

# **COUNCIL BUSINESS COMMITTEE**

## **Elected Member Development 2008/09**

**25<sup>th</sup> June 2009**

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

#### **PURPOSE OF REPORT**

To update Members on the progress made to date with elected Member Development in 2008/09 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 the Chairman of Standards Committee does not attend this year's Standards Assembly and that attendance in future years be determined year by year, taking into account the relevance of the Assembly programme.**

#### **1.0 Introduction**

It has been an exciting and productive year for Member Development at Lancaster City Council. Following an extensive Induction and training programme in 2007/08 after the local elections, the Council continued the roll out of Member Development overseen by Council Business Committee.

The Council was awarded the North West Employers Organisation (NWEO) Charter for Member Development in November of last year and also scooped the prestigious Municipal Journal Award at the same event.

#### **2.0 Training and Development events 2008/09**

- 2.1** Attached at Appendix A is a comprehensive list of all training and development events that took place in 2008/09. It details where the event took place and who attended. In summary 71 training and development sessions took place in the last year. This figure does not include the individual support that has been offered to Councillors such as one to one sessions on IT.
- 2.2** The list highlights the different development methods that have been used such as taster sessions, one to one sessions, workshops, shadowing opportunities and visiting other authorities. A wide range of sessions took place ranging from Polish Taster sessions to shadowing the Council's Enforcement Officer.

### **3.0 Evaluations**

- 3.1 Members are requested to evaluate each session they attend and feedback from these has been almost 100% positive with the exception of some minor criticisms which did not relate to the actual event or facilitator. Councillors are also requested to evaluate any conferences they have attended.
- 3.2 The one exception to this is the Standards Assembly which was felt to be costly and not completely relevant this year. It has been recommended by the Standards Committee :

"That having regard to the report of the Chairman and the Deputy Monitoring Officer member attendance at this year's Assembly should not be funded, and that the Council Business Committee be advised accordingly."

It is therefore suggested that the Chairman should not attend this year's Assembly and that attendance in future years should be determined year by year, taking into account the relevance of the Assembly programme.

### **4.0 Attendance**

- 4.1 Attendance at training or development sessions is widely spread across the political groups but there are 12 Members who have not attended any sessions of any type.
- 4.2 Most sessions are well attended but a problem has arisen with Members booking places then not attending. This has a cost implication in terms of officer time and wastage of food booked for the event. The Committee's views on this issue are requested.

### **5.0 2009/10 Member Development Programme**

At Annual Business Council on 18<sup>th</sup> May, all Members were given a copy of the 2009/10 Member Development Programme. The Programme contains 52 events spread over the following 12 months.

### **6.0 Progress with project areas**

- 6.1 The Council Business Committee when reviewing the Member Development Strategy in June 2008 also identified a number of key project areas:

#### **6.2 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 2009/10. It is hoped that, with the support of these sessions and individual support from Officers, all Councillors will be able to use their new laptops by the end of the year.

The roll out of the laptops has been slow but hopefully most Councillors will have received their new laptops by the time of this meeting. There have been a number of teething problems that have arisen during the roll out but workshops have been set up to assist Members to make the most of their new machines and iron out any problems.

Attendance at IT Workshops has dwindled but workshops will continue to be held before Council meetings with an Officer from Information Services present to assist with queries.

With regard to Councillor's Webpages, take up this is still slow and had to cease during election time. This has been promoted during the laptop workshops and it is hoped will pick up as Members get used to their new laptops which run much quicker than the older machines.

### 6.3 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, we have held Polish taster sessions and an insight in to the Hindu community both of which were very popular and enjoyed by all those who attended. A further Hindu session is included in this year's programme along with a Chinese taster session.

Members may recall that it was agreed at Council that all Councillors should be encouraged to attend Equalities training. Two Community Cohesions sessions have been included in this year's Member Development Programme.

### 6.4 Cabinet Support

It was agreed that this would continue after Annual Council and the June elections. New Cabinet Members will be offered support in their new roles as it is needed.

### 7.0 **One to Ones**

The one to ones that were undertaken from May 2007 onwards have all been reviewed and this information was fed into the Member Training Programme.

### 8.0 **Budget**

The budget is now set at £9,800 for 2009/10 with approximately £3,350 allocated to date.

## **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 was funded from the 2008/09 Member training budget of £11,400, reduced from £14,400 as part of the revised budget process.

The budget for 2009/10 was set at £9,800 and the costs of all events for this year will be met from this budget.

**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**

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

APPENDIX A

2008/09 Training Events

<b>Date and Time</b>	<b>Development Event</b>	<b>Category</b>	<b>Venue &amp; Contact Officer</b>	<b>Councillor Attended</b>
Thurs 8 May	NWEO Charter Assessment		LTH	Smith Blakely Bray Barry Mace M Whitelegg Knight Langhorn
Thurs 8 May 6-8pm	Polish Taster Session	Training	Albert Road	Archer Burns Bray McCulloch Robinson Sands +1 Police +2 NM
Wed 14 May 6-8pm	Introduction to Risk Management	Training	LTH	Trolinger Histed Clifford Leytham
Wed 21 May 2-4.30pm	Drop in IT Workshop	IT	St Leonards House	Kirkman Sowden
Thurs 22 May 4-5pm	Decision Making Process	Training	MTH	Histed Smith Dennison Fletcher McCulloch Barnes
<del>Wed 11 June 6-7.30pm</del>	<del>Chairing Skills and Procedures</del>		<del>LTH</del>	<del>Cancelled due to lack of interest</del>
Wed 18 June	Drop in IT Workshop prior to Council	IT	MTH	Dennison Barnes Kirkman Brown Robinson Wade Farrow
Thurs 19 June 6-8pm	An Introduction to Procurement	Training	MTH	Dennison Farrow Brown Redfern
Thurs 19 June 10am	Standards Committee training	Training	LTH	Dennison Denwood Fishwick Kirkman Sherlock Taylor +4 Indep Members
Tues 24 June	Performance Management Briefing	Briefing	LTH	Archer Blamire Dennison Mace Towers Sherlock Brown Bray Johnson
Wed 25 June 9.30 – 12.00	Drop in IT Workshop	IT	MTH	Burns Sands Sherlock
Fri 4 July 9am	County Council briefing & tour	Briefing & Tour	Various	Barnes Bryning Sands Dennison Redfern Thomas Robinson
Wed 9 July	Demonstration to O&S Committee on ward statistics	Demonstration	MTH	Chapman Trolinger, Langhorn Plumb Histed, Bray Leytham Greenall, Gilbert Burns Dennison, Redfern Sherlock Bryning Thomas, Johnson Archer
Thurs 10 July 6-8pm	Polish Taster Session	Training	Poulton NM	Dennison Barnes Fletcher Bray + 3 others

Fri 18 July 9.30 – 4.30pm	Licensing Committee Training	Training	Carlisle	Greenall Redfern Sherlock Rogerson Roe Dennison +5 officers
Mon 21 July 12.30 – 4pm	Speed Reading	Training	MTH	Coates Fletcher McCulloch Brown Johnson Kerr Dennison Day Histed
Wed 23 July 12 -2pm	Drop in IT Workshop	IT	MTH IT Suite	---
Thurs 24 July 2-4.30pm	Drop in IT Workshop	IT	MTH IT Suite	Dennison
Wed 30 July 10-4.30pm	Facing the Media	Training	LTH	(Charles attended for a ½ day) Langhorn Fletcher Towers Dennison Barnes McCulloch
Tues 19 <sup>th</sup> Aug	Shadowing - Enforcement	Shadowing	Various	Ian McCulloch
Wed 20 Aug 10am – 12pm	Drop in IT Workshop	IT	MTH IT Suite	---
6/7 Sept 18/19 Oct 22/23 Nov	Leadership Academy	Leadership	Warwick	Fletcher
Mon 8 Sept 6pm-7.30pm	Young People training	Training	LTH	Bray, Farrow, Smith, McCulloch, Pritchard, Johnson
Wed 10 Sept	Treasury Management – BPP	Training	MTH	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	Training	PNM	Pritchard, Farrow, Kerr, Roe, Redfern
Tue 16 Sept 6-8pm	Basic Guide to Government Finance	Training	LTH	An extra B&P Committee meeting booked that evening
Wed 17 Sept 12-2pm	Drop in IT Workshop	IT	MTH IT Annex	Room double booked
Wed 24 Sept 2– 4.30 pm	Drop in IT Workshop	IT	MTH IT suite	Wade, Dennison, Barnes

Thurs 25 Sept 6-7.30pm	Role of Parish and Town Councils	Briefing	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	Training	LTH	McCulloch, Dennison, Towers
Wed 1 <sup>st</sup> Oct 12.30 – 4pm	O&S Training	Training	Blackpool Council	Trolinger
Mon 6 Oct 6-7pm	Town Council	Briefing	MTH	Archer, Mace, Robinson, Bray, Ashworth, Kerr, Dennison, Wade, Langhorn, Burns Fishwick, Hanson, Charles, Gerrard, Barnes
Wed 8 Oct 6-7pm	Decision Making Process	Training	MTH	Bray, Archer, Sowden, Thomas, Robinson, Dennison, Trolinger, Plumb, Rogerson, Leytham, Sherlock
Thurs 16 Oct 10-12	Regeneration Briefing	Briefing	MTH	Robinson, Barnes, Fishwick, Dennison, Archer, Kerr, Sowden, Histed, Johnson, Coates, Thomas, Bryning
Thurs 23 Oct 6pm	Polish Taster Session	Briefing	PNM Office	Gerrard, Redfern, Farrow, Sherlock
Thurs 23 Oct 2-4.30pm	Drop in IT Workshop	IT	MTH IT Suite	
Tues 4 <sup>th</sup> Nov 2-4.30pm	Drop in IT Workshop	IT	MTH IT Suite	Barnes, Dennison
Wed 12 Nov 6-8pm	How to deal with the Local Media	Training	LTH	Thomas, Sowden, Woodruff, Dennison
Mon 17 Nov 1.30-4.30	Basic Word	IT	MTH	Dennison, Sherlock, Day, Taylor
Thurs 18 Nov 6-7.30pm	Lancaster District Regeneration Agenda	Briefing	LTH	Roe, Heath, Brown, Fishwick, Leytham,
Wed 19 Nov 12–2pm	Drop in IT Workshop	IT	MTH IT Suite	Dennison, Barnes
Fri 21 Nov	NWEO Charter Celebration Event		Salford	Smith, Bray, Archer, Ashworth, Pritchard, Trolinger

Wed 26 Nov 1.30 – 4.30	Basic Excel	IT	MTH	Robinson, Sherlock, Dennison, Barnes
Wed 3 <sup>rd</sup> Dec 1.30	Basic IT	IT	MTH	Sherlock, Dennison, Robinson, Day, Taylor, Barnes
Thurs 4 Dec 2-8pm	Communicating with Clarity	Training	LTH	Barnes, Archer, Pritchard, Redfern, Ashworth, Smith, Dennison
Wed 17 Dec 12-2pm	Drop in IT Workshop	IT	MTH IT Suite	
Wed 14 Jan 6.30-8.30pm	Local Hindu Community/Culture	Training	LTH	Langhorn, Pritchard, Kirkman, Bray, Rogerson, Fishwick, J Whitelegg, Trolinger, McCulloch, Coates, Dennison, Robinson
Mon 19 <sup>th</sup> Jan 12.30 – 4.00	Basic IT	IT training	MTH	Day, Taylor, Woodruff, Barnes, Dennison, Robinson
Thurs 29 <sup>th</sup> January	Planning Training for Councillors	Planning Training	Hyndburn Borough Council	Dennison
Wed 4 Feb 12-2pm	Drop in IT Workshop	IT	MTH IT Suite	Sands, Dennison, Burns, Pritchard, Sherlock, Sowden
Tuesday 10 <sup>th</sup> Feb 6-7.00pm	Drop in Webpages Workshop	IT/Ward	MTH IT Suite	Robinson, Dennison
Mon 23 <sup>rd</sup> Feb 9.30 am – 3.30 pm	Lancashire Partnership Conference		Woodlands Conference Centre, Chorley	Bryning, Blamire
Mon 23 <sup>rd</sup> Feb 12.30 – 4.30	Basic IT Session	IT	MTH IT Suite	Day, Taylor, Sands, Dennison, Barnes
Wed 4 <sup>th</sup> March 12.00-2.00pm	IT Workshop	IT	MTH IT Suite	Dennison, Robinson, Sands, Sowden, Barnes
Thursday 16 <sup>th</sup> April	Shadowing Environmental Health	Shadowing	Various	Leytham
Wed 22 <sup>nd</sup> April 1-5.30pm	Public Speaking - Mayoral	Training	LTH	Sherlock, Redfern



## Conferences

<b>Date of Conference</b>	<b>Title of Conference</b>	<b>Attendees</b>
01-03.07.08	LGA Conference (hotel)	R Mace & E Archer
01-03.07.08	LGA Conference (dinner)	R Mace & E Archer
05&06.06.08	Coastal Renaissance in NW England	Many members
19.06.08	EHTF	E Archer
29.08.08 – 02.09.08	Planning Summer School	R Dennison
10.09.08	LGA Annual Rural Conference	A Johnson
22-23.09.08	Regeneration and Renewal National Conference	E Archer/S Charles (1 day each) & A Bryning
01.10.08	Travelsmart in Lancashire	Not recorded
03.10.08	Lancashire Partnership – Working with partners	E Archer & D Kerr
03.10.08	Lancashire Waste Partnership Conference	S Bray & S Denwood
07.10.08	Ethical Governance Conference	S Fishwick, R Dennison & P Gardner (Parish Standards)
13&14.10.08	Standards Board	Stephen Lamley
14-16.10.08	BRADA Conference	S Burns
23.02.09	Lancashire Partnership Conference	A Bryning & E Blamire
11.02.09	The role of Councillors in Planning – Propriety and Good Practice	R Dennison
10.03.09	Development Management – It's All About Delivery	R Dennison
25.03.09	Rural Evidence and Policy – North West Priorities	S Charles