900

Date	Detail	Cost £
April 2012	Member expenses April	324.10
June 2012	LGA conference accommodation	372.20
July 2012	(1 Member, 3 nights)	
July 2012	Two places LGA Welfare Reform Act	398.00
July 2012	conference	300.00
	Rural conference accommodation	
July 2012	(1 Member, 3 nights)	2.20
Sept 2012	July Subsistence (car park)	495.00
Sept 2012	LGA conference attendance (1 Member)	229.00
Oct 2012	LGA Annual Rural Conference (1 Member)	3.79
	Oct Subsistence (car park)	
Total spend to date		£2,124.29