

MEMBERS' TRAINING AND DEVELOPMENT PANEL

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

Date: Thursday, 16 April 2009

Time: 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 26th February, 2009 (herewith) (Pages 1 - 4)
3. Charter Plus (Cath Saltis, Head of Scrutiny and Member Services to report)
4. SYIP Update (Cath Saltis, Head of Scrutiny and Member Services to report)
5. RIEP Bid (Cath Saltis, Head of Scrutiny and Member Services to report)
6. E-casework (Richard Copley/Bronwen Moss to report)
7. Emergency Planning Training (Cath Saltis, Head of Scrutiny and Member Services to report)
8. Date and Time of Next Meeting - Thursday, 25th June, 2009 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 26TH FEBRUARY, 2009**

Present:- Councillor Gosling (in the Chair); Councillors Austen, Barron, McNeely, Whelbourn and Wootton.

Apologies for Absence were received from Councillors Cutts, Dodson, Hodgkiss, Hughes, Littleboy, Pickering, Sangster, Sharman, Turner, Whysall and Mrs. C. Cockayne (Parish Council representative)

31. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST JANUARY, 2009

The minutes of the previous meetings, held on 21st January, 2009, were agreed as a correct record.

With regard to Minute No. 23 (E-Casework) two sessions had been arranged and despite a few initial teething problems the set up would commence shortly. Back office support would be provided via Richard Copley and Bronwen Moss.

It was noted that Councillor Hughes had expressed an interest due to some involvement with Lambeth Council, but was unable to commit fully to the arranged sessions. It was agreed that he would drop in when it was convenient.

With regard to the Update on the SYIP referred to at Minute No. 23, the Head of Scrutiny and Member Support confirmed that the bid submitted to the Local Government Yorkshire and Humber had been unsuccessful.

Minute No. 24 (Draft Work Programme) also indicated that the Democratic Renewal Scrutiny Panel would lead on the evaluation of the further implementation of Mod.Gov. However, the Cabinet chose the Members' Training and Development Panel to oversee Mod.Gov's future roll out, which would commence following further training for Democratic Services.

The Head of Scrutiny and Member Support also confirmed that the training pack, once complete, was to be circulated and included for Parish Councils.

Further to Minute No. 27 (Employee Suggestion Scheme) the suggestion previously referred to was to be resubmitted to this Panel for their views to be sought regarding the content.

32. ELECTED MEMBERS - FUTURE WORKING ARRANGEMENTS

Councillor Austen reported that the refurbishment of the Town Hall had been discussed by Our Future Group 5. This item was subsequently referred to the Members' Training and Development Panel to consider

any future consultation arrangements with Members..

This Panel previously recommended that a Working Group be established primarily as a result of the Scrutiny Review of the Community Leadership Role. It was suggested that the lead officers dealing with the refurbishment of the Town Hall arrange a meeting with Members of the Working Group or that an information sharing session be arranged to update all Members on the progress and plans for future working arrangements.

33. SKILLS FOR LIFE

Jenny Pearman and Susan Fitzgerald were welcomed to the meeting to give a presentation on the progress on the Skills for Life Government Initiative and how Members could get involved.

The presentation drew specific attention to:-

- English and Maths Skills used in Everyday Life.
- Skills for Life underpinning the Skills Pledge, GO Local Government Award and Investors in People.
- Skills for Life and National Qualifications.
- Skills for Life- Good Basic Facts.
- Current Level 2.
- Local Authority Context and in Rotherham.
- The Pledge Commitments and Skills for Life.
- The Business Case for a Council – Example.
- The Positive Approach.
- Range of Employees who would benefit.
- Whole Organisation Approach.
- Get on a Work Approach – Promotion.
- Numeracy Learner Route.
- Level Tests and Samples.
- National Qualifications.
- How Elected Members could support Council Developments in Skills for Life.

A discussion and a question and answer session ensued and the following issues were raised and subsequently clarified:-

- Statistic collation.
- How to lead this initiative forward and embed the message strategically.
- Results of the initiative were confidential.
- Learning opportunities for Members.
- Awareness raising sessions to highlight the message to all Members.
- Personal satisfaction and advantages to the training.
- Support for workforce development.

Agreed:- That Jenny Pearman and Susan Fitzgerald be thanked for their very informative presentation and that awareness raising with Members continue.

34. IT DEVELOPMENT

The Chairman welcomed Jean Tracey, H.R. Officer, to the meeting to give an update on I.T. training and support available to Members either at Millside or by appointment at the Town Hall.

An intranet demonstration took place on how to access and view some of the I.T. training qualifications available and the opportunities that Members could access.

Some Members had taken up the invitation to pursue training on Outlook on a one to one basis and given the opportunity to feedback their experiences as to whether they found it worthwhile.

Some training needs had been identified as part of the Personal Development Plan interviews with Members and these would be followed up and sessions arranged for those who had expressed an interest.

Any Member wishing to take up the offer of support should either contact the Head of Scrutiny and Member Support or Jean Tracey direct by email or telephone (33) 6767.

35. FINANCE - MEMBER DEVELOPMENT/SYIP UPDATE

Consideration was given to a verbal report by Charlie Longley, Finance Officer, who confirmed the current state of play with regards to the Members' Training Budget.

With one month still left from this financial year the actual spend was £26,800 out of a budget of £31,800.

The underspend would help to assist with the pressures on Member Support.

The Member Training Programme had also received assistance from the South Yorkshire Improvement Programme for the last two years giving an extra £25,000 to Members. However, this Programme had now ceased and a full evaluation would be submitted to the next meeting of this Panel.

Agreed:- That the information be noted.

36. IDEA – LOCAL LEADERSHIP - LOCALLY PROVIDED COUNCILLOR DEVELOPMENT

Consideration was given to a report presented by the Head of Scrutiny and Member Support which detailed a number of materials and services

from the IdeA. These materials and services could be used for delivery of member development programmes and were flexible enough to sit within some existing programmes.

From the materials and services available a request was made for the Councillor Workbooks, which were a series of distance learning materials for the local councillor.

Agreed:- That Councillor Workbooks be downloaded and provided for those Members that requested them.

37. WORK PROGRAMME DEVELOPMENT DAYS

The Head of Scrutiny and Member Support referred to the possibility of securing some emergency planning training via Alistair Sinclair for either weeks commencing 23rd March or 6th April.

In addition, Councillor S. Wright, Cabinet Member for Children and Young People's Services, had also requested some support to develop Member Safeguarding Champions. Further information would be sought on the role and responsibilities for these Champions and how their training needs could be supported.

It was noted that a report had also been submitted to Our Future Group 1 on the roles of Champions, their appointments and how they had been chosen.

38. DATE AND TIME OF NEXT MEETING - 26TH MARCH, 2009 AT 2.00 P.M.

Agreed:- That the next meeting of the Panel take place on the Thursday, 26th March, 2009 at 2.00 p.m., but the subsequent meeting in April be altered, subject to agreement by the Chairman.