

## **MEMBERS' TRAINING AND DEVELOPMENT PANEL**

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

**Date: Thursday, 22 October 2009**

**Time: 2.00 p.m.**

### **A G E N D A**

1. Apologies
2. Minutes of the Previous Meeting held on 17th September, 2009 (herewith) (Pages 1 - 4)
3. Business Continuity and Emergency Plan (Presentation by Alan Matthews, Emergency and Safety Manager)
4. Training Sessions Update (report herewith) (Pages 5 - 7)
5. Member Development Officers' Meeting (report herewith) (Pages 8 - 9)
6. Leadership Academy - Community Safety Programme – Free of Charge Place Available (information attached) (Pages 10 - 11)
7. Date and Time of Next Meeting - 19th November, 2009 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
THURSDAY, 17TH SEPTEMBER, 2009**

Present:- Councillor Sharman (in the Chair); Councillors Austen, Gosling, Littleboy, McNeely, Pickering, St. John and Whysall.

Also in attendance was Carol Cockayne, Parish Council Representative.

Apologies for Absence were received from Councillors Cutts, Dodson, Hughes, G. A. Russell, Sangster, Smith, Whelbourn and Wootton.

**19. MINUTES OF THE PREVIOUS MEETING HELD ON 23RD JULY, 2009**

The minutes of the previous meeting held on 23<sup>rd</sup> July, 2009 were agreed as a correct record.

With regards to Minute No. 12 (Emergency Planning – Flu Pandemic) it was reported that regular updates were being provided to Members.

However, it would appear that the Council's Business Continuity Plan was still to be provided for Members.

Minute No. 13 (Alternative Technologies) made reference to a letter inviting volunteers which was to be circulated.

Further to Minute No. 14 (CAA for Children's Services and Adult Learning – Workshops) arrangements were being made for these workshops to take place for Elected Members.

With regards to Minute No. 15 (RIEP Bid) it was reported that ongoing discussions were taking place with counterparts in the other South Yorkshire Local Authorities to take forward Member training on a South Yorkshire basis. Updates on progress would be provided in due course.

Consideration would also be given to the suggestion of e-learning for Members similar to other Local Authorities. Information would be provided in due course.

**20. REFRESHER TRAINING FOR MEMBERS ON LOCAL GOVERNMENT FINANCE AND FINANCIAL MANAGEMENT**

Further to Minute No. 16 of the meeting of this Panel held on 23rd July, 2009, the Director of Internal Audit and Governance presented a report which referred to proposals to provide refresher sessions for Members on Local Government Finance, budget setting and financial management.

Along with all local authorities, the Council's financial position would come under increasingly intense pressure over the next few years. A combination of increasing demand for services, resulting from

demographic changes and a tightening of public spending would mean Councils having to look closely at how robust control was maintained over the budget, how spending was aligned to priorities and how value for money was achieved.

In view of the financial outlook it was important that Members have the information relating to the Council's finances, to ensure they could participate appropriately and effectively in decisions made about Council spending.

It was anticipated that the refresher sessions would cover the context for Council budgets and the whole process of budget setting, monitoring and management. By providing the sessions internally they would be locally tailored to Rotherham's circumstances.

The draft programme set out the areas planned to be delivered with proposals for these to take place on the following dates:-

- 13th October (a.m.)
- 19th October (p.m.)
- 28th October (p.m.)

Each session would be for a half day and involve a combination of presentations, delegate discussions and case studies. Members who attend would have the benefit of up-to-date information on public sector finance and understand the budget setting and management processes in place in Rotherham.

As well as Rotherham Council Members, there were other stakeholders who the training would have relevance to and who might, therefore, be interested in attending, for example independent Standards Committee Members and Parish Council Members. It was, therefore, proposed to offer the refresher sessions to partners and stakeholders who might find the training of some help or interest.

Discussion ensued on the timeslots for the refresher sessions and it was suggested that to ensure everyone could attend the slots be aimed at a morning, afternoon and early evening.

It was also suggested that the invitation letter include a reply slip to give some indication of Member preferences of session and that this information be circulated at the Parish Network meeting scheduled for Wednesday, 23<sup>rd</sup> September, 2009.

Agreed:- (1) That the proposals for offering refresher sessions for Members on Local Government Finance and financial management be supported on a morning, afternoon and early evening basis.

(2) That Members be encouraged to attend one of the three sessions planned to be provided during October, 2009.

(3) That the invitation to attend be extended to relevant partners and stakeholders, including Parish Council and Standards Committee Members.

**21. SINGLE EQUALITY SCHEME**

Janet Spurling, Equalities Officer, drew to Members' attention the forthcoming Members' Seminar on the Single Equality Scheme scheduled to take place on the 20<sup>th</sup> October, 2009 at 9.00 a.m.

The seminar was requested by the Democratic Renewal Scrutiny Panel at its April, 2009 meeting and would provide information on the approach taken to develop the scheme and how the scheme will be evolving in response to future changes in legislation.

Reference was also made to the external Diversity Peer Challenge on the 10<sup>th</sup> -12<sup>th</sup> November, 2009 now the Council had declared at "excellent" level of the Equality Framework for Local Government.

Discussion ensued on the need for some further equalities training for Elected Members and it was reported that discussions were ongoing with ICOCO (Institute of Community Cohesion) regarding some collaborative South Yorkshire training. An update would be provided in due course.

It was also noted that the workbooks previously recommended for circulation by this Training Panel from the I.D.e.A. had not yet been received with a request that this be followed up.

Agreed:- (1) That the information regarding the forthcoming seminar be noted.

(2) That further information be provided on forthcoming equalities training.

(3) That the workbooks be circulated to Members as soon as possible.

**22. LOCAL LEADERSHIP CONFERENCE 2009 - 21ST CENTURY COUNCILLOR - 5TH NOVEMBER, 2009**

Consideration was given to details of the Local Leadership Conference organised by the I.D.e.A. taking place on 5<sup>th</sup> November, 2009 at the Crown Plaza Hotel in Nottingham.

Agreed:- That Councillors Austen and Sharman attend on behalf of this Panel and provide feedback.

**23. MEDIA TRAINING**

Consideration was given to the report submitted by the Head of Scrutiny

and Member Support which set out details to develop a media training programme for Members.

The request for media training arose from Members' personal development plans and following discussion the Head of Scrutiny and Member Services and the Head of Communications have identified a media training company. Television and Radio Techniques (TRT), a specialist media training company, based in Sheffield with nearly thirty years success have a dedicated team of fully qualified, highly experienced tutors with journalistic backgrounds.

TRT could, therefore, provide a training package on Media Skills Training for up to six Members, specifically chosen given their role and portfolios.

In addition to this a workshop could then be provided for those Members on media awareness, which would then be delivered internally by the Communications and Marketing Team. This would then ensure Members were trained and equipped to deal with media interaction appropriately.

It was also reported that specific training packages were to be developed for the Mayor and Deputy Mayor to assist in their civic roles.

It was suggested that a refresher package also be put together for all Members on the Code of Conduct.

Agreed:- (1) That arrangements be made for specific media skills training for the Lead Members identified.

(2) That a workshop be arranged for all other Members in relation to media awareness training delivered by the Communications and Marketing Team.

(3) That a refresher package be developed for all Members on the Code of Conduct.

#### **24. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 22<sup>nd</sup> October, 2009 at 2.00 p.m.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Members' Training &amp; Development Panel</b>
<b>2.</b>	<b>Date:</b>	<b>22nd October, 2009</b>
<b>3.</b>	<b>Title:</b>	<b>Training Sessions Update</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Chief Executive</b>

**5. Summary**

This report is intended to update members and raise awareness of the forthcoming training sessions as outlined in the work programme.

**6. Recommendations**

**That the information be noted.**

## 7. Proposals and Details

Following the Member Development work programme, training sessions have been arranged for Planning, Media and Finance.

**Planning** - this will take place on 26 November 2009 at the Town Hall. The training provider for this will be Baker Associates. There will be two sessions, the first of which will explore the way Members are involved in the Local Development Framework (LDF) and how they can deliver effective decision making. The second session will consider alternative options and will examine the importance of formulating and testing options as part of developing a good and sound plan. It uses a scenario to explore what alternative spatial options may exist for delivering change within an area.

**Media** – as agreed at the last Members' Training and Development Panel, a full day training session has been arranged for 6 members on 25 November 2009 (Mayor, Deputy Mayor, Cllr Akhtar, Doyle, Wyatt, Smith). This will be provided by Television and Radio Techniques (TRT), Sheffield. In addition, in-house media training is being arranged separately by Tracy Holmes.

**Finance** – Colin Earl, Director of Finance and Internal Audit will be delivering the following sessions. Information has been sent out to all Members and Parish Council Clerks:-

13 October 2009	9.30-11.30am
19 October 2009	1.30 – 3.30pm
29 October 2009	5.30 – 7.30pm

## 8. Finance

There will be no costs for Planning or Finance training other than room hire. Media training is at a cost of £2000. Provisions have been made within the Member Development training budget.

## 9. Risks and Uncertainties

Failure to support elected members training and development may impact on their ability to carry out their role as Councillors.

## 10. Policy and Performance Agenda Implications

Adherence to the Councils agreed policy on training and development for both members and employees.

**11. Background Papers and Consultation**

**Elected member training and development programme.**

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



**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Members' Training &amp; Development Panel</b>
<b>2.</b>	<b>Date:</b>	<b>22nd October, 2009</b>
<b>3.</b>	<b>Title:</b>	<b>Member Development Officers Meeting 29.09.09</b>
<b>4.</b>	<b>Programme Area:</b>	<b>Chief Executive</b>

**5. Summary**

The purpose of this report is to provide feedback to members following a meeting held on 29 September 2009 with Member Development Officers from Sheffield, Barnsley and Doncaster.

**6. Recommendations**

**That the information be noted.**

## **7. Proposals and Details**

Cath Saltis chaired the meeting attended by Member Development officers from Sheffield, Barnsley and Doncaster. Cath gave information in relation to the South Yorkshire Capacity Building Fund. Monies were available from 2006 to 2008 and meetings were held in Rotherham chaired by Councillor Terry Sharman, Deputy Leader. Attendance included Members and Officers from the 4 authorities, South Yorkshire Fire and Rescue and South Yorkshire Joint Secretariat.

During the meeting discussions took place around the Regional Improvement and Efficiency Partnership Bid (RIEP). Cath emphasised that there is a very tight timescale in respect of the programme, therefore a bid would need to be prepared as soon as possible. Several areas were identified for further discussion. It was agreed that Rotherham would arrange a meeting urgently to look at putting a proposal together with membership from the previous meeting Chaired by Cllr Sharman.

Louise Pellett, Sheffield gave information regarding the Regional Member Development Officers Network. Louise informed the meeting that there would be a full day workshop on the 10 December 2009.(do we know the subject) It was suggested that Members from Rotherham may wish to attend.

## **8. Finance**

There are no financial Implications.

## **9. Risks and Uncertainties**

If a proposal is not put forward there is a risk the RIEP bid monies will be lost.

## **10. Policy and Performance Agenda Implications**

## **11. Background Papers and Consultation**

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

# The leadership academy

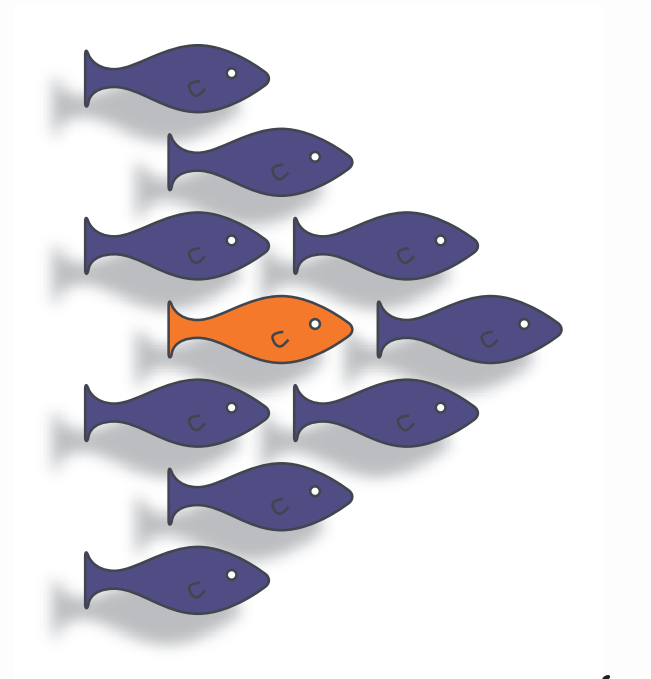
Focused programme:

## Community safety

An exciting new development opportunity for senior elected members who have responsibility for community safety.

Crime and disorder issues are consistently a principal concern for communities. As the community safety arena constantly evolves, it is important for community safety portfolio holders to keep abreast of emerging issues.

Lead members need to navigate the sometimes challenging landscape to obtain the best outcomes for communities, ensuring that the full range of partners are engaged in tackling crime and disorder.



Using the classic Leadership Academy mix of expert guest speakers, discussion, networking and stimulating activities.

**The programme is designed to:**

- help members better understand how community safety issues can be dealt with in partnership with other agencies
- equip participants with improved knowledge and skills of emerging community safety issues and how these can be used to improve outcomes for communities
- provide an opportunity for members to share learning and discuss current issues facing them in their own councils and community safety partnerships
- develop leadership training to help community safety portfolio holders with their role.

**Programme 1**  
2 – 3 December 2009

**Venue**

Warwick Conference Centre,  
Coventry

**Cost**

The fees will normally be £500 which covers meals, accommodation, refreshments and course materials, but the 2-day residential programme is fully subsidised due to funding from the IDeA.

**Please note:** Failure to give a minimum of two weeks' advance notice in writing of non-attendance will result in the authority being billed for the taken place.

For further information or to book a place, please contact **Grace Collins** on [grace.collins@idea.gov.uk](mailto:grace.collins@idea.gov.uk) or **020 7296 6563**



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