

COUNCIL BUSINESS COMMITTEE

Elected Member development – Progress Report

9th November, 2006

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) That the Committee notes the progress made to date with elected Member development and offer feedback.**
- 2) That an informal meeting of the Council Business Committee be held to discuss the Member Development Strategy and the Member induction programme for 2007.**

1.0 Report

Ruth Ashworth from North West Employers Organisation is due to meet with officers and members on Wednesday 8th November at 10.00 a.m. to discuss how Lancaster City Council can work towards the North West Charter for Elected Member Development.

The content of this report will form the basis for this discussion with North West Employers. This report sets out the steady progress made in many areas of the work in elected Member development. Feedback from the meeting with NWEO and any required changes to the programme for Member development will be reported at the meeting.

1.1 Learning and development events

The following learning and development events and conferences have taken place:

Event	Date	Venue	Attended
Tree Preservation	27 June	Lancaster Town Hall Maxine Knagg	7

Annual Scrutiny Conference	28 June	London	1
Corporate Plan & Council Priorities	3 July	Lancaster Town Hall Mark Cullinan	11
Code of Conduct	12 July	Morecambe Town Hall Sarah Taylor & Gill Noall	13
LGA Delivering Affordable Rural Housing Conference	13 July	London	1
Time Management	21 July	St Leonard's House Nigel Parrish	1
Race Awareness	15 Aug	Lancaster Town Hall Pradeep Passi	5
Planning Summer School	1 - 5 Sept	Canterbury	1
Be Aware, Be Safe	11 Sept	St Leonard's House North West Employers	2
LGA Rural Commission and Annual Rural Conference	12 – 13 Sept	Chester Race Course	1
Child Protection	26 Sept	Lancaster Town Hall Mary Bunting	11
Data Protection & Freedom of Information	2 Oct	Lancaster Town Hall Caroline Thompson	2
NWDA Annual Conference & AGM	4 Oct	Manchester	1
5 th Annual Assembly of Standards Committee	16 – 17 Oct	Birmingham	1
Regeneration and Renewal	24 - 25 Oct	Rotherham	1

The following learning and development events are scheduled in the next few weeks:

Managing Casework Effectively

Wednesday 25th October 2006 from 10.00 am to 12 noon at Blackpool Town Hall. The event will be facilitated by Emma Taylor from Successful Speeches.

Lancashire Leadership Academy

9th and 10th November – Personal Leadership and 25th and 26th January – Leadership in a Lancashire Context.

Lancashire Leadership Programme – Member Development Modules

Five modules between November and March.

Local Government Finance Uncovered

Monday 27th November 2006 from 1.00 pm to 4.00 pm at Lancaster Town Hall.

Child Protection

Thursday 14th December 2006 from 1.30 pm to 4.00 pm at St Leonard's House. This training has also been offered to Barrow Borough Council.

IT training

Following the one to one interviews held with 32 members, four members highlighted a need for basic computer training. One member has since already had training on an individual basis and would like further training. The remaining three members will be asked if they want to have similar sessions.

Leadership training

As per the results of the one to one interviews, several members expressed an interest in undertaking Leadership training. Following which each political party has been offered places on a proportional basis on the IDEA national Leadership Academy Programme.

1.2 Members information area on the Intranet

The dedicated Members information area on the Intranet has been established and is developing quite rapidly. It now includes:

- Member Training Programme
- Members' Library
- Members' Allowance Claim Form
- Charter for Elected Development
- Forward Plan
- Scrutiny Handbook
- Councillor contact details
- Members' newsletters

This page also gives details of the forthcoming learning and development events. If there are any other links or documents that members would like on this area or have any feedback on this site then please let Members Services know.

1.3 Members Notice Board

There is now also a Members Notice Board in the middle office of Members Services to promote learning and development opportunities and members of the Council Business Committee as 'Member Development Champions' are encouraged to promote these events.

1.4 Members Web Pages

Members now have the facility to create and update their own web pages on the Council's web site. Training on how to use the web pages will be offered.

1.5 Councillors Newsletter

Two editions of the Councillors Newsletter have been published. This newsletter is sent out by email and is also available online on the Members information area of the Intranet. It is hoped that this will continue to be published monthly as long as there is sufficient information coming forward to be included. Members might want to

consider how to develop and improve the newsletter and whether to expand it to include Council and ward related information.

1.6 Member Development Surgeries

Officers from Democratic Services were available for an hour before the last Council meeting to be on hand to answer members queries, collect mail delivery bags and forms etc. Officers will do this again at the next Council meeting.

1.7 Induction programme

Some preparatory work has started on an induction handbook for newly elected and returning members as well as considering the type of information to be made available to members prior to the election, on the election day and following their election.

1.8 Member Development Strategy

Some preparatory work has been done to produce a Member Development Strategy but this now requires members' input. It is suggested that this be in the form of an informal meeting of the Council Business Committee with officers of Democratic Services. Further advice on this will be sought from North West Employers at the meeting.

1.9 Information for potential Councillors

Work will be done to produce information in a booklet format and on the Council's web site on the role of a Councillor and how to become a Councillor.

2.0 Conclusion

Members are requested to note the progress made in elected Member development and offer feedback that has been received.

Members are also asked to delegate further work on the induction programme and the Member Development Strategy to officers for consideration and discussion at an informal meeting of the Council Business Committee

CONCLUSION OF IMPACT ASSESSMENT

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

No direct implications

FINANCIAL IMPLICATIONS

None arising from this report. The cost of training courses and events is met from the Member training budget held by Legal and HR Services.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no comments to add.

LEGAL IMPLICATIONS

There are no legal comments.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

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