

COUNCIL BUSINESS COMMITTEE

MEMBER DEVELOPMENT UPDATE 29 January 2015

Report of Chief Officer (Governance)

PURPOSE OF REPORT

To seek councillors' views on member development for the remainder of the municipal year, and arrangements for the induction of new and returning councillors in summer 2015, including a recommendation for enhanced training for members of the Licensing Act, Licensing Regulatory, Personnel and Planning and Highways Regulatory Committees.

This report is public

RECOMMENDATIONS:

1. **That members consider and comment on the outline plans for member development over the remainder of the municipal year and the induction programme which is set to follow the 2015 local elections.**
2. **That Council be recommended to amend the terms of reference of the Licensing Act Committee, Licensing Regulatory Committee, Personnel Committee and Planning and Highways Regulatory Committee, in order to require all members and substitute members to undertake training on equalities and the relevant law and procedures that relate to their committee's work. Committee members would subsequently be required to undertake regular training on the relevant laws and procedures on at least an annual basis.**

1.0 Introduction

- 1.1 This report is intended to provide members with a summary of member development events which have taken place since the previous report to Council Business Committee, together with details of the induction for new and returning councillors following the May 2015 local elections.
- 1.2 It is anticipated that the frequency of member development events will decrease as we approach the end of the municipal year, when the focus will turn to preparations for the induction.

2.0 Member Development Events, July 2014 – present day

2.1 There has been a varied programme of events over the course of summer and autumn 2014, which are summarised in the table below:

Event	Date	Attendance
Licensing Regulatory Committee Training	7 th July 2014	2 (by invitation)
Member Briefing: Universal Credit Scheme	17 th July 2014	14
Member Briefing: Individual Electoral Registration	24 th July 2014	9
Institute of Licensing: Licensing Hearings, Everything You Were Afraid To Ask	25 th July 2014	7
Member Briefing: National Grid Update	4 th September 2014	8
The Future Role Of Councillors: Community Leadership	16 th September 2014	11
Member Briefing: Local Plan	2 nd October 2014	23
Member Briefing: Marmot Review	8 th October 2014	17
Member Briefing: Neighbourhood Planning	13 th November 2014	9
Licensing Act Training	21 st November	1 (by invitation)
Member Briefing: ICT Update	3 rd December	13
Planning Advisory Service Event: Neighbourhood Planning	4 th December (am)	1 (only one place allocated to the authority)
Member Briefing: Community Triggers	4 th December (pm)	13

2.2 The mean attendance rate, for those events advertised to all members, was 12.4. This equates to 21% of all councillors.

2.3 Members' feedback is welcome on these events, in addition to any suggestions for further development opportunities which councillors would like to see over the remainder of the municipal year and into 2015/16.

3.0 Induction 2015

3.1 Preparations are now under way for the induction which will follow the local elections to the city council in May 2015. The induction will be based largely on the programme from 2011, which a subsequent evaluation showed to have been very popular with councillors. Of those who took part in the evaluation,

91% agreed that they felt “much more informed about my role as a councillor having undergone the induction”.

- 3.2 A copy of the induction programme from 2011 is attached at Appendix 1, and the views of members are welcome on any improvements which could be made to the schedule. Members may wish to consider the timing and frequency of events, together with any useful subject areas which were not covered in 2011. The current induction schedule for 2015, as yet incomplete, is attached at Appendix 2.
- 3.3 As agreed by this committee in June 2014, a coach tour to highlight the district’s cultural assets, heritage, and sports facilities will be offered to members as part of the induction programme.
- 3.4 Members may wish to consider the views of the Chief Executive, who has suggested that more substantial training should be offered to members appointed to the Licensing Act Committee, Licensing Regulatory Committee, Personnel Committee and the Planning and Highways Regulatory Committee, in light of the significance of these committees’ work.
- 3.5 Each committee deals with a broad range of important and legally complex issues, which require a strong working knowledge of members. Amongst other things, the Licensing Act Committee discharges the functions of the council as a licensing authority under the Licensing Act 2003, the Licensing Regulatory Committee issues and enforces hackney carriage and private hire licenses, Personnel Committee takes decisions about employee appointments, appeals and requests, whilst the Planning and Highways Regulatory Committee (PHRC) determines applications for planning permission.
- 3.6 Currently, members of each licensing committee and PHRC are required to undertake training on the relevant laws and procedures of those committees, whilst members of the Licensing Regulatory Committee and Personnel Committee have to attend an equalities training session.
- 3.7 The recommendation is that members and substitute members of all four committees should be required to attend equalities training and a session on the relevant laws and procedures relating to their committee. Committee members and substitutes would subsequently be required to attend regular training on relevant laws and procedures on at least an annual basis.

4.0 Conclusion

- 4.1 Members are encouraged to give any suggestions for member training over the remainder of the municipal year, guidance on the forthcoming induction programme, and consideration to the recommendation for more substantial training in connection with the Licensing Act Committee, Licensing Regulatory Committee, Personnel Committee and Planning and Highways Regulatory Committee.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None

LEGAL IMPLICATIONS

None arising directly from this report.

FINANCIAL IMPLICATIONS

There is a current spend of £1,300 against the Revised budget of £2,100 for Member Training in 2014/15. The Proposed 2015/16 budget is £5,100 to allow for the fact that 2015 is an election year and it is expected that all training requirements will be met from within this budget allocation.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None.

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Appendix 1**Induction Schedule 2011****May 2011**

Date	Time	Event	Location
Tues 10 th May	10.00 -12.00pm	Signing Declaration session	LTH
“ “	2.00 - 4.00pm	Signing Declaration session	LTH
“ “	5.00 – 7.45 pm	Induction Evening	LTH
Wed 11 th May	10.00 -12.00pm	Signing Declaration session	MTH
“ “	2.00 - 4.00pm	Signing Declaration session	MTH
Thurs 12 th May	11.00 – 2.00pm	Induction Day	MTH
“ “	4.00-6.00pm	Signing Declaration session	LTH
Mon 16 th May	2.00pm	Code of Conduct	LTH
Wed 18 th May	5.30pm	Code of Conduct	MTH
Fri 20 th May	12.00 noon	ANNUAL COUNCIL – MAYOR MAKING	LTH
Mon 23 rd May	4.00pm	Mock Council: Speaking in the Chamber	MTH
Mon 23 rd May	6.00pm	BUSINESS COUNCIL	MTH
Tues 24 th	10.00am	Code of Conduct	LTH
Wed 25 th May	11.00am	Licensing Reg training	LTH
Thurs 26 th May	11.00am	Licensing Act training	LTH

June 2011

Wed 1 st June	2.00pm	Code of Conduct	MTH
Thurs 2 nd June	2.00pm	Planning training	LTH
Fri 3 rd June	10.00am	Planning training	MTH
Mon 6 th June	2.00pm	Standards Committee training	LTH
Wed 8 th June	6.00pm	Code of Conduct for Parishes	LTH
Wed 8 th June	10.00am	Equalities Training	LTH

Thurs 9 th June	10.00am	Finance and Treasury Management	LTH
Fri 10 th June	10:30am	Personnel Committee Training	LTH
Tues 14 th June	2.00pm	Decision Making Process	LTH
Wed 22 nd June	2.00pm	Equalities Training	MTH

July 2011

Thurs 7 th July	6.00pm	Members' Briefing	LTH
Fri 8 th July	10.30am	Overview and Scrutiny Training	County Hall, Preston
Monday 11 th July	6.00pm	Chairing Skills	MTH

Draft Induction Schedule 2015

May 2015

Date	Time	Event	Location
Tues 12 th May	11 – 1:30pm	Induction Event	MTH
“	2 – 4:00pm	Signing Declaration Session	MTH
Weds 13 th May	10 – 12pm	Signing Declaration Session	LTH
“	2 – 4pm	Signing Declaration Session	LTH
Thurs 14 th May	10 – 12pm	Signing Declaration Session	LTH
“	2 – 4pm	Signing Declaration Session	LTH
“	5:15-7:45pm	Induction Event	LTH
Fri 15 th May	10 – 12pm	Signing Declaration Session	LTH
Mon 18 th May	2 – 3pm	Code Of Conduct Training	MTH
Wed 20 th May	6:10 – 7:10	Code Of Conduct Training	LTH
Fri 22nd May	12pm	ANNUAL COUNCIL	LTH
Mon 25th May		BANK HOLIDAY	
Tues 26 th May	10am	Code of Conduct Training	LTH
“	4pm	Mock Council (speaking at Council)	MTH
“	6:30pm	BUSINESS COUNCIL	MTH
Thurs 28 th May	6:10pm	Equalities Training	LTH

June 2015

Mon 1 st June	10am	Equalities Training	LTH
Mon 1 st June	6:10pm	Planning Committee Training	LTH
Tues 2 nd June	10:00am	Planning Committee Training	MTH
Wed 3 rd June	2:00pm	Equalities Training	MTH
Wed 3 rd June	6:10	Code of Conduct for Parish Cllrs	LTH
Thurs 4 th June	10am	Licensing Reg Committee Training	LTH

Fri 5 th June	10am	Code of Conduct for Parish Cllrs	LTH
Tues 9 th June	10am	Finance & Treasury Management	LTH
Thurs 11 th June	5pm	Standards Committee Training	LTH
Fri 12 th June	10am	Coach Tour	
Tues 16 th June	6pm	Finance & Treasury Management	LTH
Thurs 18 th Jun	10am	Licensing Act Committee Training	LTH

July 2015

Tues 1 st July	5pm	Personnel Committee Training	LTH
Thurs 2 nd July	2pm	Civil Contingencies	MTH
“	6pm	Civil Contingencies	LTH