

# **COUNCIL BUSINESS COMMITTEE**

## **Elected Member Development – Progress Report**

**24th April 2008**

### **Report of Head of Democratic Services**

#### **PURPOSE OF REPORT**

To update Members on the progress made to date with elected Member development and offer feedback and suggestions for the way forward.

**This report is public**

#### **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.

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Attendees</b>
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

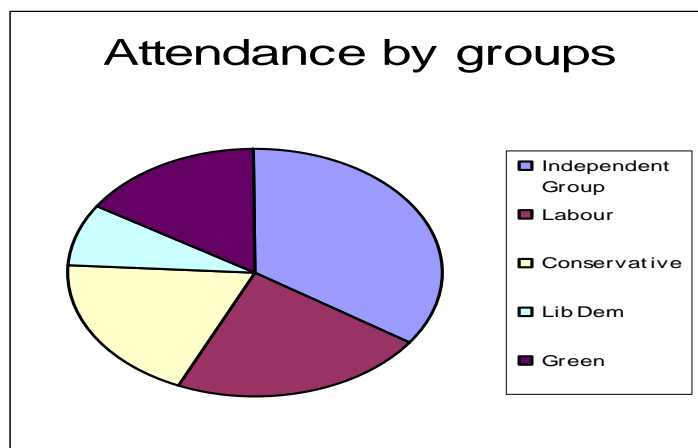
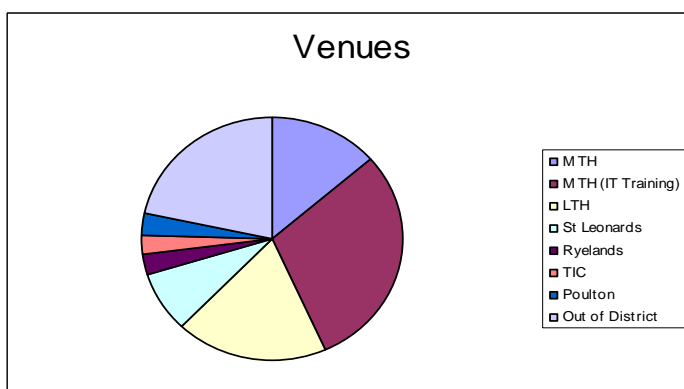
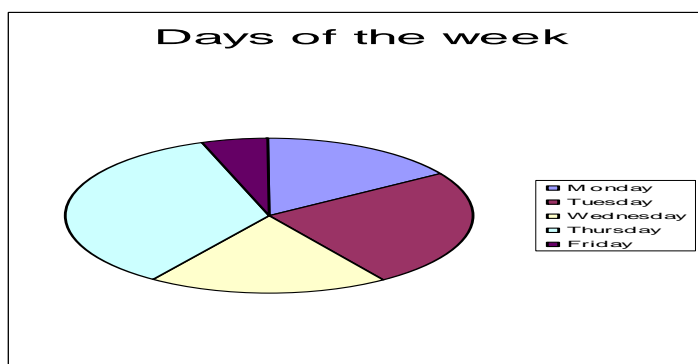
Mon 10 Sept 11-12 noon	Civil Contingencies	LTH	Taylor Plumb Coates Denwood Chapman Sherlock
Tue 11 Sept	IT Training	MTH	Taylor
Wed 12 Sept	IT Training	MTH	Day
Wed 12 Sept 6pm	Chairing Skills	MTH	Gerrard Kirkman Fletcher Greenall Blakely Langhorn Sherlock Smith Stamp Leytham
Thurs 13 Sept 5.30 – 8pm	Safeguarding 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.

#### **RELATIONSHIP TO POLICY FRAMEWORK**

The work of Member development supports the corporate priority – to continue to improve the Council.

#### **CONCLUSION OF IMPACT ASSESSMENT**

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

There are no direct implications.

#### **FINANCIAL IMPLICATIONS**

None arising from this report. The cost of training courses and events can be met from the Member training budget of £10,700.

#### **SECTION 151 OFFICER'S COMMENTS**

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

#### **LEGAL IMPLICATIONS**

None arising from this report.

#### **MONITORING OFFICER'S COMMENTS**

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

#### **BACKGROUND PAPERS**

**Contact Officer:** Suzanne Smith  
**Telephone:** 01524 582074  
**E-mail:** smsmith@lancaster.gov.uk  
**Ref:**