



**Committee:** COUNCIL BUSINESS COMMITTEE

**Date:** THURSDAY, 24 APRIL 2008

**Venue:** MORECAMBE TOWN HALL

**Time:** 4.30 P.M.

**A G E N D A**

1. **Apologies for Absence**
2. **Minutes**  
Minutes of meeting held on 3<sup>rd</sup> April 2008 (previously circulated).
3. **Items of Urgent Business Authorised by the Chairman**
4. **Declarations of Interest**
5. **Elected Member Development – Progress Report (Pages 1 - 11)**
6. **Appointments to Committees**

**ADMINISTRATIVE ARRANGEMENTS**

**(i) Membership**

Councillors Susan Bray (Chairman), Morgwn Trolinger (Vice-Chairman), Shirley Burns, Geoff Knight, Karen Leytham, Joyce Pritchard and Rob Smith

**(ii) Substitute Membership**

Councillors June Ashworth, Abbott Bryning, Chris Coates, Jean Dent and Janie Kirkman

**(iii) Queries regarding this Agenda**

Please contact Gillian Noall, Head of Democratic Services - telephone: 01524 582060 or email [gnoall@lancaster.gov.uk](mailto:gnoall@lancaster.gov.uk).

**(iv) Changes to Membership, substitutions or apologies**

Please contact Members' Secretary, telephone 582170, or alternatively email [memberservices@lancaster.gov.uk](mailto:memberservices@lancaster.gov.uk).

MARK CULLINAN,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER LA1 1PJ

<b>COUNCIL BUSINESS COMMITTEE</b>
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## Elected Member Development – Progress Report

**24th April 2008**

### Report of Head of Democratic Services

<b>PURPOSE OF REPORT</b>
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To update Members on the progress made to date with elected Member development and offer feedback and suggestions for the way forward.
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<b>This report is public</b>
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#### RECOMMENDATIONS

1. To note the report and Member feedback.
2. To offer suggestions for further information and links to be available via the Members Portal and Councillors Newsletter.
3. That the Committee agree a process for reviewing the one to one interviews.

#### 1.0 Training and development events taken place

Following the completion of one to one discussions with Members on their training needs, a workshop was held to decide the Training Priorities for the year ahead. Based on these priorities, a comprehensive Member Training Programme has been developed. The Member Training Programme now includes a range of learning materials that are relevant to the priorities such as books, DVDs and free online computer courses via Modern.Councillor.

The list below shows the following training events that have taken place between August 2007 and March 2008 including a list of which Members attended.

Date	Event	Venue	Attendees
Fri 24 Aug AM	Licensing Regulatory training		Charles
Tu 28 Aug 10am	IT Training – replying to emails	MTH	Barnes
Wed 29 Aug 9.30-4pm	Sustainability & procurement		Johnson
Wed 5 Sept All day	Communicating with Clarity	Blackpool Council	Dennison Fletcher
Thurs 6 Sept	IT Training	MTH	Barnes

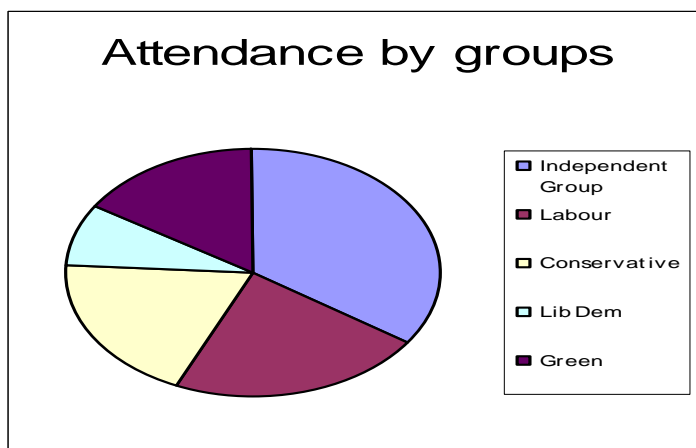
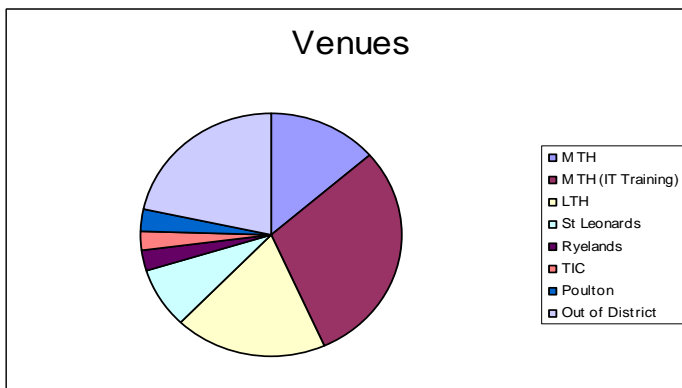
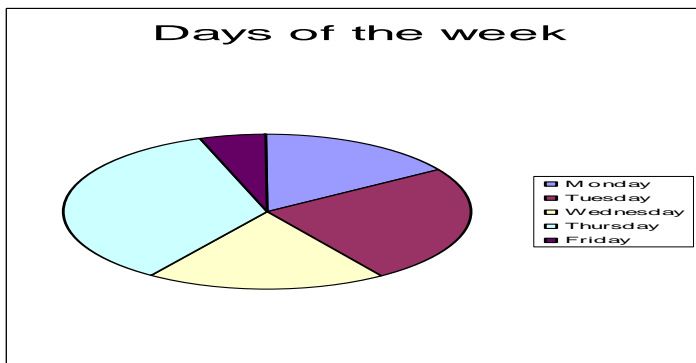
Mon 10 Sept 11-12 noon	Civil Contingencies	LTH	Taylor Plumb Coates Denwood Chapman Sherlock
Tue 11 Sept	IT Training	MTH	Taylor
Wed 12 Sept	IT Training	MTH	Day
Wed 12 Sept 6pm	Chairing Skills	MTH	Gerrard Kirkman Fletcher Greenall Blakely Langhorn Sherlock Smith Stamp Leytham
Thurs 13 Sept 5.30 – 8pm	Safeguarding and wellbeing of children and young people	Ryelands House	Plumb Barnes M Whitelegg Towers Taylor Coates Stamp Kerr Gerrard
Thurs 13 Sept 10am	Standards Committee – DVD on the new Code of Conduct	LTH	Denwood Kirkman Sherlock Barry Burns Taylor Charles +2 Independent Members
15-16 Sept 13-14 Oct 17-18 Nov	Leadership Academy Fastrack Programme 12	Warwick Conference Centre	Gerrard
Tues 18 Sept 9.30 – 12.30pm	Local Government Finance and Budgeting	LTH	M Whitelegg Towers Sherlock Fletcher Bryning Gerrard Johnson Denwood
Tues 18 Sept 5 – 7pm	Climate Change Briefing	LTH	Johnson Kerr Barry Mace Pritchard
Wed 19 Sept	IT Training	MTH	Dennison
Wed 19 Sept 4pm	Audit Committee training	MTH	Johnson Thomas Leytham Smith Burns Barry
Mon 24 Sept 5pm	Role of the County Council	MTH	Roe Taylor Johnson Denwood Ashworth Greenall Barnes Blamire Kerr
Thurs 27 Sept	Powering the UK - A Convenient Solution to Reduce Carbon Emissions		Kerr
Thurs 4 Oct 4pm	Tourism Briefing and Tour	TIC	Johnson Thomas Stamp Kirkman Denwood
Tue 16 October 10am – 1pm	Speaking in Chamber	Blackpool Council	Fletcher Dennison
Thurs 18 Oct	NWDA Annual Conference & AGM		Bryning
Thurs 25 Oct	Audit Committee training	MTH	Dennison Thomas Bryning Burns

5pm – 6.30pm			McCulloch
Thurs 1 Nov 6pm	Workshop to review the Member Development Strategy and Training Priorities	MTH	Bray Kerr Dennison Thomas Brown Kirkman Plumb Fishwick Clifford Knight Redfern Sands Archer Ashworth Barnes Trolinger Histed Sherlock Marsland Roe Charles Bryning
Tue 13 Nov 1-5pm	IT Drop in workshop	St Leonards	Marsland Redfern Dennison Plumb
Tue 20 Nov	LACORS Health & Safety Partnership Conference		Kerr
Thurs 22 Nov 9am - 1pm	IT Drop in workshop	St Leonards	Johnson
Thurs 20 Dec	IT Training	MTH	Taylor
Mon 14 Jan 1pm	IT Training – Public Speaking Modern Councillor software	MTH	Ashworth
Fri 18 Jan 10am	IT Training - WebPages	MTH	Archer
Thurs 24 Jan 10am	Standards Committee – Training on Standards Board anonymised cases for forthcoming local filter.	LTH	Barry Burns Denwood Kirkman Sherlock Taylor + 3 Independent Members
Mon 28 Jan 9am – 1pm	IT Drop in Workshop	MTH	Johnson Bray Day Sowden Dennison
Thurs 21 Feb 9-1pm	IT Drop in Workshop	St Leonards	Denwood Pritchard McCulloch Dennison
Mon 10 March	Scrutiny of Finance and Performance Management	LTH	Kirkman McCulloch Redfern Plumb Heath Pritchard Williamson Dennison Fishwick Gerrard Langhorn
Tue 18 March	Time Management	Salford	Fletcher
Thurs 20 March 1.30pm	IT Drop in Workshop	MTH	Redfern Bray Johnson Brown Fletcher Budden Wade Plumb
Tue 25 March	IT Training	MTH	Barnes
Wed 26 March 6pm	Neighbourhood Management briefing and tour	Poulton	Bray Burns Archer Thomas Johnson Smith Plumb Barnes Fishwick McCulloch Dennison Ashworth

In summary a total of 37 events have taken place, and of these, 5 Drop in IT workshops have been held in addition to individual one to one IT Training for Members. The drop in IT workshops have been well attended and Members have used the workshops to learn about a range of things including Member WebPages, Portal, Intranet, using emails, distribution lists, saving documents and changing fonts.

The Chairing Skills event was also attended by a member of the West End Partnership. The Scrutiny of finance and performance management training was also attended by officers and members from Lancashire County, Blackpool and Wyre Councils. Summaries of the evaluation feedback from the Scrutiny of finance and performance management training and the Neighbourhood Management briefing are attached.

The following pie charts show the days of the week events have been held on, the venues and attendance by groups. It must be pointed out that the high volume of events taking place at Morecambe Town Hall has been due to the suitability of the IT Suite for IT training.



### 1.1 Forthcoming training and development events

The following events are scheduled over the next few months:

Wed 23 April 2 - 4.30	Drop in IT Workshop	MTH
Wed 30 April 6 - 8.00	Local Media - Internal	To be confirmed
Thurs 8 May 6 - 8.00	Polish Taster Session	Albert Road Office
Wed 14 May 6 - 8.00	Intro to Risk Management	LTH
Wed 21 May 2 - 4.30	Drop in IT Workshop	St Leonards House
Thurs 22 May 4-5pm	Decision Making Process	To be confirmed
Wed 11 June 6 - 7.30	Chairing Skills and Procedures	LTH
Thurs 19 June 6 - 8.00	An Intro to Procurement	MTH
Wed 25 June 9.30-12.00	Drop in IT Workshop	MTH
Thurs 10 July 6-8.00	Polish Taster session	PNM Office
Wed 30 July 10 - 4.30	Facing the Media - External	LTH

### 1.2 Dedicated members area on the intranet (Members Portal)

The dedicated Members area on the intranet has been changed slightly to include a WHAT'S NEW section on the main page. This now includes weekly Planning Applications lists, a copy of the most recent Councillors Newsletter, details of forthcoming training events, a list of attendance at training event and other bits of Member related information.

Following the discussion at the Workshop upon access to Council and Ward information for Members, all Council services have been asked how they can assist in providing up to date Council and Ward information to Members and suggestions have included to include the Licensing Applications and Press Releases on the Portal. In addition, further links have been added to the portal to include links to community safety and population statistics etc as well as information relating to the County Council and contact officers within the City and County Councils.

Members are asked to offer suggestions for the types of information they would like access to via the Portal and Councillors Newsletter.

### 1.3 One to one discussions

Over 50% of Members have had one to one discussions. If you know of any other Members who may be interested in having a personal one to one discussion on their training and development needs please let them know of this opportunity. Members who have already had these one to one discussions have found them valuable and have collectively enabled a programme of training to be developed geared to the needs of Members.

Now that the majority of one to one interviews have taken place and Members have individual Personal Development Plans in place, a process for reviewing the outcome of the Personal Development Plans is required.

Members are requested to consider the most appropriate method to review the one to one interviews that have taken place and the frequency of these reviews.

<b>RELATIONSHIP TO POLICY FRAMEWORK</b>	
The work of Member development supports the corporate priority – to continue to improve the Council.	
<b>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>	
There are no direct implications.	
<b>FINANCIAL IMPLICATIONS</b>	
None arising from this report. The cost of training courses and events can be met from the Member training budget of £10,700.	
<b>SECTION 151 OFFICER'S COMMENTS</b>	
The Section 151 Officer has been consulted and has no comments.	
<b>LEGAL IMPLICATIONS</b>	
None arising from this report.	
<b>MONITORING OFFICER'S COMMENTS</b>	
The Monitoring Officer has been consulted and has no further comments.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Suzanne Smith <b>Telephone:</b> 01524 582074 <b>E-mail:</b> smsmith@lancaster.gov.uk <b>Ref:</b>



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## TRAINING COURSE EVALUATION



Course Title	Scrutiny of Finance and Performance
Date	10 <sup>th</sup> March 2008

**1. My personal objectives were:** (please tick box)

Exceeded	
Met	3
Partially Met*	3
Not Met*	

\*Please comment and provide details of your objectives which were unmet.

I think that the scrutiny of both budget and performance issues were well covered and put in context.

I'm still not sure how to be a more effective scrutineer of financial performance – probably needs a culture change within our Council and I don't know how to bring that about!

Perhaps we need to look at integrating the Star Chamber and B&PP processes.

I don't know ! I just felt rather un fulfilled.

**2. The time allocated for the event was:** (please tick box)

Too much*	1
Sufficient	4
Too little*	1

\*Please comment and provide details of how the duration of the event could be improved.

I think the time allowed was sufficient although personally I would have preferred the event to have started earlier and finished earlier.

The first couple of hours seemed to drag on a bit – we spent too long listening to the speaker and the slides had lengthy definitions which seemed unnecessary to me.

**3. Please rate the following:** (please tick box)

	Excellent	Good	Average	Poor
Effectiveness of the Speaker	2	1	3	
Relevance of the event	2	3	1	
Pace		2	3	1
Supporting Documentation (if any)		3	2	1
Visual Aids (if any)		2	4	

**4. Which part of the event did you find *most* useful? Why? Could it have been improved?**

The group work and discussion were the most useful parts of the event as this allowed for the sharing of ideas and for both Members and Officers to hear about and understand how arrangements differed across authorities



Getting into practical details of scrutinising the BVPI data was useful but I think we spent a bit too long on this in our groups – I had to leave before there was any plenary discussion or conclusions.

I also really enjoyed James Doble's contributions! It's useful for councillors to understand how officers think (and vice versa I expect).

The point was well made about our tendency to spend more time scrutinising details and small amounts of income/expenditure, rather than large figures and the 'big picture' of service delivery that are less easy to understand.

Interventions by council officers [one of whom has left]very useful. More unvarnished officer interaction with members needed. If we are doing things badly/well we need to be told

Group work was interesting but not many contributed

General awareness of the ability to challenge constructively

**5. Which part of the course did you find *least* useful? Why?**

I don't think there was any part of the event which I did not find of use. Whilst I did not have any issue with the quality, effectiveness or balance of the presentations, I suppose this was not as beneficial as learning from each other in group discussion.

The first hour or two - pace was slow and I didn't feel very engaged.

But partly because this is a big subject to get to grips with and it's easy to feel disempowered by it. Trying to think of examples of where we have been effective scrutineers of finance/performance in the past was quite depressing – there didn't seem to be very many! However, it was useful to realise that.

None

I wasn't able to stay for it all so perhaps the most useful was after I had gone.

**6. What, if anything, would you like added to the event content?**

In terms of presentation, maybe alternative forms, such as a video in addition to PowerPoint.

In terms of subject matter, although linked, budgets and performance might merit separate and slightly shorter sessions. Whilst appreciating that it was primarily a Lancaster event, it might also have been useful to have invited speakers from other authorities, maybe from outside Lancashire to give a more regional/national perspective.

More hands-on practical stuff – perhaps role playing questioning of officers on a particular issue (I remember doing this kind of thing in scrutiny training a few years ago and found it useful – the 'officers' had information that they would only reveal if specifically questioned about it by the panel, which seemed realistic and emphasised the need to ask probing, relevant questions).

Methods plus all councillors should have council scrutiny handbook for reference. I have attended several training session but have yet to receive this document

**7. Would you have preferred a different ratio of teaching methods?**

**Yes/No**

(E.g. more discussion groups and fewer lectures?)

No

If yes, please say what and why

I think that, overall, the balance was right.

As above

Specific to training needs

Just a better mix in the groups – some had lots of people in them ours was missing lots !

**8. What impact do you think the training will have on your ability to act as an effective representative of the local community?**

I have a better understanding of the scrutiny role relating to finance and the budget

It will enable me to better consider how scrutiny of budget and performance can be taken forward in Lancashire and hopefully contribute to making the process more timely and transparent.

Unsure

Useful/more if better focused.

I think I'll think more about costs and seek more information if I feel concerned rather than accept answers given to me

Some improvement

**Please make any additional comments you may have about the event in the space below.**

I thought that the event was extremely informative and useful and it was good that it concentrated on two specific issues of some complexity rather than being too general. I thought it was a shame that the majority of authorities in Lancashire were not represented but this may have been partly to do with the early evening finish.

**Thank you for completing this questionnaire**

Completed questionnaires should be returned to Member Services as soon as you can.

**Remember! – If you have particularly enjoyed this event, please recommend it to fellow Councillors.**



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**TRAINING COURSE  
EVALUATION**



Please give us your opinion of this event. Your feedback will help us to plan future training and development events.

Name	
Course Title	NEIGHBOURHOOD MANAGEMENT BRIEFING
Date	26 <sup>TH</sup> MARCH 2008

**1. My personal objectives were:** (please tick box)

Exceeded	7
Met	3
Partially Met*	
Not Met*	

\*Please comment and provide details of your objectives which were unmet.

**2. The time allocated for the event was:** (please tick box)

Too much*	1
Sufficient	8
Too little*	1

\*Please comment and provide details of how the duration of the event could be improved.

Excellent balance of walk/talk and powerpoint  
 Visit to area slightly longer  
 Too long for Council employees – during day would be preferable

**3. Please rate the following:** (please tick box)

	Excellent	Good	Average	Poor
Effectiveness of the Speaker	5	5		
Relevance of the event	5	5		
Pace	3	6	1	
Supporting Documentation (if any)	1	7		
Visual Aids (if any)	2	5		

**4. Which part of the event did you find *most* useful? Why? Could it have been improved?**

Both parts of the event were useful  
 Speakers during walkabout, presentation and questioning  
 Tour  
 Seeing the area and project info  
 Walkabout  
 Tour  
 All

**5. Which part of the course did you find *least* useful? Why?**

Little more time  
Presentation

**6. What, if anything, would you like added to the event content?**

Follow up – up to date info to Cllrs on PNM

**7. Would you have preferred a different ratio of teaching methods?  
(E.g. more discussion groups and fewer lectures?)**

**Yes/No**

If yes, please say what and why

50/50 walk/talk just right

**8. What impact do you think the training will have on your ability to act as an effective representative of the local community?**

Training events like this add a sense of place to the community which we represent  
Awareness of work in Poulton  
Awareness of multi-agency work  
Good  
All training is useful  
Better informed when issues arise for decision making  
Better local knowledge

**Please make any additional comments you may have about the event in the space below.**

More training events like these are needed.  
Wish more Cllrs had attended  
Spot on !  
Good event  
As the event was after 6.00pm Lady Cllrs and employees could be placed at risk.  
thanks

**Thank you for completing this questionnaire**

Completed questionnaires should be returned to Member Services as soon as you can.

**Remember! – If you have particularly enjoyed this event, please recommend it to fellow Councillors.**