

COUNCIL BUSINESS COMMITTEE

Elected Member Development – Progress Report

18th September 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. That informal discussions take place with all of the current Cabinet Members to gauge their feedback on the current level of support they have received and suggestions for the future.

1.0 Training and development events taken place

To complement the training events offered in the Member Training Programme, there are now a range of learning materials that are relevant to the Members training priorities such as books, DVDs and online computer courses via Modern Councillor.

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

	Date	Event	Venue	Attendees
1	Tue 1 April	One to One IT Training	MTH	Budden
2	Tue 1 April 7pm	Independent Group – Strategy & Training Programme	MTH	Dennison Archer Kerr Ashworth Knight Budden Barnes Burns
3	Thurs 10 April 4.40pm	Conservative Group – Strategy & Training Programme	Bare Constituency Office	Mace Bray Charles Fishwick Thomas Histed Williamson Johnson
4	Mon 14 April	One to one Excel training	MTH	Fletcher
5	Mon 14 April 7pm	Labour Group – Strategy & Training	LTH	Smith Blakely Gerrard Leytham Hanson Blamire

	Date	Event	Venue	Attendees
		Programme		Clifford Denwood Bryning Redfern Sherlock
6	Tue 15 April 5pm	Lib Dem Group – Strategy & Training Programme	LTH	Kirkman Gilbert Pritchard Langhorn Day
7	Friday 18 April	Shadowing CCDS	White Lund & various locations	Blakely Smith
8	Wed 23 April 9.30am	Green Group – Strategy & Training Programme	LTH	Barry Fletcher Towers Coates Heath Whitelegg McCulloch Kay
9	Wed 23 April 2 – 4.30pm	Drop in IT Workshop	MTH	Roe Dennison Bray
10	Wed 23 April	Corporate Plan Briefing	LTH	Unrecorded
11	Fri 25 April	Corporate Plan Briefing	MTH	Unrecorded
12	Fri 25 April	Shadowing Council Housing	Council Housing	Redfern
13	Mon 28 April	Shadowing Information & Customer Services	Customer Contact Centre	Bray
14	Wed 30 April 6-7.30pm	Local Media	LTH	Bray Dennison Barnes Leytham Blakely McCulloch Archer Ashworth Kerr Fletcher
15	Thurs 8 May	NWEO Charter Assessment	LTH	Smith Blakely Bray Barry Mace M Whitelegg Knight Langhorn
16	Thurs 8 May 6- 8pm	Polish Taster Session	Albert Road	Archer Burns Bray McCulloch Robinson Sands +3 others
17	Wed 14 May 6- 8pm	Introduction to Risk Management	LTH	Trolinger Histed Clifford Leytham
18	Wed 21 May 2-4.30pm	Drop in IT Workshop	St Leonards House	Kirkman Sowden
19	Thurs 22 May 4- 5pm	Decision Making Process	MTH	Histed Smith Dennison Fletcher McCulloch Barnes
20	Wed 18 June 12- 2pm	Drop in IT Workshop	MTH	Dennison Barnes Kirkman Brown Robinson Wade Farrow
21	Thurs 19 June 6-	An Introduction to Procurement	MTH	Dennison Farrow Brown Redfern

	Date	Event	Venue	Attendees
	8pm			
22	Thurs 19 June 10am	Standards Committee training	LTH	Dennison Denwood Fishwick Kirkman Sherlock Taylor +4 Independent Members
23	Tues 24 June	Performance Management Briefing	LTH	Archer Blamire Dennison Mace Towers Sherlock Brown Bray Johnson
24	Wed 25 June 9.30 – 12.00	Drop in IT Workshop	MTH	Burns Sands Sherlock
25	Fri 4 July 9am	County Council briefing & tour	White Cross & various locations across the district	Barnes Bryning Sands Dennison Redfern Thomas Robinson
26	Wed 9 July	Demonstration on ward statistics to O&S Committee	MTH	Chapman Trolinger, Langhorn Plumb Histed, Bray Leytham Greenall, Gilbert Burns Dennison,
27	Thurs 10 July 6-8pm	Polish Taster Session	Poulton NM Office	Dennison Barnes Fletcher Bray + 3 others
28	Fri 18 July 9.30 – 4.30pm	Licensing Committee Training	Carlisle	Greenall Redfern Sherlock Rogerson Roe Dennison + 6 officers
29	Mon 21 July 12.30 – 4pm	Speed Reading	MTH	Coates Fletcher McCulloch Brown Johnson Kerr Dennison Day Histed
30	Wed 23 July 12 -2pm	Drop in IT Workshop	MTH	---
31	Thurs 24 July 2-4.30pm	Drop in IT Workshop	MTH	Dennison
32	Wed 30 July 10- 4.30pm	Facing the Media	LTH	Charles Langhorn Fletcher Towers Dennison Barnes McCulloch

In summary a total of 32 events have taken place over the last quarter. These have included shadowing opportunities to CCDS, Council Housing and Customer Services together with visits to each of the political group meetings to raise awareness of the member development strategy.

1.1 Evaluations

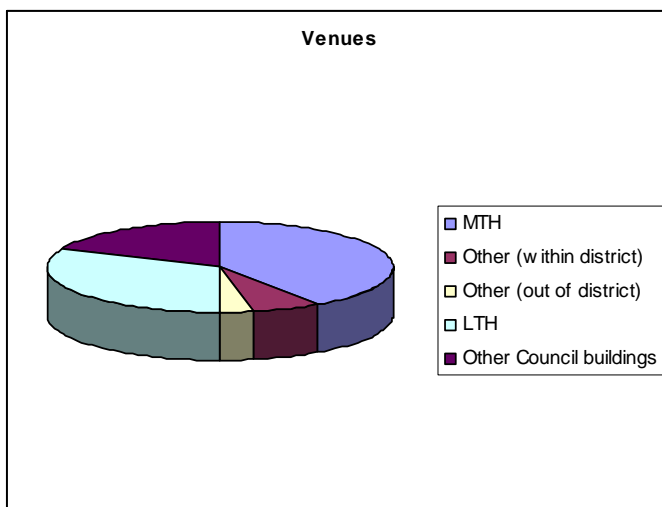
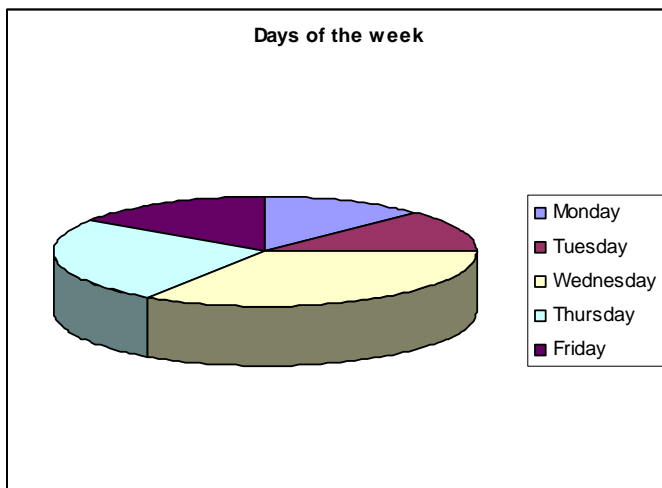
Summaries of the evaluations and feedback from the County Council Tour, Decision Making Process session, How to deal with the local media session, Polish Taster 8th May, Polish Taster 10th July, Introduction to Risk Management session and Speed Reading are attached at Appendix A. Members are asked to consider the feedback and make suggestions for improvement for future events.

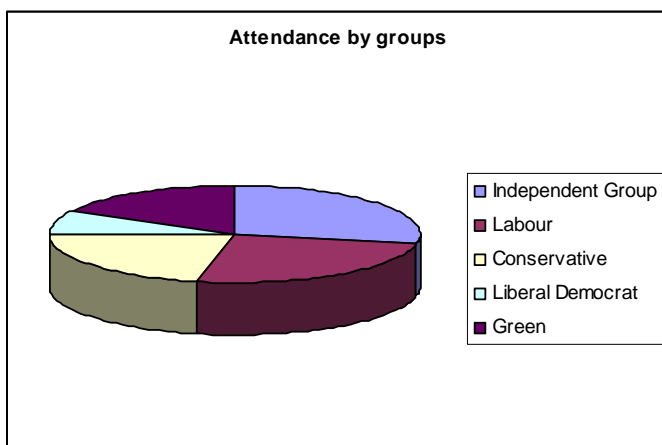
1.2 Budget

For 2008/09 the budget for Member training and development has been set at £14,400, of which £5,500 has been committed to date. This includes funding for attendance at conferences and seminars for the purpose of personal development as reported to the previous meeting.

1.3 Pie charts

The following pie charts show the days of the week events have been held on, the venues and attendance by groups.





1.4 Forthcoming training and development events

The following events are scheduled over the next few months:

Wed 20 Aug 10am – 12pm	Drop in IT Workshop
Sat 6/7 Sept 18/19 Oct 22/23 Nov	Leadership Academy
Tue 29 Aug – 2 Sept	Planning Summer School
Mon 8 Sept 6pm	Young People training
Wed 10 Sept 6-7.30pm	Escendency drop in workshop for BPP Members
Thurs 11 Sept 6pm	What Is Neighbourhood Management
Wed 17 Sept 12-2pm	Drop in IT Workshop
Wed 24 Sept 2– 4.30 pm	Drop in IT Workshop
Thurs 25 Sept 6-7.30pm	Role of Parish and Town Councils
Tue 30 Sept 6-8pm	A guide to budgeting and a basic guide to local government finance
Wed 8 Oct 6-7pm	Decision Making Process
Wed 23 Oct 6pm	Polish Taster Session
Wed 12 Nov 6-8pm	How to deal with the Local Media
Wed 19 Nov 12–2pm	Drop in IT Workshop
Wed 17 Dec 12-2pm	Drop in IT Workshop

1.2 Progress with project areas

The Council Business Committee when reviewing the Member Development strategy also identified a number of key project areas:

Use of IT by Members (including paperless meetings and webpages)

Since the decision was taken to trial paperless meetings of the Committee, five paperless meetings have taken place successfully, despite a few minor hiccups. We are now starting to get queries from Members about how they can bring laptops to other meetings and also work wirelessly. In order to develop the use of IT, Members are asked to consider whether and how to promote the facility to other Members to be able to download agendas and bring their laptops to other meetings using the Mod.gov reminders and newsletter articles.

In addition to the one to one IT training being provided, 10 Drop in workshops have been held. These generally take place monthly in the IT Suite at Morecambe Town Hall, however following the suggestion made by a councillor, these Drop in Workshops also take place prior to full Council meetings. In addition, an officer from Information Services now attends some of the Drop in Workshops to assist with PC problems.

Work has been done to promote the facility for Councillors web pages and so far 18 Members are now using their personal web pages on the Councils website. Members are using these web pages to update constituents on progress with Ward issues, promote PACT meetings and issues, advertise surgeries and contact details, links to PACT sites and Parish Council sites and good news. There is also the facility for Members to email what they want displaying on their webpage for Democratic Services to update if they do not have the time or IT skills.

Members will recall that a satisfaction survey was undertaken earlier in the year on the use of IT. This related in the most part to the provision and use of the equipment and technical support provided and a report on the analysis of the responses can be found elsewhere on the agenda. However questions were also included on the use of the Elected Members' page on the intranet in order to gauge the level of use and whether the right type of information was being included. Of the 33 Members who responded, 26 had visited the webpage and of these 23 had found the page 'useful' or 'very useful', indicating that the development of this facility continues to be worthwhile.

Ward and Community Leadership

Following a demonstration at Overview and Scrutiny Committee upon the ward information available on the dedicated Members area on the intranet, a link has now been included to online maps showing ward and parish boundaries. The ward pages also include links to neighbourhood information, roadworks, traffic regulation orders, consultations on proposed traffic regulation orders and to local PACT websites.

Progress has been slow on the community leadership angle despite discussions taking place with officers. There may be an opportunity for upto date ward profiles to be prepared as part of the neighbourhood management initiative which could be linked to the ward pages. In terms of the local community, taster sessions have been run on the local Polish community and discussions are taking place to run similar

sessions on the local Hindu community, with a view to holding sessions on all sections of the community in future.

Cabinet Support

Informal discussions (Exit interviews) have taken place with three Members who have recently stood down from Cabinet positions to gain an insight into the role of a Cabinet member and also the support and resource issues. It is suggested that in order to pursue the Cabinet support as a project that informal discussions should take place with all of the current Cabinet members to gauge their feedback on the current level of support they have received and suggestions on how to develop future support.

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

The cost of training courses and events can be met from the 2008/09 Member training budget of £14,400, of which £7054.00 has been committed to date. Allocation of training expenditure is based on the priorities set out in the Member Development Strategy and this report is one element of an evaluation process designed to ensure that spending of this budget is effectively controlled and targeted.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

There are no direct legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Evaluation forms

Contact Officer: Suzanne Smith

Telephone: 01524 582074

E-mail: smsmith@lancaster.gov.uk

Ref: