

MEMBERS' TRAINING AND DEVELOPMENT PANEL

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Thursday, 22 January 2009

Time: 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 18th December, 2008 (herewith) (Pages 1 - 6)
3. Draft Work Programme (report herewith) (Pages 7 - 9)
4. Promoting the Councillor Role to Employers (information herewith) (Pages 10 - 23)
5. Leading Your Communities Seminar - 4th February, 2009 - Wakefield (information herewith) (Pages 24 - 26)
6. Employee Suggestion Scheme (feedback herewith) (Pages 27 - 31)
7. Giving Councillors the Tools for the Job - Supporting Councillors Declaration - IDEA (Cath Saltis, Head of Scrutiny and Member Support to report)
8. Safeguarding Adults Training Dates - Neighbourhoods and Adult Services (information herewith) (Pages 32 - 33)
9. Date and Time of Next Meeting - Thursday, 26th February, 2008 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 18TH DECEMBER, 2008**

Present:- Councillor Gosling (in the Chair); Councillors Austen, Cutts, Dodson, Gosling, Hughes, Lakin, McNeely, Pickering, Rushforth, Turner and Whelbourn.

Apologies for Absence were received from Councillors Sharman, Sangster and Smith, Wootton and Whysall.

16. MINUTES OF THE PREVIOUS MEETING HELD ON 25TH SEPTEMBER, 2008

The minutes of the previous meeting held on 25th September, 2008 were agreed as a correct record.

17. UPDATE ON THE MODERN.GOV AND ECASEWORK IMPROVEMENT PROJECTS

Richard Copley, ICT Strategy and Client Co-ordinator gave a presentation on Modern.Gov and eCasework Improvement Projects.

Modern.gov

The Modern.gov system had been in use within RMBC for several years and performed two key functions:

1. To collate and produce all committee meeting agendas and minutes
2. To publish the relevant sections of the minutes and agendas on the RMBC website.

It had become apparent that RMBC's version of Modern.gov was several versions behind the most current version. In addition, it had become clear that, even in the version currently being used, the Council was failing to take advantage of all the functionality available through the system, particularly in terms of the information that could be offered to the Citizen via the website. The functions available which Members could elect to "turn on" were:

- Councillors' Details
- Councillor Websites
- Decisions
- Forward Plans
- Document Library
- Declarations of Interest/Outside Bodies
- Attendance Statistics

Members were advised that the Modern.gov system would be upgraded to the latest version and were asked to provide guidance on which

features should be made available via the website.

Discussion ensued about the various functions and how useful they would be to members of the public. Training on the usage of the system was also discussed and it was agreed that a number of sessions would be arranged and included on the training plan for 2009.

It was agreed that all functionalities would be turned on, and that the Democratic Renewal Scrutiny Panel be asked to monitor it for a year.

eCasework

For several years the Surgery Connect system had been used to manage the work flow involved in processing the casework generated by Member's when issues were brought to them by members of the public.

Concerns had been raised that the system was difficult to use and at the meeting on 25 September, Sioned Mair-Richards and Richard Copley were asked to establish a project to review the effectiveness of the system and either implement improvements or replace the system with something better suited to Member's eCasework needs.

A member/officer project group met for the first time on 19 November 2008 and discussions took place around the use of eCasework and 11 members were put forward as a trial/consultation group. These were:

Jahangir Akhtar
Ken Wyatt
Darren Hughes
Ian St John
Reg Littleboy
David Pickering
Rose McNeeley
John Foden
Jo Burton
Mahroof Hussain
Jennifer Whysall

This meeting and subsequent meetings/conversations had established the following:

- Only 6 Members had ever been trained in the use of Surgery Connect
- The implementation of any new system would need to be carried out in tandem with extensive member consultation and training
- Most members had implemented 'workarounds' which circumvent Surgery Connect
- Of those Members that do use the system, the vast majority telephone in details via the contact centre, rather than inputting the details themselves
- Some admin officers also used the contact centre to the casework

inputting

- There were variations in the way that Member casework was handled by Directorates
- There were no formal SLAs around officer responsiveness casework
- There was no forum, corporately, for eCasework administrators to discuss issues relating to the process

A question and answer session ensued and the following issues were discussed:

- It was felt that systems needed to be in place to enable the sharing of common issues and how they were dealt with
- It would be useful to include a function which kept a log of work undertaken to enable the amount of work done by each member to be measured
- It was important that any system used needed to be user friendly to all Members
- There was a lack of SLAs
- There was a lack of agreed procedures
- There was a lack of Member buy-in/training.
- Had there been any investigation undertaken into what other Authorities were doing, and whether this was successful
- A free trial of the system had been offered by Lambeth Council and it was felt that this should be taken up and the trial/consultation group could then review it and feed back to the Member Training and Development Panel.

Agreed:- (1) That the content of the report be noted

(2) That the functionalities of Modern.gov which are currently switched off, be switched on following a period of training and evaluation.

(3) That it be suggested that the Democratic Renewal Scrutiny Panel monitor the progress of the Modern.gov system

(4) That the free trial of the eCasework system be taken up and the trail/consultation group review it and feed back to a future meeting of the Member Training and Development Panel.

18. PAUL WHEELER PAPER

Cath Saltis, Head of Scrutiny Services presented the report of Paul Wheeler entitled "Promoting the Councillor role to employers".

She reported that in South Yorkshire it was felt that Councils would benefit from increasing the number of councillors in employment. They would add to the knowledge and experience in the Council Chamber and enhance the reputation of the council with partner organisations and

central government.

There were a number of barriers which existed to ensure a higher proportion of councillors who were in employment which needed to be addressed. These were:

1. Leadership of each local council to explore options for member meetings outside core hours of 9-5 with specific reference to scrutiny committees and meetings with Directors/Heads of Service
2. Local Councils to develop publicity programme in council and external publications to promote the community leadership role of councillors
3. Annual review, led by members, on use of member time and level of support for member role
4. Research 'governance map' detailing allowances paid to those in local governance role in health, further education and other public sectors
5. Improvement Board to research 'jury service' compensation system for small firms with employees involved in day time meetings for council duties
6. Briefing note prepared by local councils and endorsed by LSP outlining the importance of the member role for the council and wider community
7. Regional Efficiency and Improvement Partnership to support local Good Employer Award
8. Local council to work with individual companies to ensure most effective use of member time. For employees who wish to take undertake more senior member roles (leader and cabinet) companies to consider four year secondments as currently happens with MPs.
9. Political Parties and groups to review existing practices (eg timing of group meetings) to facilitate participation by councillors in employment
10. Political Parties in South Yorkshire to consider participation in proposed national 'Be a councillor' and review existing recruitment and selection processes.

A question and answer session ensued and the following issues were raised:

- Smaller businesses would find it more difficult to let employees

take time off as it would have more of an impact on workloads for others. Larger businesses would find this less of a problem.

- Concerns were raised about the accessibility of the Town Hall after 5.30 pm. Some members felt that this was not a problem as most of their work was done out in the community in the evening.
- It was felt that it was necessary to consider the recommendations and work with at least some of them. It was agreed that these would be looked at in more depth at the next meeting.
- Members also suggested that the Community Leadership Review at the next meeting.

Agreed: (1) That the report be received.

(2) That a further report be brought to the next meeting of the Panel for further consideration.

19. UPDATE ON SYIP

Cath Saltis, Head of Scrutiny Services reported that as part of the Member Development Review Programme £113,400 had been allocated to be divided across the four South Yorkshire areas. Councillor Sharman had chaired the first meeting which had been set up to plan the South Yorkshire Programme.

She confirmed that there were four claims made, with one outstanding claim due in January 2009. Funding had now finished and this needed to be considered when setting the budget for 2009/10. She outlined some of the work which had been undertaken, and agreed to bring a final report to the panel after the final claim had been made.

Agreed:- (1) That the report be noted.

(2) That a final report be brought to a future meeting once the final claim had been made.

20. MEMBER DEVELOPMENT PROGRAMME 2009

Cath Saltis, Head of Scrutiny Services reported that the Member Development Programme had been drafted for 2009 following the completion of the Member PDP's.

The common areas which had arisen from the PDP's were:

- LG Finance
- IT Support
- Managing Media Training
 - General Training
 - Media Training for TV and Press interviews
- Partnership Working or Working with Partners

She asked Members to make further suggestions and the following was raised:

- CAA & LAA
- Refresh on structures of departments
- Adult abuse – Safeguarding Adults
- Equalities and Diversity
- Emergency Planning

Cath agreed to bring a draft programme to the meeting in February 2009 for further discussion.

21. DATE AND TIME OF NEXT MEETING - THURSDAY, 22ND JANUARY, 2009 AT 2.00 P.M.

Agreed:- That the next meeting of the Panel be held on Thursday 22nd January, 2009 at 2.00 pm.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Members' Training & Development Panel
2.	Date:	22nd January, 2009
3.	Title:	Draft Member Development Programme
4.	Programme Area:	Chief Executive

5. Summary

The purpose of the following is to develop a training programme for Member Development

6. Recommendations

Members are asked to consider the attached draft Member Development programme and add/amend as necessary

7. Proposals and Details

See attached document.

8. Finance

Member development activities will be financed by the Member Development budget with additional monies from the South Yorkshire Improvement programme.

9. Risks and Uncertainties

The work being undertaken in Member Development will ensure that Rotherham MBC Members are trained and equipped as well as possible to take on the duties of the modern local councillor. Not to undertake this would mean Members not being given the opportunity to develop their abilities and skills as councillors

10. Policy and Performance Agenda Implications

The proposals within this report all meet with the ambitions contained in the Vision for the Borough and the seven themes which it espouses.

11. Background Papers and Consultation

None

Contact Name : *Cath Saltis, Head of Scrutiny Services and Member Development extension 2779*

Draft

Draft

Draft

Draft

Draft

Draft

Member Development Work Programme

- Media Skills
- Safeguarding Adults
- Local Government Finance
- Equalities and Diversity
- IT Development
- Mod-Gov
- E-Casework
- Emergency Planning – Pandemic
- Skills for life
- Community Consultation and Involvement (CCI)
- Corporate Area Assessment (CAA)
- Planning
- Licensing

‘Promoting the councillor role to employers’

A Report for the South Yorkshire Improvement Programme

*To look is one thing
To see what you look at is another
To understand what you see is a third
To learn from what you understand is still something else
To act on what you see is all that matters*

Taoist proverb

Paul Wheeler
Director
Political Skills Forum
December 2008

1 Summary and list of Recommendations

Councils in South Yorkshire would benefit from increasing the number of councillors in employment. They would add to the knowledge and experience in the Council Chamber and enhance the reputation of the council with partner organisations and central government.

However a number of barriers exist to ensuring a higher proportion of councillors who are in employment and these need to be addressed.

- 1 Leadership of each local council to explore options for member meetings outside core hours of 9-5 with specific reference to scrutiny committees and meetings with Directors/Heads of Service.
- 2 Local Councils to develop publicity programme in council and external publications to promote the community leadership role of councillors.
- 3 Annual review, led by members, on use of member time and level of support for member role.
- 4 Research 'governance map' detailing allowances paid to those in local governance role in health, further education and other public sectors.
- 5 Improvement Board to research 'jury service' compensation system for small firms with employees involved in day time meetings for council duties.
- 6 Briefing note prepared by local councils and endorsed by LSP outlining the importance of the member role for the council and wider community.
- 7 Regional Efficiency and Improvement Partnership to support local Good Employer Award.
- 8 Local council to work with individual companies to ensure most effective use of member time. For employees who wish to undertake more senior member roles (leader and cabinet) companies to consider four year secondments as currently happens with MPs.
- 9 Political Parties and groups to review existing practices (eg timing of group meetings) to facilitate participation by councillors in employment.
- 10 Political Parties in South Yorkshire to consider participation in proposed national 'Be a councillor' and review existing recruitment and selection processes.

2. Background.

The South Yorkshire Improvement Board commissioned the Political Skills Forum to assess the potential and relevance of a local campaign to promote the councillor role amongst employers and increase the range of people in employment willing to undertake the councillor role.

South Yorkshire consists of four metropolitan authorities. Three have a leader and cabinet and the fourth (Doncaster) has a directly elected Mayor. There will be an election for the elected Mayor in Doncaster in May 2009 and there will be elections in all authorities for a third of the councillor positions in May 2010.

In terms of the current councillor population the Yorkshire and Humberside region has relatively low levels of participation amongst women (28% with 52% of the local population), those under 44 (10% for 44%) ,ethnic minorities (3% for 6.5%) and those in full time work (20% for 39%) (Source National Census of Local Authority Councillors 2006)

2 What we did

A questionnaire (see Appendix 1) was sent to all councillors in the sub-region with a request that working councillors provide information in confidence about the level of support provided by their employers to undertake their councillor role.

Background research was undertaken on the current support provided to employees. This looked at both the statutory requirements and the current practice amongst a range of national organisations. In addition interviews were conducted with regional employer's organisations and chambers of commerce in South Yorkshire. I also interviewed senior managers in local councils in South Yorkshire on how elected members were supported in their councillor role and how member time was used.

A number of interviews both in person and on the telephone were held with a range of councillors and a focus group arranged for working councillors in Sheffield.

Finally a presentation of emerging findings was held at the sub regional partnership meeting in Barnsley on November 27th and a workshop held for feedback and comment to inform the final report.

3 Our Background

The Political Skills Forum level has a strong track record in working with senior members and managers in local government both within individual councils and as part of national development programmes.

The Political Skills Forum is part of the growing recognition of the vital contribution that effective political leadership can make to the continuing improvement of public services and to enhancing the community leadership role of all local authorities. We work with a range of experienced consultants and elected members and take considerable pride in our ability to customise the particular team to the specific needs of each project

We have a passion for local democracy. We believe that the most effective form of local governance is the combination of local political intelligence provided by elected members with high level service delivery provided by professional managers. However we also recognise that this belief has to be justified by evidence of success and supported by a range of development programmes and professional support for both senior managers and members in local government.

There is also an acute need to profile and promote the work and benefits of local democracy and ensure that members and managers of talent and ambition from all sections of society are encouraged to become involved in local government. Local Government and local politics benefit from drawing on the skills and knowledge of all sections of society

4 The Member Role

What is apparent is that the member role has changed considerably both nationally and within South Yorkshire in terms of the ability of those in employment to consider undertaking the role.

Several respondents referred to a 'golden age' when the local economy was dominated by large nationalised institutions that had a strong sense of civic responsibility which included supporting employees who became councillors. Clearly the local economy has changed massively with a much wider array of employers and the disappearance of large paternalist employers.

There was also a view that there were considerably more demands on the councillor with an increasing emphasis on councillors as 'community leaders' responding to a much wide set of demands from the local community and agencies as well as the local authority. At a cabinet or leader level many felt that these demands were difficult to reconcile with a full time job.

Amongst those outside local government there was also less understanding of the public service role of councillors. Many viewed councillors as purely local politicians who had a responsibility and loyalty to their political parties rather than the wider electorate. This perception perhaps influenced the view that the councillor role should be undertaken in their own time rather than 'work time'

One interesting observation was the genuine surprise that many in the commercial sector felt regarding the level of member allowances. Most viewed them as extremely low for the level of responsibility for councillors especially at a senior level. Sometimes this was also accompanied by a question if so many councillors were actually needed in each authority

5 'All in a Day'

There is no doubt that undertaking the councillor role at any level makes considerable demands on any individual's time. The added complexity for working councillors is the need to balance these with the demands from employers and work colleagues.

One barrier that needs to be addressed is, however, external to employers and that is the current attitude within local government and some political parties to the use of member time. Nearly all meetings involving councillors are arranged within the traditional working day of 9am till 5pm. The day time culture extends both to formal meetings and member requests for individual meetings with managers.

This seems to a matter of tradition and there are numerous examples of equivalent councils in other parts of the country holding member meetings at different times of the day. On further questioning it seems that resistance to evening or early morning meetings is centred on concerns for staff working outside 'core hours' or that the majority of current members are content with existing arrangements (with the implicit view that they would vote against any change to the formal member meeting structure)

However the current use of member time is a huge barrier to existing and potential councillors who have to combine the member role with employment.

Clearly there are a number of member meetings that need to be held during the 'working day' and specifically the quasi judicial role of appeals and licensing committees. Equally many councillors at cabinet or leadership position accept that the nature of their responsibility means that they have to be available for a significant part of the day. It is however possible with the scrutiny role that there is more scope for local authorities to look at options for meetings in the early evening to accommodate councillors with work commitments.

6 Options for Change – Local Employers

The local economy in South Yorkshire has changed considerably in the last twenty years. There is now a much wider range of small and medium sized employers. For companies employing less than ten it was felt that the 'lost time' involved in day time meetings for councillors could be considerable. One option suggested was for the Improvement Board to investigate the idea of a 'jury service' level of employer compensation for employers involved in day time meetings for council duties.

For the wider range of companies it was felt that the vast majority were keen to undertake their corporate social responsibilities and that it was important for national and regional agencies to explain the wider public service aspect of the councillor role.

A brief from the four authorities (collectively or individually) detailing the importance of the member role for the council and wider community and endorsed by the Local Strategic Partnership. In association with the Regional and Improvement Partnerships promote a regional 'Good Employer Award' to publically acknowledge those employers who assist their staff in undertaking the councillor role

Local councils should work flexibly with individual employers to ensure the most effective use of member time. on a case by case basis. For employees who wish to undertake a more senior councillor role it may be worth discussing the option of a secondment as a cabinet member/leader as currently happens with MPs in a number of organisations.

7 Options for Change – Local Councils

The leadership of local councils (Chief Executives and Leaders) should take the initiative and explore the options for member meetings outside the core hours of 9-5. This should involve:

- departmental and service managers being willing to meet with individual councillors on specific policy and case work in early morning and early evening (within obvious boundaries re number of requests)
- explore options for a number of scrutiny meetings being held in early evening.

Whilst potentially unpopular for some current councillors this could be undertaken on a pilot basis and as part of the programme of support for new councillors following the May 2010 elections. The aim should be to widen the options for all members to participate and combine with employment.

Councils should also undertake a publicity programme to highlight the public service role of councillors possibly modelled on 'The day in the life' feature in First (LGA publication) and Cllr (LGIU publication). In the past such promotions have been considered as party political and in breach of the Local Government Code of Conduct on Publicity. However care can be taken (as with the publications cited) to ensure that the material is not of a partisan nature.

I would also encourage all councillors to hold an annual review of how member time is used and the level of support that exists to support the councillor role. This could be facilitated through an all member group and/or party whips.

Whilst not within the remit of the survey it may be helpful for one or more councils to undertake a 'governance map' of the various allowances paid to those in governance roles in health, further education and other sectors. Such information may prove helpful to the wider public and media in placing member allowances in the value for money spectrum for public service.

8 Options for Change – Political Parties

Whilst acknowledging the valuable contribution that independent councillors can make to local democracy the vast majority of councillors belong to the three main political parties.

Such parties and their local government groups are governed by their rule book and selection procedures. However it is important to recognise the vital contribution political parties can make to widen the group of active citizens to serve as councillors. It is therefore important that party groups in South Yorkshire take active steps to encourage those in employment to become council candidates and ensure that selection practices and meeting times do not disadvantage candidates in employment too greatly.

Several commentators noted the low levels of party membership and wondered how active local parties were in seeking new talent. Trades Unions have a track record in encouraging active members to seek political office through their political funds and it may be that other local organisations could adopt a similar role in the future.

Political parties in London have been involved in a regional campaign to attract a wider range of council candidates.(beacouncillor.org.uk) The DCLG have indicated that they will support an extension of the campaign nationally and it may be an opportunity for the political parties in the sub region to volunteer to take part.

Appendix One

Questionnaire for Promoting the Councillor Role to Employers

PLEASE NOTE ALL REPLIES WILL BE TREATED AS CONFIDENTIAL

1 Are you currently in full time or part-time employment

If yes please complete questions 2-5

If no please go to question 5

2 How would you rate the attitude of your current employer to your councillor role?

A Very supportive

B Supportive.

C Neutral

D Unsupportive

E Hostile

3 If you answered a or b in question 2 please indicate how are you supported. Please tick all relevant boxes

A Time off for councillor duties

Please specify number of days per year

How many are paid and/or unpaid

B Option to work part time

C Able to adjust working time to attend day time meetings

D Opportunity to take council emails/phone calls at work

E Other ways. Please specify

4 If you answered d or e in question 2 how did your employer behave

- A Not able to attend council meetings during the working day
- B Loss of promotion
- C Dismissal or threat of dismissal
- D Other actions please specify

5 In general how do you think employers could support more working people to serve as councillors?

Personal Profile

Age

Gender

Employer Private/Public/Voluntary Sector (please indicate)

Work Status Full time/Part Time

Job Title

Member of Trades Union Yes/No

Thank you very much for your time.

Appendix Two

TESCO PLC

ELIGIBILITY FOR PAID/UNPAID TIME OFF

We encourage staff to be involved in the local community and we provide reasonable time off for employees who carry out the following public duties.

Justice of the Peace / Magistrate	Special Constable
Member of a Local Authority	Volunteer Reserve Forces (VRF) comprising: Territorial Army (TA) Royal Navy Reserve (RNR) Royal Marines Reserve (RMR) Royal Auxiliary Air Force (RAuxAF)
Member of a Statutory Tribunal	Qualified crew member of the Local Royal National Lifeboat (RNLI)
Member of a Health Authority (Regional, Area or District), National Health Service Trust or Family Practitioner Committee	Qualified crew member of the Local Fire Brigade
Member of a board of visitors for prisons, remand centres or young offender institutions	Qualified member of a recognised Mountain Rescue Team
Governor of a Grant-Maintained School, Higher Education Corporation or an educational establishment maintained by a Local Education Authority	Qualified Ambulance crew member of an organisation approved by the Health and Safety Executive
Member of the National Rivers Authority	Civil Contingency Reaction Force (CCRF)

- If an employee is appointed to one of the public duties listed in **the left-hand column**, they can have reasonable paid time off to attend meetings in connection with their duties.
- If they are appointed to one of the public duties listed in **the right hand column**, they can have reasonable paid time off to attend national or community emergencies in connection with their duties. However, if they are paid, we reserve the right to deduct a like amount from their Tesco salary.

We will authorise unpaid time off so an employee can attend any specialist training for up to 10 days in any 12 months. In addition, we will try to accommodate their work schedule.

Any members of the **Volunteer Reserve Forces** are paid for all their training and operational duties directly, so you should give such employees unpaid time off.

Civil Contingency Reaction Force (CCRF)

Volunteer Reserve Forces members may also be members of the Civil Contingency Reaction Force (CCRF) and could take part in managing emergencies on UK soil. They can be mobilised at short notice (24 hours) but only tend to be mobilised for between 2 days and 2 weeks. To become and remain members they require the Store Manager/Senior Line Manager's written consent.

Appendix Three

'A day in the life' Feature from First Magazine Nov 2008

For me being a councillor is a labour of love. Every day throws up new challenges and I really feel I can make a difference in the community. I have lived in Stoke-on-Trent for 18 years and after nearly 16 years as a voluntary community worker decided

to become a councillor in 2006.



Today starts like any other with the first query of the day at 5.30am. The caller wants to send an urgent fax because he needs help resolving a legal matter. With no fax machine in the house I set about trying to talk through his problems. On the way to work I get the second call. A constituent who has been on the housing waiting list for many years wants to know why he has not been re-housed. I get on to the phone to ask officers for a review of this case. Sending a quick email to get the situation sorted I head off to work as a research scientist in the pharmaceutical industry.

Working lunch

At lunchtime I am reading through cabinet agenda papers after receiving a call from the elected mayor informing me that,

as the deputy elected mayor, I need to chair this meeting as he has been called to Westminster. Finishing work at 4pm I drive straight to the civic centre to the waiting cabinet.

Partnership work is vital as a councillor. My fellow ward members Debra Gratton and Javid Najmi and I recently came up with the idea of holding a community event to bring together all the good work being done by different community groups.

After setting up a steering group with representatives from the organisations, a 'party in Forest Park' event was held, featuring skateboarding, circus skills, fire walking, BMX rider demonstrations, live jazz band, henna painting, and an alternative dog show.

As portfolio holder for community engagement and diversity, I was delighted at the success of the event, which created a real sense of community spirit and celebrated the cohesive nature of our communities.

After the cabinet meeting I rush to my residents association meeting to be greeted by residents complaining about not knowing who their local councillor is. "It's me!" I reply and I am then bombarded with issues ranging from street cleaning to anti-social behaviour.

I reach home at 8:45pm to be welcomed by my two young children and a rather annoyed wife. With my dinner on one side and a copy of the local paper on the other I catch up on what the paper says about the council.

After spending 30 minutes with the kids I turn to my laptop to read and reply to the never-ending emails. At 11:30pm I decide I better go to sleep as I have a video conference with Japan first thing tomorrow at work.

Local Government
Yorkshire and
Humber



iCoCo
Institute of Community Cohesion

Leading your communities

Demystifying the national agenda and what it means for you?

Dear Elected Member

Local Government Yorkshire and Humberside (LGYH) and the Institute of Community Cohesion (iCoCo) would like to invite you to a jointly run one day seminar on Wednesday 4th February 2009 at the Cedar Court, Wakefield, <http://www.cedarcourthotels.co.uk/page.asp?pageID=39> .

The seminar will be from 10.00 a.m. until 3.00 p.m. to include lunch allowing an opportunity for you to network with your colleagues from across the region. The event will be **free of charge**.

The seminar has two main purposes:

1. The event aims to raise awareness about those current issues associated with the community and provide an overview of the regional, national and international perspective. It also aims to include aspects of, and to demystify the links with:
 - ✚ The role of elected members as community leaders
 - ✚ Community cohesion
 - ✚ Neighbourhood management
 - ✚ Community engagement & empowerment
 - ✚ Local partnership working
2. We would like to seek your views to help us to create and design a regional and/or sub regional member development programme to increase awareness of these issues and enhance understanding of communities. Your input will assist us to design and tailor the most appropriate development programme to be rolled out to colleagues across the region.

We will be very pleased to see you at the event and hope you are able to attend. The outline programme and contact details are attached.



Outline Seminar Programme

Timing	Session	Who
10.00	Arrival, coffee and informal introductions	
10.15	Presentation – equalities and cohesion in context <ul style="list-style-type: none"> ✚ A national and international perspective ✚ Current issues and trends ✚ Community leadership themes ✚ The LGA perspective 	Ted Cattle Cllr Margaret Eaton, Chair of the LGA
11.30	The role of members as community leaders – combined facilitator input and interactive sessions to discuss: <ul style="list-style-type: none"> ✚ Equalities and Cohesion ✚ Neighbourhood management ✚ Community engagement/empowerment ✚ Local partnership working 	David Young Vanessa Walker Others
12.15	A regional and sub regional context of community cohesion – facts, figures and local issues	Cllr Mahroof Hussain, winner of LGYH award
12.45	LUNCH	
1.45	Sub regional group discussions and feedback on next steps to create and design a regional member development programme – content, context and practicalities	Attendee groups
2.30	Feedback and creative planning	David Young Vanessa Walker
3.00	Close	

Local Government
Yorkshire and
Humber



iCoCo
Institute of Community Cohesion

Please let us know if you intend to come by contacting David Young or Vanessa Walker – contact details below

David Young

Policy and Development Officer Community Cohesion
Local Government Yorkshire & Humber
Mobile: 07890 523947
Telephone: 01924 331631

David.Young@lgyh.gov.uk

www.lgyh.gov.uk

Vanessa Walker

Governance and Partnerships
Institute of Community Cohesion (iCoCo)
Direct phone number: 07780687383

vanessa.walker@idea.gov.uk

www.cohesioninstitute.org.uk

Employee Suggestion Scheme Officer Feedback Form

Suggestion no: 987	Name of person submitting suggestion: Shakila Sharif		Job Title: Policy and Strategy Officer
Officer providing feedback: Ceri Williams		Date feedback required by: 28/11/08	
<p>Details of suggestion: On line Member On Line Chats (as you do when actors/famous people/personalities do after a tv show, etc. Maybe carry it out once a month – or use it as part of member surgeries?)</p> <p>Benefits: Would enable groups such as young people, elderly, disabled, etc (those who cannot engage easily with the members) to have discussions on line, about their concerns and ask questions, raise issues. It will also be an interesting way of encouraging civil participation and assist in people becoming more politically aware.</p>			
Has the suggestion been previously considered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what was the outcome?
Is the suggestion viable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please state why not?

Do you recommend that the suggestion be implemented?		
Yes <input type="checkbox"/>		No <input type="checkbox"/>
Please state the award that you would recommend between £25 - £500 <i>(Considering the financial benefit to the Council of implementing the suggestion)</i>		Please indicate why not
Cost Centre and Nominal from which award will be debited		
How will implementation of the suggestion be financed?		
If applicable – how much money do you estimate the suggestion will save the Council?		
If implemented what do you consider to be the benefits to the Council?		
Additional comments: Please state any other points that you would like the panel to consider		

Employee Suggestion Scheme Officer Feedback Form



Guidance to officers:

Stage 1: A suggestion must be considered on its own merit. Is the suggestion a new idea which your service/department has not considered previously?

If you have already considered this and a project has been started/cannot be started please provide brief information as to what is happening/not happening.

Stage 2: Is the suggestion viable? You must consider the benefits to service users/the Council as to whether the suggestion is suitable to be implemented.

Stage 3: As the responding officer it is your responsibility to ensure that this can be implemented within 6-12 months, subject to approval by the Panel.

You must consider the costs involved in implementation and how you would implement this suggestion.

Stage 4: All implemented suggestions are awarded a cash reward of £25 to £500 dependent on the financial benefit to the Council. It is suggested that you as officer providing feedback recommend the amount of the award. Please note there is no central budget for suggestion scheme awards therefore you will be required to pay for this award from your directorate budget.

Stage 5: Do you recommend that this suggestion be implemented? You have been chosen as the expert in this field therefore before the panel can make the final decision they will rely upon the information provided on this form to make that decision.

Stage 6: Your feedback is presented to the next available monthly panel, usually held in the last week of the month. The panel decision is final.

You will be informed as to whether the panel wish to implement your suggestion at this stage you need to make the necessary provisions to implement the suggestion with 6-12 months, this includes the allocation of resources and inclusion in your service plan.

Employee Suggestion Scheme Officer Feedback Form



Suggestion Number:	1015
<p>Details of suggestion: Know who you're voting for and why. The use of public consultation events has resulted in the public developing a mistaken belief that they can be involved in making council decisions and that when decisions do not go their way they become understandably frustrated. For democracy to function correctly the decision making powers must be placed in the hands of relatively few (councillors) that have been chosen by a majority. This distinction has become blurred. To better identify the fact that the public is voting for individuals who are making their decisions an online forum could be set up for the discussion of topical issues within the borough. Councillors would be required to spend an amount of time each week at least looking over the forum. The forum could be made searchable so that councillors or candidates views on a wide range of issues could be fairly easily sought out by the public so that when elections come around a candidates views/personality/beliefs/possibly even major council vote decisions can be fairly easily identified by simply searching for their name. For those with no internet access the forum would make it easier for publications to provide a summary.</p> <p>I would also suggest that all final year school students be brought to the Town Hall for seminars on the specific workings of local democracy so they can understand why the system is the way it is and therefore why they should vote.</p>	
<p>Benefits of implementing the suggestion: So many voters do not understand the system of democratic government because its workings have never been explained to them. By allowing the populace to understand why the system is the way it is, and help them understand that it is important for them to vote for someone to make their decisions for them, rather than allowing them to believe they can vote on any decisions that interests them, voter turnout should increase and dissatisfaction over individual decisions be reduced and satisfaction with overall governing of the borough be increased. So many people are mistaken in believing that democracy means everyone gets their say, in reality it means that everyone gets a say in who makes the decisions.</p>	
<p>Has the suggestion been previously considered either as a suggestion or in discussions within your service/team?</p>	
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If yes, what was the outcome?</p>	

Is the suggestion viable?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the suggestion is implemented how will this be financed?	
If the suggestion is to be implemented, how do you plan to implement this? <i>Please give a brief overview.</i>	
Do you recommend that the suggestion be implemented? <i>This is your commitment to implement this suggestion within 6-12 months.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, please state your reasons	
Please state the award that you would recommend be given between £25 and £500 and provide the cost centre and nominal.	
Amount	Cost Centre and Nominal
Do you have any other additional comments that you would like the Panel to consider before making a decision?	

Commissioning & Partnerships
Learning & Development Team
Millside Resource Centre
Doncaster Road
Dalton
S65 3ET
Tel: 01709 336753



Safeguarding Adults

This is a half-day session giving a basic awareness of issues around safeguarding adults.

Suitable for:

- Staff working with adults in a health or social care setting, whether employed by a statutory, voluntary or private agency.
- All managers and staff in Neighbourhoods and Adult Services.
- Elected Members undertaking visits to residential and nursing care providers.

Course outline

- Definitions of Abuse and Vulnerability.
- Covering current jointly agreed multi-agency procedures and governmental guidelines
- Addressing Individual responsibilities:
 1. **Recognition** - the need to be aware that abuse may be taking place.
 2. **Recording** - the importance of accurate and timely record keeping.
 3. **Reporting** - who to pass information on to within a joint confidentiality agreement.

Learning Outcomes

Participants will receive a basic awareness of the existence of abuse of vulnerable adults and the responsibilities of staff to deal with it appropriately.

For dates and times please see attached sheet.

The Course is provided by Rotherham MBC

Please obtain approval to attend the course from your Line Manager and then book by either email or telephone to Alison Danisz on (01709) 336753 or email millside-administration@rotherham.gov.uk

Dates and Times

January

07 January 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
08 January 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
09 January 2009	Millside Learning Resource Centre	09:30am to 13:00pm
23 January 2009	Millside Learning Resource Centre	09:30am to 13:00pm
30 January 2009	Millside Learning Resource Centre	09:30am to 13:00pm

February

10 February 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
11 February 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
13 February 2009	Millside Learning Resource Centre	09:30am to 13:00pm
20 February 2009	Millside Learning Resource Centre	09:30am to 13:00pm
24 February 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
25 February 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
26 February 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
27 February 2009	Millside Learning Resource Centre	09:30am to 13:00pm

March

03 March 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
04 March 2009	Millside Learning Resource Centre	09:30am to 13:00pm
06 March 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
11 March 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
12 March 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
13 March 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
16 March 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
18 March 2009	John Smiths Room, Town Hall	09:30am to 13:00pm
20 March 2009	Millside Learning Resource Centre	09:30am to 13:00pm
23 March 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
24 March 2009	Unity Centre	09:30am to 13:00pm
26 March 2009	John Smith Room, Town Hall	09:30am to 13:00pm
30 March 2009	Millside Learning Resource Centre	13:00pm to 16:30pm
31 March 2009	Millside Learning Resource Centre	09:30am to 13:00pm