

COUNCIL BUSINESS COMMITTEE

Elected Member Development – Progress Report

15th January 2009

Report of Head of Democratic Services

PURPOSE OF REPORT

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

This report is public

RECOMMENDATIONS

- (1) That the Committee note the report and make any suggestions for the future improvement of the Member Development Programme.
- (2) That in respect of the Member Development budget it be recommended to Cabinet as part of the budget process:
 - (a) That the savings of £3000 in the 2008/09 Member Development budget be noted.
 - (b) That the Member Development budget for 2008/09 and 2009/10 be reduced to £10,000 per annum (+ inflation), reverting to £15,300 in 2011/12.
 - (c) That the Head of Financial Services be authorised to update the revenue budget accordingly.

1.0 Training and development events taken place

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

<u>Date</u>	<u>Event</u>	<u>Venue</u>	<u>Attendees</u>
29 Aug – 2 Sept	Planning Summer School	St Andrews	Dennison
6 & 7 Sept 18/19 Oct 22/23 Nov	Leadership Academy	Warwick	Fletcher

Mon 8 Sept 6pm- 7.30pm	Young People training	LTH	Bray, Farrow, Smith, McCulloch, Pritchard, Johnson
Wed 10 Sept	Treasury Management – BPP	LTH	Sherlock, J Whitelegg, Clifford, Fishwick, Greenall, Langhorn, Charles, Dennison, Blamire, McCulloch, Thomas
Wed 10 Sept all day	Escendency drop in workshop for BPP Members	MTH IT Suite	Burns, McCulloch, Charles, Dennison, Gilbert
Thurs 11 Sept 6pm	What Is Neighbourhood Management	PNM	Pritchard, Farrow, Kerr, Roe, Redfern
<i>Tue 16 Sept 6-8pm</i>	<i>Basic Guide to Government Finance</i>	<i>LTH</i>	<i>CANCELLED</i>
<i>Wed 17 Sept 12-2pm</i>	<i>Drop in IT Workshop</i>	<i>MTH IT Suite</i>	<i>CANCELLED</i>
Wed 24 Sept 2 - 4.30 pm	Drop in IT Workshop	MTH IT suite	Wade, Dennison, Barnes
Thurs 25 Sept 6 - 7.30pm	Role of Parish and Town Councils	LTH	Histed, Rogerson, Stamp, Pritchard, Johnson, Plumb, Denwood, Brown, Redfern, Gerrard, Archer, Sands, Clifford, Farrow, Mace, Robinson, Coates, Kerr, Charles
Tue 30 Sept 6-8pm	A Guide to Budgeting	LTH	McCulloch, Dennison, Towers
Wed 1 st Oct 12.30 – 4pm	O&S Training	Blackpool Council	Trolinger
Mon 6 Oct 6-7pm	Morecambe Town Council briefing	MTH	Archer, Mace, Robinson, Bray, Ashworth, Kerr, Dennison, Wade, Langhorn, Burns Fishwick, Hanson, Charles, Gerrard, Barnes
Tues 7 th Oct	Ethical Governance Conference (for Standards Committee Members)	Kendal	Dennison, Fishwick
Wed 8 Oct 6-7pm	Decision Making Process	MTH	Bray, Archer, Sowden, Thomas, Robinson, Dennison, Trolinger, Plumb, Rogerson, Leytham, Sherlock
Thurs 16 Oct 10-12	Regeneration Briefing	MTH	Archer, Barnes, Bryning, Dennison, Histed, Johnson, Robinson, Sowden, Thomas
13 -14 Oct	Annual Assembly of Standards Committees	Birmingham	Stephen Lamley (Independent Chairman of Standards Committee)
13 -14 Oct	BRADA Conference (Entertainment and Events Seminar)	Southport	Burns

22-23 rd Oct	Northern Regeneration Summit	Manchester	Archer (1 day), Charles (1 day), Bryning (both days)
Thurs 23 Oct 6pm	Polish Taster Session	PNM Office	Gerrard, Redfern, Farrow, Sherlock, Rogerson, Kerr Police Representative
Thurs 23 Oct 2- 4.30pm	Drop in IT Workshop	MTH IT Suite	Barnes, Dennison, Kirkman
Tues 4 Nov 2- 4.30pm	Drop in IT Workshop	MTH IT Suite	Barnes, Dennison
Mon 10 th Nov	Team Lancashire – Community Champions Programme – Module 1	Preston	Langhorn
Wed 12 Nov 6-8pm	How to deal with the Local Media	LTH	Thomas, Sowden, Plumb, Woodruff, Dennison, Sherlock
Mon 17 Nov 1.30- 4.30 pm	Basic Word	MTH	Dennison, Sherlock, Day, Taylor
Mon 17 th Nov	Team Lancashire – PVE Masterclass	Preston	Langhorn, Robinson, Leytham
Thurs 18 Nov 6- 7.30pm	Lancaster District Regeneration Agenda	LTH	Coates, Roe, Heath, Brown, Fishwick, Leytham, Kerr
Wed 19 Nov 12-2pm	Drop in IT Workshop	MTH IT Suite	Dennison, Barnes
Fri 21 Nov	NWEO Charter Celebration Event	Lowry Salford Quays	Smith, Bray, Archer, Ashworth, Pritchard, Trolinger
Mon 24 th Nov	Team Lancashire – - Understanding your community - Masterclass	Preston	Dennison
Wed 26 th Nov 1.30 – 4.30	Basic Excel	MTH IT Suite	Robinson, Sherlock, Dennison, Barnes
Mon 1 st Dec	Team Lancashire – Community Champions Programme - Module 2	Preston	Mace
Wed 3 rd Dec 1.30 pm	Basic IT	MTH IT Suite	Barnes, Dennison, Robinson, Day, Taylor

Thurs 4 Dec 2-8pm	Communicating with Clarity	LTH	Archer, Smith, Barnes, Pritchard, Redfern, Ashworth, Dennison
Tuesday 15 th Dec	Team Lancashire – PVE - Masterclass	Preston	Dennison
Tues 16 th Dec	Licensing Act training	LTH	Chapman, Dennison, Greenall, McCulloch, Pritchard, Sherlock, Taylor, Woodruff
Wed 17 th Dec 12-2pm	Drop in IT Workshop	MTH IT Suite	-

1.2 In summary a total of 35 events have taken place over the last quarter. One Councillor has taken advantage of the shadowing an Officer opportunity and has been out with the Enforcement Officer on two occasions which he thoroughly enjoyed.

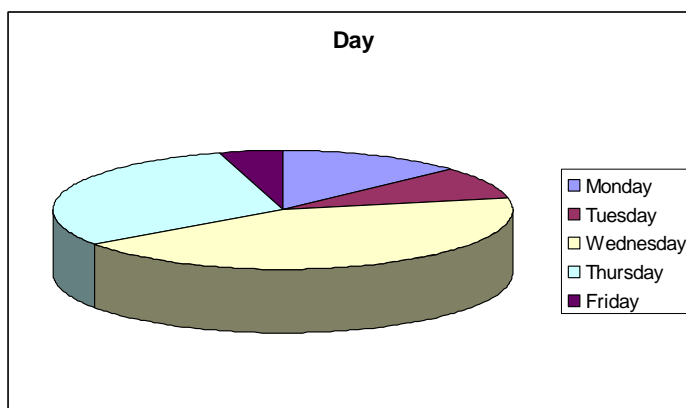
2.0 Evaluations

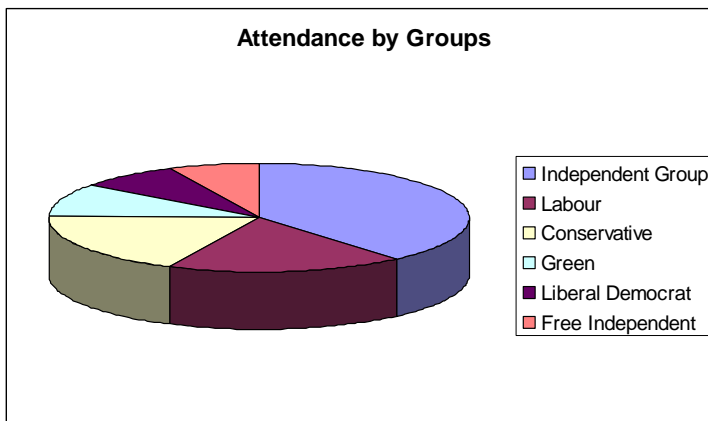
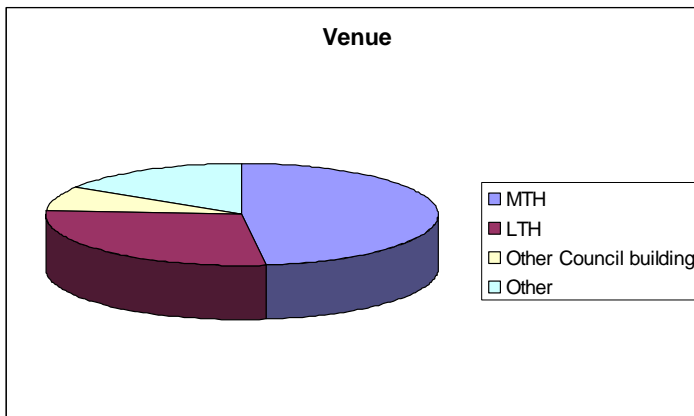
2.1 Summaries of the evaluations and feedback from the some of the training sessions are attached at Appendix A. Members are asked to consider the feedback and make suggestions for improvement for future events.

2.2 Attendees at personal development events costing over £100 per head are now being asked to produce a report back to cascade any useful information gained to other Members and also to assist in evaluation and consideration of future attendance. The first of these reports is being submitted to the January meeting of Standards Committee later this month in respect of the annual attendance at the Standards Conference.

3.0 Pie charts

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





4.0 Forthcoming training and development events

4.1 The following events are scheduled over the next few months:

- Wednesday 14th January 6.30 – 8.30 pm – Local Hindu Community/Culture
- Monday 19th January 12.30 - 4.30 pm – Basic IT training
- Wednesday 4th February 12.00- 2.00-pm – IT Workshop
- Wednesday 11th February 6.00-7.30 pm – Questioning Techniques
- Tuesday 3rd March 6.30 -8.30 pm - Local Hindu Community/Culture
- Wednesday 4th March 12.00 -2.00 pm – IT Workshop

5.0 Progress with project areas

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

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

Since the decision was taken to trial paperless meetings of the Committee, all meetings have remained paperless, despite a few minor hiccups.

An external training provider has been brought in to provide IT training for a number of Councillors. This has been very successful and will continue in the New Year. Attendance at IT Workshops has dwindled but workshops will continue to be held before Council meetings with an Officer from I S present to assist with queries.

The roll out of new laptops will begin in January and it is envisaged that training sessions will be held for this.

There has been no further take up of the Councillor webpages but officers will promote this further in January.

5.3 Ward and Community Leadership

The information and links on the Members page on the intranet has been updated.

With regard to Community Leadership, Team Lancashire has offered places on their Members as Community Champions Programme. The Programme is split into different modules and includes the Member Cohesion Programme which the Leader of the Council and Chairman of Overview and Scrutiny Committee have attended. The Community Champions Programme includes masterclasses on 5 topics including Participatory Budgeting, Preventing Violent Extremism and Understanding Place. There is also a module on Working with Others which includes sessions such as Understanding Leadership.

In house, the final Polish taster session took place in the autumn which was enjoyed by all those who attended. These sessions will be followed by an insight into the Hindu community with 2 sessions in January and February.

5.4 Cabinet Support

Informal discussions are taking with Cabinet Members to ascertain the sort of support that would assist the Executive Members in their roles. This information will be brought to the Council Business Committee in due course for consideration.

6.0 Budget

6.1 For 2008/09 the budget for Member training and development has been set at £14,400, of which £10,537 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.

6.2 With just 3 months remaining in this financial year, it is clear that a saving of at least £3,000 will be made for 2008/09.

6.3 Furthermore Members may wish to consider a reduction in expenditure on member development for the remaining 2 years of the current term of office.

6.4 The experience of this year and 2007/08 has shown that much can be achieved at low cost, utilising existing expertise and resources within the City Council to support Councillors, focusing external expenditure on specific areas such as leadership skills for Cabinet Members and keeping relevant Members up to date in their areas of responsibility and taking advantage of any subsidised training available such as that offered by NWE0 or IDeA for example during the past year.

6.5 Many of the high priorities identified in the Member Development Strategy have been addressed and whilst Members' needs will continue to be reviewed through their Personal Development Plans, it should be possible to continue to address any further requirements in a similar way in future years, at least until the next elections in 2011 when a full Induction Programme will again be required. Officers in Democratic Services can concentrate their efforts on progressing the project areas in 5.0 above, particularly 5.2 without the need for significant expenditure.

7.0 Proposal

7.1 It is suggested therefore that the budget for Member training and development be reduced to £10,000 for 2009/10 and 2010/11 (+ inflation), reverting to £15,300 in

2011/12 to enable a full Induction Programme to be developed should the need arise following the District Council elections in 2011, and that the Member Development Programme for 2009 and 2010 be adapted accordingly.

7.2 This will provide a saving of £4,700 in 2009/10 and £4,800 in 2010/11.

RELATIONSHIP TO POLICY FRAMEWORK

The work of Member Development supports the corporate priority – to continue to improve the Council and ensures that Councillors have the skills, knowledge and support to assist in the delivery of Council priorities.

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 set out in this report has been met from the 2008/09 Member training budget of £14,400, of which £10,537 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.

The proposed temporary reduction in the budget allocation in paragraphs 6.2 and 7.1 provide the following savings:

2008/09: - £3,000
2009/10: - £4,700
2010/11: - £4,800

SECTION 151 OFFICER'S COMMENTS

The Section 151 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: Jenny Kay
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Ref:



**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	11 th September 2008

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

Exceeded	4
Met	4
Partially Met*	
Not Met*	

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

2. The time allocated for the training course was: (please tick box)

Too much*	
Sufficient	8
Too little*	

*Please comment and provide details of how the course could be improved.

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

	Excellent	Good	Average	Poor
Practical exercised	5	3		
Content of what you learnt	5	3		
Speakers	5	3		

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

All useful
Walking around to see how it has impacted on the community
Understanding the impact if a Management Board
It was all interesting and informative

The history of Poulton
Poulton Neighbourhood Management's objectives and aims and how these have been achieved
Walk around the area

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

None – all of interest
It was all useful as I knew very little
None
None

6. What, if anything, would you like added to a future course if a second session was held?

Maybe a greater understanding of where the funds came from and what restrictions were in place
Up to date progress of work that has been done

7. What impact do you think the knowledge you gained will have on your ability to act as an effective representative of the local community?

Local knowledge of Poulton
Some basic understanding should anything require a vote or if something similar came about
Full knowledge ability
To help continue the very good work in Poulton

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

The meeting was really interesting
Well organised and adequately resourced

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.



EVALUATION SUMMARY

Course Title	Getting to know young people
Date	8 th September 2008

1 My personal objectives were: (please tick box)

Exceeded	2
Met	4
Partially Met*	
Not Met*	

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

We do far more with young people than I thought we did

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

Too much*	1
Sufficient	5
Too little*	

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

It could have run for another ½ hr and wouldn't have seemed boring
Talk heavy
It was a great window into a new subject for me

3 Please rate the following: (please tick box)

	Excellent	Good	Average	Poor
Effectiveness of the speaker	4	1	1	
Relevance of the event	2	3		
Pace		3	2	
Supporting documentation			1	1
Visual aids		1	2	1

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

Good to have a training session without visual aids with a speaker who knows her subject
Understanding/awareness of her role
Focus on what we do as a council in line with legislation we need to ensure we understand

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

None
How to engage young people
Lack of resources/materials

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

Not sure

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

Yes/No

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

Yes – Talk heavy
No
No
No
No

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

Better understanding of the issues and the councils role
I will see young people with a more positive attitude
All training is useful
Awareness of role
It helped me understand how the council already works with young people of the district

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

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.



**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	Polish Taster Session
Date	23 rd October 2008

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

Exceeded	4
Met	2
Partially Met*	
Not Met*	

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

The information gained was useful.

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

Too much*	
Sufficient	6
Too little*	

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

Time of session was about right.

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

	Excellent	Good	Average	Poor
Effectiveness of the Speaker	6			
Relevance of the event	3	3		
Pace	2	4		
Supporting Documentation (if any)	2	1		
Visual Aids (if any)		2		

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

Learning some Polish words and about some of the cultural differences – how words can have different meanings depending on circumstances.
The differences in the systems and how and why they may react.
All of the input.
Explanation of everyday issues.

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

There are no Polish people in my ward. I might meet some though.

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

The input was sufficient.

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

Yes/No

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

If yes, please say what and why

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

Greater understanding of the cultural differences.

Enable me to understand more about the Polish community.

It will enable me to interact more with Polish community as I have a lot of involvement in my capacity as a Police Officer.

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

I enjoyed the session.

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.