



Democratic Renewal Working Party 14 February 2013

Member Development: Update

1. Summary and reasons for recommendations

- 1.1 This report is an update on progress with regard to the delivery of the Member Development Programme. A schedule of the programme to date and forthcoming events, dates, and locations is attached at **Appendix A**.
- 1.2 Reports on the attendance and evaluation of Member Development events are attached at **Appendices B and C** for Members' information and discussion as necessary.
- 1.3 A Member Training Needs Analysis (TNA) form to be sent out on 25 February 2013 is attached at **Appendix D**.
- 1.4 A verbal update on the joint Member Development meeting will be given by Gillian Page.
- 1.5 Member Development Budget: 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 E** for Members' information and discussion as necessary.

2. Recommendations

- 2.1 That Members note the progress, attendance and evaluation of the current Member Development programme.
- 2.2 That the 2013/14 Training Needs Analysis (TNA) form be sent out to Members on 25 February 2013.
- 2.3 That Members of the Working Party discuss the joint Member Development remit following a verbal update.
- 2.4 That Members discuss the use of the Member Development budget and advise officers of any changes that need to be considered.

Contact details	Portfolio Holder for Performance and Resources	Lead Officer - Learning and Development Manager
Name	Cllr David Ray	Gillian Page
Telephone	07939 483560	01284 757618
E-mail	david.ray@stedsbc.gov.uk	gillian.page@stedsbc.gov.uk

3. Corporate priorities

- 3.1 (a) Corporate priority: Priority 2: Working together for prosperous and environmentally-responsible communities; and Priority 3: Working together for an efficient council.
- (b) Vision 2025: St Edmundsbury will be a place which: improves the quality of life for everyone in the borough in a cost effective way.

4. Key issues

- 4.1 **Programme of Events** The programme of events has been developed from the 2011/12 Training Needs Analysis (TNA) and corporate priorities. Appendix A shows the programme of delivery as set up to date. Speed reading was identified in the TNA as a skill area to improve. We have commissioned two sessions which are open to both Members and officers. The first session was well received and the trainer was commended for her style and delivery method, but only two Members were able to attend. It is hoped that the next session on 15 March 2013 will have a higher Member attendance.
- 4.2 There has been a change to the programme with the session 'Understanding the organisation' moved to May 2013, and replaced with the Welfare Reform update on 26th March 2013.
- 4.3 Time management was another skill-based development session that was requested and this is scheduled to run on 22 April 2013.
- 4.4 To support Members with the changeover to Microsoft Outlook 2010 a series of drop-in IT sessions has been scheduled to take place in the ICT training room.
- 4.5 **Attendance and evaluation of Member Development events.** The reports show an average attendance at events of 10 Members from St Edmundsbury. The evaluation report shows a steady evaluation score of around 80% for the last two events.
- 4.6 **The Member Training Needs Analysis (TNA) form** will be sent out on 25 February 2013 with the request that it be returned by 29 March 2013. Following the analysis of the TNA forms, a selection of options for the programme for next year will be considered. It is anticipated that the migration to Microsoft Office 2010 will need supporting with further training. Microsoft offer free online training which will be made available to all Members, and drop-in sessions will also be offered. It is also anticipated that the learning management platform will be launched in the Spring and will offer Members

access to a range of IT training packages and soft skills as well as the traditional Member Development programme.

4.7 Joint Member Development Group meeting – Verbal update by Gillian Page.

4.8 Member Development Budget (Appendix E)

4.8.1 Budget (Code 0610 1290).

Expenditure to date: £545.65, lower than expected due to training events being delivered by key officers internally. There is no committed budget for events commissioned in the coming months but we anticipate

4.8.2 Speed reading will cost around £400; £1,000 is budgeted for licensing training based on last year's expenditure; and a further £1,600 is budgeted for two externally provided events during March and April 2013 which have yet to be commissioned.

4.8.2 It should be noted that both the Overview and Scrutiny Questioning and Listening Skills and Asset Management have been paid for from service level budgets. This gives a further saving on the Member Development budget. Economies will also be achieved through the sharing of costs with Forest Heath District Council.

4.9 Budget 0610 3850

4.9.1 As advised in the last report, no requests to attend conferences or seminars were received between November 2012 and 31 January 2013. It should be noted that this now means that at 10 months the budget spend is in line with expectations, standing at 73% with less than a quarter of the financial year remaining. This budget will continue to be monitored closely in the last 2 months.

5. Other options considered

5.1 Not applicable.

6. Community impact

6.1 Crime and disorder impact *(including Section 17 of the Crime and Disorder Act 1998)*

6.1.1 Not applicable.

6.2 Diversity and equality impact *(including the findings of the Equality Impact Assessment)*

6.2.1 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)*

6.3.1 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.

6.4 **Other impact** *(any other impacts affecting this report)*

6.4.1 Not applicable.

7. **Consultation** *(what consultation has been undertaken, and what were the outcomes?)*

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

8. **Financial and 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	Low	Attendance at relevant and focused learning events to increase knowledge and enhance understanding.	Low
Member Engagement	Low	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 and 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.

11. **Ward(s) affected**

11.1 All.

12. **Background papers**

12.1 None.

13. Documents attached

- 13.1 Appendix A – Member Development Programme 2012/13
- Appendix B – Member Development Events 2012/13
- Appendix C – Member Training Evaluation – September to November 2012
- Appendix D – Member Development Training Needs Analysis Form 2013/14
- Appendix E – Member Development Budget 2012/13.

Appendix A - Member Development Programme 2012-13 STEDSBC

Dates	Subject	Facilitator/Provider	Location
26/06/2012	Anglia Revenues Partnership	Sharon Jones - ARP	ARP
18/07/2012	Local Govt Finance (LGF) - STEDSBC	Liz Watts - Lynda Pope - Sharon Jones	West Suffolk House -Conference Chamber West
01/08/2012	Local Govt Finance (LGF) - FHDC	Liz Watts - Lynda Pope - Sharon Jones	FHDC Chamber
24/09/2012	Data Protection and Freedom of Information	Peter Heard 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 Re-engineering 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 - Code of conduct	Joy Bowes and Peter Heard	West Suffolk House Conference Room (West)
28/11/2012	Gypsy and Travellers - National awareness training	County External	Conference Chamber West, West Suffolk House
07/12/2012	Speed reading - Officers and Members	External - Green Duck	West Suffolk House
21/01/2013	Licensing Training	Hilary Workman	West Suffolk House
23/01/2013	New Standards - Cancelled	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 Training 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	Asset management training	External - Keith Jones	FHDC Chamber
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
15/03/2013	Speed reading - Officers and Members	Kathey Bailey - Green Duck Training	
26/03/2013	Welfare Reform Awareness	Rod Urquhart	West Suffolk House
22/04/2013	Time Management/Work Life Balance.	Green Duck Training - Kathey Bailey	West Suffolk House
28/05/2013	Understanding the organisation West Suffolk following restructure	Karen Points - Liz Watts - Alex Wilson	West Suffolk House
	Slot in:		
	Handling challenging situations and people	To commission external	
	Influencing and negotiating skills	To commission - external	
	Development Control and Licensing training		
	Localism and community leadership		

Anglia Revenues Partnership visit

20/06/12

Surname:	Forename
Broughton	Sarah
Chung	Hung
Cox	Gordon
Houlder	Ian
Ray	David
Redhead	Derek
Spicer	Christopher
Thorndyke	John
Warby	Patricia

Local Government Finance

18/07/2012

Surname:	Forename1:
Cox	Gordon
Everitt	Robert
Griffiths	John
Hind	Diane
Houlder	Ian
Marks	Timothy
Redhead	Derek
Thorndyke	John

ARP Visit

25/09/12

Surname:	Forename
Clifton-Brown	Robert
Pugh	Alaric
Stamp	Sarah
Whittaker	Dorothy

Data Protection & Freedom of Information

24/09/2012

Surname:	Forename1:
Buckle	Terence
Chung	Hung

Appendix B - Member Development Events 2012/13

Cox	Gordon
Gower	Patricia
Houlder	Ian
Pugh	Alaric
Ray	David
Redhead	Derek
Rushen	Angela
Spicer	Christopher
Stamp	Sarah
Warby	Patricia
Whittaker	Dorothy

Emergency Planning for Ward Members

22/10/12

Surname:	Forename1:
Everitt	Robert
Houlder	Ian
Ray	David
Redhead	Derek
Rushen	Angela
Stamp	Sarah
Thorndyke	John
Warby	Francis
Warby	Patricia
Whittaker	Dorothy

Gypsy and Traveller Awareness

28/11/2012

Surname:	Forename1:
Chung	Hung
Cox	Gordon
Gower	Patricia
Houlder	Ian
Pugh	Alaric
Ray	David
Redhead	Derek
Stamp	Sarah
Thorndyke	John
Warby	Francis
Warby	Patricia

Licensing Training

10/10/12

Appendix B - Member Development Events 2012/13

Surname:	Forename1:
Broughton	Sarah
Farmer	Paul
Houlder	Ian
Redhead	Derek
Stamp	Sarah
Warby	Francis
Warby	Patricia

Local Government Finance- Customer Service Update

10/10/2012

Surname:	Forename1:
Chung	Hung
Cox	Gordon
Everitt	Robert
Gower	Patricia
Griffiths	John
Hind	Diane
Houlder	Ian
Levack	Helen
Marks	Timothy
Mildmay-White	Sara
Pugh	Alaric
Ray	David
Redhead	Derek
Spicer	Christopher
Thorndyke	John
Warby	Francis
Warby	Patricia
Whittaker	Dorothy

Raising the Standard

27/11/2012

Surname:	Forename1:
Chung	Hung
Cockle	Robert
Cox	Gordon
Farmer	Paul
Gower	Patricia
Hale	John
Hind	Diane
Oliver	Stefan
Rav	David
Redhead	Derek
Rushen	Angela
Springett	Clive
Stamp	Sarah
Thorndyke	John

Appendix B - Member Development Events 2012/13

Warby	Francis
Warby	Patricia
Whittaker	Dorothy

Speed Reading

07/12/2012

Surname:	Forename1:
Oliver	Stefan
Rushen	Angela

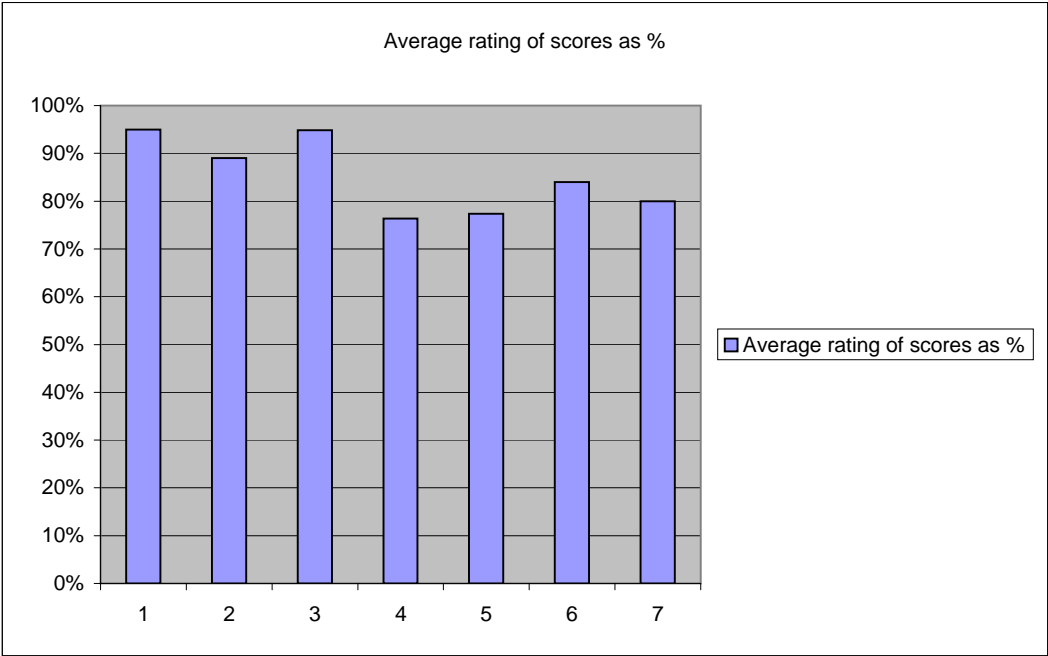
Licensing Training

21/01/13

Surname:	Forename1:
Broughton	Sarah
Buckle	Terence
Houlder	Ian
Mildmay-White	Sara
Nettleton	David
Ray	David
Simner	Paul
Springett	Clive
Stamp	Sarah
Warby	Frank
Warby	Patricia

Appendix C - Member Training Evaluation September to November 2012

Event	No Attended	No Evaluation reports	Average rating of scores as %
1 ARP Visit	4	3	95%
2 LGF update and Customer Access	16	7	89%
3 Data Protection and Fol	12	11	95%
4 Licensing Training	7	6	76%
5 Emergency planning/management	24	10	77%
6 New Standards Update		17	84%
7 Gypsy and Traveller Awareness	20	20	80%



Appendix D - Members Development Training Needs Analysis Form – 2013/14 Councillor

This form should be self explanatory, however if you would like some assistance in completing it, please contact Juliet Fulford, Learning and Development Advisor on 01284 757047 juliet.fulford@stedsbc.gov.uk. **Please return this form by Friday 29th March 2013.**

Your responses to this form will be used to produce a Member Development Programme for 2013/14, 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 have undertaken outside the Council, perhaps related to your work, which would negate the need for you to undertake any particular training.		
General skills and knowledge of a Councillor	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	
Local Government Finance	3,4				
The decision-making structure, Constitution and the different roles of Members	All				

		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	
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				
Overview and Scrutiny	1				
Development Control Committee	2,3				

		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	
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 2010	4				
Microsoft Excel 2010	4				
Use of email/internet including Outlook 2010	4				
Any other ICT training (please specify)	4				
Personal skills	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	
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				
Community engagement	All				
Presentation skills	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	
Influencing and negotiating skills	4				
Handling challenging people and situations	1,4				
Facilitating groups	4				
Please use this section to identify any other training you think would be useful to you					

Signature:

Date:

Please forward completed document BY FRIDAY 29 MARCH 2013 to Juliet Fulford Learning and Development Advisor. This information will be used to plan and commission the Member Development Programme for 2013/14.

Appendix E

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
01/02/2013	Speed reading 2 places at £104 each +vat (to be transferred to Joint corporate L&D budget)	207.15
Total spend to date		545.65

0610 3850 – Conference Expenses – budget £2,900

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