



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 3 SEPTEMBER 2009

Venue: MORECAMBE TOWN HALL

Time: 5.00 P.M.

A G E N D A

1. **Apologies for Absence**
2. **Minutes**
Minutes of meeting held on 25th June, 2009 (previously circulated).
3. **Items of Urgent Business Authorised by the Chairman**
4. **Declarations of Interest**
5. **Local Councillor Shadowing Scheme** (Pages 1 - 5)
6. **Member Development Strategy Review** (Pages 6 - 16)
7. **Appointments to Committees and Changes in Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

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

(ii) Substitute Membership

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

(iii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services on 01524 582057 or e-mail dchambers@lancaster.gov.uk

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN
CHIEF EXECUTIVE
TOWN HALL,
LANCASTER LA1 1 PJ

COUNCIL BUSINESS COMMITTEE**Local Councillor Shadowing Scheme
3rd September, 2009****Report of Head of Democratic Services****PURPOSE OF REPORT**

To inform Members of a request from 'The Youth of Today' to participate in the Local Councillor Shadowing Programme.

This report is public

RECOMMENDATION

That Council Business Committee consider whether the Council should take part in 'the Youth of Today' Local Councillor Shadowing Programme in Autumn of this year.

Report**(1) Background**

A request has been received from 'The Youth of Today' which is a consortium of leading youth organisations including the British Youth Council. The consortium is working together to increase the quality, quantity and diversity of opportunities for young people as leaders of change in their communities.

The initiative is funded by the Department of Children, Schools and Families along with the Department for Communities and Local Government and will launch a range of programmes over the next 2 years including the Local Councillor Shadowing Scheme.

(2) Details

A young person will be linked with a Councillor for 25 hours worth of shadowing activities which can take place in a period of between 1 and 6 weeks. This Councillor will need to undergo a CRB check.

'The Youth of Today' will provide a menu of activities which will be agreed with the two parties.

To ensure the programme is as sustainable as possible, participants should be encouraged to pursue voluntary work in their local community and remain involved in local democracy if they are keen to.

Participating councils will be paid a £120 bursary at the end of the programme to cover food and travel expenses incurred by the young person together with any costs incurred by the council.

Attached at Appendix A is the invitation letter which contains full details of the scheme.

Members are requested to consider whether or not the Council should take part in the Local Councillor Shadowing Scheme.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising from this report.

FINANCIAL IMPLICATIONS

None arising directly from this report. Any expenses, including CRB check and food and travel expenses would be covered by the bursary of £120 which will be paid at the end of the scheme.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Letter attached at Appendix A

Contact Officer: Jenny Kay

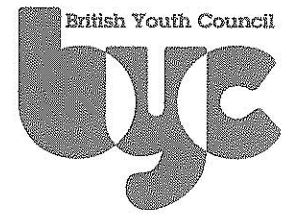
Telephone: 01524 582065

E-mail: jkay@lancaster.gov.uk

Ref:

The Youth of Today.
 c/o British Youth Council
 CAN Mezzanine London Bridge
 1 Downstream Building
 1 London Bridge
 London SE1 9BG

Telephone 0845 605 0240
 Email info@theyouthoftoday.org
www.theyouthoftoday.org



000674
 Head of Democratic Services
 Lancaster City Council
 Town Hall
 Dalton Square
 LANCASTER
 LA1 1PJ

July 2009

Dear Colleague,

I am writing to you on behalf of **The Youth of Today** to invite your council to participate in **The Youth of Today Local Councillor Shadowing Programme**, due to be launched in autumn of this year.

The Youth of Today is a consortium of leading youth organisations working together to increase the quality, quantity and diversity of opportunities for young people as leaders of change in their communities.

Funded by the *Department of Children, Schools and Families & the Department for Communities and Local Government*, The Youth of Today will launch an exciting new range of programmes over the next two years which includes the Local Councillor Shadowing programme.

This groundbreaking initiative, which gives young people aged 13 -19 who are under represented and/or disadvantaged the chance to shadow their local representatives, aims to involve participants in their local democracy and provide them with the opportunity to experience leadership within their local communities.

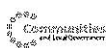
By creating this programme, it is hoped that young participants will gain knowledge and skills which will facilitate their involvement in the democratic process and help them influence decision making. It also provides a unique opportunity for young people to engage with councillors face to face and challenge some of the negative media stereotypes which they constantly meet.

We hope that the programme will be equally rewarding for councillors by exposing them to the issues faced by young people coupled with their hopes and aspirations. The programme also gives councillors the chance to work with young people from a vast range of backgrounds to help them develop their talents and skills.

(continued overleaf)



department for
 children, schools and families



In order to make sure the programme has maximum impact and reaches the intended target audience we have put in place an assessment system to use when councils have expressed an interest in taking part in the shadowing scheme.

The system allows us to look at the range of factors that need to be taken into account when engaging councils in the process. The factors will grow and change as the scheme takes off.

Current Assessment Factors include:

- Government English Regions
- Rank of Average Score Deprivation
- Type of Council
- Area (i.e. Rural/Coastal/Inner City).

Programme Details

- A young person will be linked with a councillor for 25 hours worth of shadowing activities which can take place in a period of between 1 and 6 weeks.
- The Youth of Today will provide you with a 'Menu of Activities' which will give you some ideas of what can be incorporated in the programme. Ultimately - the activities will be agreed by the two parties.
- To ensure that the programme is as sustainable as possible, participants should be encouraged to pursue voluntary work in their local community and remain involved in local democracy if they are keen to.
- Participating councils will be paid a £120 bursary at the end of the programme to cover food and travel expenses incurred by the young person.
- It is very important to take the relevant precautions to safeguard young people involved in the programme, therefore participating councillors will need to undergo a CRB check following registration if this is not already in place.

If you would be interested in participating in this programme please complete the attached form and email it to my colleague Henry Tapp, Programmes & Policy Support Officer at the British Youth Council: henry.tapp@byc.org.uk.

Likewise, if you have any questions or queries concerning the programme, please call Henry on 0207 022 1975.

I look forward to hearing from you in the near future.

Yours sincerely,



David Clark
Head of Programmes & Policy
British Youth Council

Local Councillor Shadowing Programme Enquiry Form

Name of council: _____

Name/ role of key contact staff: _____

Key contact email: _____

Key contact telephone: _____

Are you able to run the programme from September? **Yes / No**

If not, what is the earliest date that you can accommodate the programme?

Estimated number of councillors to participate in the programme: _____

Programme Details

- The target audience is young people aged 13 -19 who are under represented within leadership roles and/or are disadvantaged.
- A young person will be linked with a councillor for 25 hours worth of shadowing activities which can take place in a period of between 1 and 6 weeks.
- The Youth of Today will provide you with a 'Menu of Activities' which will give you some ideas of what can be incorporated in the programme. Ultimately - the activities will be agreed by the two parties.
- To ensure that the programme is as sustainable as possible, participants should be encouraged to pursue voluntary work in their local community and remain involved in local democracy if they are keen to.
- Participating councils will be paid a £120 bursary at the end of the programme to cover food and travel expenses incurred by the young person.
- It is very important to take the relevant precautions to safeguard young people involved in the programme, therefore participating councillors will need to undergo a CRB check following registration.

Please return this form to Henry Tapp, Programmes & Policy Support Officer:
henry.tapp@byc.org.uk

British Youth Council
CAN Mezzanine London Bridge
1 London Bridge
Downstream Building
London
SE1 9BG

If you have any questions or queries, please call Henry on 0207 022 1975.



COUNCIL BUSINESS COMMITTEE**Member Development Strategy Review
3rd September, 2009****Report of Head of Democratic Services****PURPOSE OF REPORT**

To agree the revised Member Development Strategy.

This report is public

RECOMMENDATION

That Council Business Committee adopt the amended Member Development Strategy 2009/10.

Report

1. At its meeting on 25th June 2009 Council Business Committee reviewed the Member Development Strategy in light of the new Corporate Priorities which had been agreed at Council on 18th May 2009.
2. Following a detailed discussion on these and other aspects of the Strategy the Committee agreed:
 - (1) *That a link to the County Council website page on Climate Change be include on the Council's website.*
 - (2) *That Overview and Scrutiny and Communications be removed as priorities in the Member Development Strategy.*
 - (3) *That Equalities be incorporated in to Community Cohesion and linked with the Community Engagement priority.*
 - (4) *That Economic Development be added as a priority in the Strategy.*
 - (5) *That regular information sessions be introduced to address member development needs in relation to Council Service areas, concluding with a question and answer session and that a rolling programme be included as a priority in the Strategy.*
 - (6) *That the revised Member Development Strategy be considered at the next meeting of the Committee.*

The Strategy has been amended to reflect these recommendations.

With regard to recommendation 5, all Service Heads and Directors have been requested to identify any issues/areas of work within their Service Business Plans which could be included in the rolling programme. A programme of briefings is being prepared for inclusion within the Member Development Programme.

3. The Committee also considered the outcomes of a recent internal audit of Members Expenses and Civic Functions which had included a section on Member Development. Members considered the action plan which had resulted from this audit and agreed the following :

- *“Revision of the Member Development Strategy to set out the roles and responsibilities of key Members and how they link to Corporate Plan priorities.”*

A report on this will be considered by the Committee at its meeting in November and the Strategy will need to be amended accordingly if appropriate.

4. At its meeting on 30th June, the Audit Committee discussed the development needs of the Members for the forthcoming year. It was unanimously agreed :

- *“That Council Business Committee be asked to incorporate Audit training into the City Council’s Member Training Programme.*
- *That Council Business Committee be asked to consider establishing partnership working in relation to the Member Development Programme.”*

Audit training has been included in the Strategy and will be incorporated into the Member Development Programme.

Regarding establishing partnership working, this does already take place with Members attending sessions in Wyre, Blackpool and Preston regularly.

5. It was agreed that the draft revised Strategy would be considered by the Committee at its September meeting.

Attached at Appendix A is the draft Member Development Strategy revised in accordance with Members’ decisions above.

Members are requested to adopt the amended Member Development Strategy or make further amendments as required.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

None arising from this report.

FINANCIAL IMPLICATIONS

None arising directly from this report. There is a budget of £9,800 in 2009/10 for Member training and development and the priorities set out in the Strategy are used to determine appropriate allocation of that funding.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Council Business Committee minutes
Member Development Strategy

Contact Officer: Jenny Kay
Telephone: 01524 582065
E-mail: jkay@lancaster.gov.uk
Ref:



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Member Development Strategy

2009/10 – 2010/11



1. Commitment to Member development

The Council took the decision in 2002 to commit to its own internal Charter for training and development for elected Members and employees. Following that the Council then signed up to the North West Charter for elected Member Development.

To formalise this commitment, the Council included within the Terms of Reference of the Council Business Committee, responsibility for Member Development. As Members of this Committee, Councillors have the responsibility to champion Member Development and cascade information to their political groups. Members of the Council Business Committee are:



Councillor Rob Smith (Chairman)



Councillor Morgwn Trolinger (Vice-Chairman)



Councillor Susan Bray



Councillor Roger Dennison



Councillor Karen Leytham



Councillor Geoff Knight



Councillor Joyce Pritchard

2. Member Development Strategy

The first Member Development Strategy for Lancaster City Council was developed by Members and adopted by the full Council in February 2007. This set out the various ways of supporting Members in the Town Hall and their Wards as well as the Council's development priorities for the coming year. The Strategy included a commitment to undertake an annual review which is undertaken by Council Business Committee each year to ensure the Council provides the proper guidance and relevant support to all Members.

Each year information is gathered from the one to one interviews and annual reviews that have take place along with feedback from the variety of training events that take place. The Strategy is then reviewed by the Council Business Committee to reflect the information gathered over the previous 12 months alongside the issues that had emerged from the Corporate Priorities set by full Council for 2009/10 as follows:

- Support out local economy
- Clean and green places
- Safe and healthy communities
- Support our local communities

Within those four priorities there are seven objectives:-

Objective 1 Work in partnership to ensure a strategic approach to economic development and regeneration

Objective 2 Maintain the cleanliness of our streets and public spaces.

Objective 3 Develop local responses to Climate Change.

Objective 4 Work in partnership and make our district an even safer place addressing crime and the fear of crime, and anti-social behaviour.

Objective 5 To contribute towards health improvement and reducing health inequalities through both the delivery of our own services and our work with partners.

Objective 6 To improve the standard, availability and affordability of housing in the district to meet local needs.

Objective 7 To work in partnership with others meet the differing needs of communities within our district.

This, therefore is a revised edition of the Elected Member Training and Development Programme for 2009/10 agreed as a result of that review.

3. Learning and Development Priorities and Projects

As Champions for Member Development, the Council Business Committee have developed the Member Development Strategy and identified the following eight key development priorities (in no particular order):

- ❖ Local Government Finance
- ❖ IT training
- ❖ Decision Making Processes (including County Council functions)
- ❖ Ward and Community Leadership
- ❖ Political Leadership
- ❖ Community Engagement and Community Cohesion
- ❖ Economic Development
- ❖ Service Briefings

There is a clear message in the objectives contained within the Corporate Plan that the Council needs to work with its partners to address the issues raised and this is taking place through the Lancaster District Local Strategic Partnership (LDLSP). As much of this work is undertaken by Cabinet Members, Councillors need to understand the process of the LDLSP and the Sustainable Community Strategy.

A programme of development sessions for Members on the Council's Regulatory Committees is also being introduced with the Audit Committee leading the way on this.

The continued use of different approaches to learning and development will continue to be explored and promoted such as shadowing, on-line learning and mentoring.

Projects

In addition to addressing priority needs by means of the Training and Development Programme, it is recognised that action on a number of key priorities can be better delivered by means of projects to look at improving the way things are done or support provided. The following project areas will continue over the following year:

- The use of IT by Members, including paperless meetings and the promotion of web pages for Councillors
- Improved access to Ward and Council information
- Development of political leadership, in particular improvements to induction and support for Cabinet Members. Consultation with existing and former Cabinet Members is ongoing as part of this project.

4. Progress

Set out below are a number of achievements and successes which highlight the Council's commitment to Member Development.

- ❖ The Council was awarded the North West Employers Organisation's Charter for Member Development in November 2008.
- ❖ The Council was also awarded the prestigious Municipal Journal Award for Member Development.
- ❖ The most recent Member Development Programme was launched at the Business Council meeting in May 2009. It includes 52 development opportunities for Members. This is a rolling programme which will be added to over the remainder of the year taking into account the priorities contained within this Strategy.
- ❖ Over the past 12 months, 71 development sessions have taken place. This does not include the individual support that has been offered to Members over the year such as one to one IT sessions.
- ❖ Councillors now have the use communal Members' rooms both at Lancaster and Morecambe Town Hall. In these rooms they have the use of several computers, access to the Members Library and information on training and development opportunities.
- ❖ The use of innovative development methods has been explored. Several Councillors took part in shadowing opportunities over the year and 'taster' sessions continue to give Councillors an insight into the diverse communities within the district.
- ❖ IT Workshops continue to take place before Council meetings at Morecambe Town Hall and personalised one to one IT training has been offered including using email, internet, web pages and Microsoft Word.
- ❖ E-newsletters continue as a source of valuable information for Councillors.
- ❖ Members continue to take up places on the IDEA Leadership Academy.
- ❖ All Council Business Committee meetings are now paperless.
- ❖ 80% Members have attended some type of training or development session over the last 12 months.
- ❖ A dedicated area on the intranet has been created for Members containing useful documents, links and ward information.
- ❖ A total of £9,800 is available in 2009/10 to support Member Development activity.
- ❖ The roll out of new laptops for Members took place in 2009. Teething difficulties were overcome and now most Councillors have a new faster machine for Council work.

Members' comments

All relevant, good pace, no powerpoint – how different. Learnt directly and improved - Superb
Cllr Rob Smith

I now feel more confident at speaking in public and making speeches.
Cllr June Ashworth

I enjoyed the training immensely – the time went by so quickly
Cllr Evelyn Archer

Communicating with Clarity

Good overview of functions – liked interactive nature
Cllr Roger Plumb

I found all of the course very interesting. I don't think anything could have been improved.
Cllr Robert Redfern

Role of Parish and Town Councils

Very pleased with session
Cllr Ron Sands

All the information gained was useful
Cllr Roger Sherlock

Decision Making Process

Excellent way to get further use of information on intranet – good explanation of decision making.
Cllr Keith Sowden

It's informative and will help explain the process to constituents when asked – especially with regards to length of process.
Cllr Roger Plumb

5. One to One Interviews

All Members have been offered a one to one interview to assess their training and development needs. A Personal Development Plan is produced for each Councillor and the information from these is used not only to monitor the personal progress of the individual but to develop the priorities for inclusion in this Strategy and Training Programme.

A system has been set up to review each Member's Personal Development Plan after a period of 12 months.

These are done to suit the individual either by means of a further face to face interview, a telephone discussion or by email.

To date, 49 out of 60 Councillors have taken the opportunity to have a one to one interview and where these were done over 12 months ago their Personal Development Plans are under review.

6. Attendance at Seminars/Conferences

It has been identified that attendance at some Conferences and Seminars provides an opportunity for Members to further their personal development in terms of their knowledge and ability to perform particular roles. Control over the funding for this purpose has been transferred to the Head of Democratic Services in consultation with the Chairman of the Council Business Committee where the cost is in excess of £100 per Member and subject to the needs of the individual Member being identified in their Personal Development Plan.

Members wishing to attend such Conferences need therefore to send details to the Head of Democratic Services for approval to enable funding to be allocated.

Certain annual conferences have been highlighted for attendance on an annual basis, subject to the continued relevance and evaluation of the content of the conferences.

7. Member Development Budget

In terms of budget allocation for Member Development, the Strategy goes beyond 2010/11 when the current term of office ends so that budgets set for future years as part of the Medium Term Financial Strategy can be programmed to deliver appropriate training and development each year as Members' experience and knowledge grows. For 2009/10 the budget is set as £9,800.

The Head of Democratic Services has been given delegated authority in consultation with the Chairman of the Council Business Committee to approve attendance on external training courses/Conferences/Seminars. When the event/course costs more than £100 the Member will be expected to provide a report on their return for evaluation purposes.

8. Statutory and Mandatory Training

It is acknowledged that there will on occasions be a need for training required to ensure Members understand legislative requirements on them both as individuals and as members of particular committees to be repeated and updated, particularly where new legislation is introduced. This will be included in the training programme by the Head of Democratic Services as the need arises.

9. Officer Support

All Members of the Council will receive support to enable them to be effective in their role as a Councillor. Members' Services can offer day to day support, and together with Democratic Support they are co-ordinating the Member Development process. The key officers to contact are:

Julie Rutlidge
Assistant Ceremonial and Members' Officer
Tel: (01524) 582170
Email: jrutlidge@lancaster.gov.uk

Jenny Kay
Democratic Support Officer
Tel: (01524) 582065
Email: jkay@lancaster.gov.uk

Suzie Smith (November onwards)
Senior Democratic Support Officer
Tel: (01524) 582074
Email: smsmith@lancaster.gov.uk

Lisa Jackson
Ceremonial and Members' Officer
Tel: (01524) 582070
Email: ljackson@lancaster.gov.uk