

MEMBERS' TRAINING AND DEVELOPMENT PANEL

Venue: Bailey House, Rawmarsh **Date:** Thursday, 24 June 2010
Road, Rotherham. **Time:** 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 23rd March, 2010 (herewith) (Pages 1 - 3)
3. Minute No. H109 of 26th April, 2010 of the Cabinet Member for Health and Social Care refers to any proposals for training for members on the "Personalisation Agenda" (minute herewith) (Page 4)
4. Member Development Budget (Officers to report).
5. Member Development Programme (report herewith) (Pages 5 - 7)
6. Member Development Induction - Feedback (report herewith) (Pages 8 - 9)
7. Date and Time of Next Meeting - Thursday, 22nd July, 2010 at 2.30 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 25TH MARCH, 2010**

Present:- Councillor Smith (in the Chair); Councillors Austen, Cutts, Dodson, McNeely, Parker, Pickering, G. A. Russell, Sangster, St. John, Whelbourn and Whysall.

Apologies for Absence were received from Councillors Gosling, Hughes, Lakin, Littleboy, Sharman, Turner and Wootton.

43. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST JANUARY, 2010

The minutes of the previous meeting held on 21st January, 2010 were agreed as a correct record.

44. MEDIA TRAINING - FEEDBACK

Further to Minute No. 33 of the meeting of this Panel held on 17th December, 2009, a report on media training feedback would be made available at the next meeting.

45. UPDATE ON "A DAY IN THE LIFE OF A COUNCILLOR" DVD

Further to Minute No. 39 of the meeting of this Panel held on 21st January, 2010, consideration was given to the report presented by Sioned-Mair Richards, Scrutiny Adviser, which asked to note the progress of a DVD which will be designed to promote greater understanding of the democratic process in Rotherham.

The idea of producing a DVD to be used as a borough wide resource to inform citizens of the work of elected members originated from the Rotherham South Area Assembly and was then agreed by the Members' Training and Development Panel. A small sub-group of the Panel lead the project.

Timescales outlined in the original report changed in order to avoid the pre-election/election period and as a result the DVD would now be completed and made public in late May, 2010 subject to endorsement by Members' Training and Development Panel and approval by Cabinet.

It was envisaged the DVD would run for approximately 20 - 25 minutes starting with Mags Evers, Chief Elections and Registration Officer, followed by Councillors Gosling and Fenoughty discussing the changing role of the locally elected Member.

There would then be three short films about local councillors. Councillors Fenoughty, Falvey and Hussain have been identified as the three Members to provide this, but a host of elected members, officers and residents would also feature in the DVD as part of the various meetings

and activities that the three main members would attend.

The DVD would be a valuable resource, alongside existing materials such as the leaflet "So you want to be a Councillor," in supporting the Council's duty to promote democracy.

Discussion ensued on the script and content of the DVD and whilst it was noted that this was not about individuals, but about the role of a Councillor, it was suggested that this Panel's Members have sight of the proposed script and detail with some discussion about what could be covered.

Agreed:- (1) That the contents of the report and the progress made by noted.

(2) That the key content of each Day in the Life of nominated Elected Members be noted and the proposed "script" be shared with Members of the Training and Development Panel.

(3) That the proposed project timescales be agreed.

(4) That this report be referred to Cabinet for approval.

46. SAFEGUARDING ISSUES

Consideration was given to a report circulated by Sioned-Mair Richards, Scrutiny Adviser, which proposed training around the issues of safeguarding and corporate parenting of looked after children in order to support the improvements for its Children and Young People's Services.

To assist Members in developing their knowledge further of Children and Young People's Services, in particular with regard to their safeguarding and corporate parenting responsibilities, training was suggested with the aid of:-

- (a) A toolkit "Putting Corporate Parenting into Practice", identifying three levels of responsibility, with a session being arranged around Universal Responsibility – Level 1, allowing for Councillors with specific roles and responsibilities having additional development events specific to their needs.
- (b) IDeA training programme in conjunction with the NSPCC delivery jointly and tailored to suit local need. The first session would be for Members and co-optees of the Children and Young People's Scrutiny Panel and seven Locality Champions. This would be open to any Member to attend, but would be rolled out to all Members, co-optees and parish councillors in due course.

Reference was made to the Scrutiny Review "Corporate Parenting", which was to be submitted to the Performance and Scrutiny Overview

Committee and Cabinet shortly.

Discussion ensued on the criteria and requirements for CRB checks and the need for exact details to be clarified. It was, therefore, suggested that the Council's Assistant Chief Executive for Legal and Democratic Services be contacted, guidance sought and the requirements made clear.

Agreed:- (1) That a training and development programme for all Members be set up around the issues of corporate parenting and safeguarding in order to support the Council's work towards improving Children and Young People's Services.

(2) That the requirements for CRB checks for Councillors be investigated and a report be submitted to this Panel.

47. MEMBERS' INDUCTION

Consideration was given to the draft Members' Induction Programme circulated by Sioned-Mair Richards, Scrutiny Adviser, which would commence from Monday, 10th May, 2010.

Reference was made to the need to include a session with the new Mayor who would introduce a guide to the way the special Council meeting worked, what the rules were, etiquette and how to understand Standing Orders. It was anticipated that this would take place on a day or two before the Annual Council Meeting.

Some suggestions were already included in the programme, but a session on Local Authority Finance would form part of the Autumn programme, with consideration to some sessions during August.

Agreed:- That the information be noted and the draft programme be approved.

48. COMMUNITY COHESION WORKSHOPS (ICOCO)

Sioned-Mair Richards, Scrutiny Adviser, reported that the recent Community Cohesion Workshops had been well received by those who attended.

One further session was to be arranged during June, 2010 to facilitate attendance of newly elected Members and those Members who were unable to attend previously.

49. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting scheduled to take place on Thursday, 22nd April, 2010 be cancelled and Members informed accordingly.

Minute No. H109 of the meeting of the Cabinet Member for Health and Social Care held on 26th April, 2010:-

[Minutes of the previous meeting held on 12th April 2010](#)

Consideration was given to the minutes of the meeting of the Cabinet Member for Health and Social Care held on 12th April 2010.

Reference was made to Minute No H106, and it was confirmed that the performance targets had now all been achieved, with the exception of NI 136 'People supported to live independently through social services (LAA)'. This was a national issue as there was no benchmark currently to measure performance against so it was therefore difficult to record current performance in this area.

A comment was made relating to the Personalisation Agenda and the confusion it was causing among the older people in Rotherham. It was felt that some training was necessary for elected members, to enable them to reassure the community. It was suggested that this be referred to the Member Training and Development Panel in order that appropriate training could be arranged and delivered.

Resolved:- That the minutes of the previous meeting held on 12th April 2010 be approved as a correct record.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	MEMBER DEVELOPMENT PANEL
2.	Date:	24TH JUNE, 2010
3.	Title:	MEMBER DEVELOPMENT PROGRAMME
4.	Programme Area:	Chief Executive's

5. Summary

This report gives an overview of proposed Member Development activity during the late summer through to December.

6. Recommendations

- a. That Members agree the proposed Member Development activities proposed in the report**
- b. That members add any additional proposals they have for other activities.**

7. Proposals and Details

7.1 Members have already agreed a series of development activities:

- 20th June – Developing the PREVENT Agenda – a workshop for Members on moving forward the Community Cohesion/Community leadership role of councillors
- 2nd July - Safeguarding Children – this will be an initial session for the Cabinet Member, advisers and members of the Children & Young People’s Scrutiny Panel
- Autumn 2010 – The Member Role as a Corporate Parent – a series of sessions aimed at ALL members.
- Autumn 2010 – The Councillor Role in Combatting Climate Change – from an initial proposal by the Deputy leader and the Sustainable Communities scrutiny Panel
- Autumn 2010 – Updating our Knowledge of Licensing – a joint session with Sheffield City Council aimed mainly at Members of the Licensing Committee
- Autumn 2010 – Ward Walkabouts for new Members
- Autumn 2010 – An Effective Administration/An Effective Opposition

7.2 A series of Member Development events have been organised by the Yorkshire & Humber Region. Information about these was circulated to all members via email.

7.3 Leadership Academy - The programme for 2010/11 has been received. There have been expressions of interest for the Graduate school – Cllrs Pickering & Lakin; Summer School – Cllrs Falvey & Havenhand and for the Adults, Children’s Health & Wellbeing Programme – Cllr Paul Lakin (in his new Cabinet portfolio) It may be that following the summer school Cllrs Falvey & Havenhand may wish to attend the full Leadership Academy programme.

8. Finance

8.1 The costs for attending Leadership Academy are:

Summer School 2@£250	500
Grad School 2@ 500	1000
Special Course 1@800	800
Full Programme 2 @ 1500	3000
Total	£5,300

8.2 Safeguarding training £1500

All costs would be met from the Member Development budget

9. Risks and Uncertainties

There is a continuing need to update the skills and knowledge of Members as the role of the local councillor changes. Support for councillors undertaking new roles is important if they are to be able to meet the challenges and make a success of their new responsibilities

10. Policy and Performance Agenda Implications

The council has set out how it is developing the capacity of Members to deliver its ambitions. The varied programme of development activities undertaken by Members demonstrates that Rotherham takes Member Development seriously.

11. Background Papers and Consultation

IDeA website <http://www.idea.gov.uk/idk/core/page.do?pagelId=1700429>

Various emails from Jessica O'Brien IDeA regarding Safeguarding Training

Various emails from Nico Heller re PREVENT Workshop

Email from Karen Weaver re Regional Member Development Events.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	MEMBER DEVELOPMENT PANEL
2.	Date:	24TH JUNE 2010
3.	Title:	FEEDBACK ON THE INDUCTION PROGRAMME
4.	Programme Area:	Chief Executive's

5. Summary

This report informs Members about the Induction programme for new members which was run after the election.

6. Recommendations

Members are asked to read the report and make any recommendations for future action.

7. Proposals and Details

Following the May elections a two week induction course was held for the two new members. It is always hard to judge how to pitch induction as until the results are in you don't know if you have 1 or 21 new members. Sessions were held at different times for the convenience of the new members – early evening proved helpful. All the sessions were facilitated by members and officers of the authority who were very accommodating of their time.

Following the election of a new government and the many challenges and changes which local government will face in the coming year, it may be that now is a time to consider changing the format of Induction – perhaps fewer sessions initially but more spread in the early autumn ? Members views are sought on any changes which might be made.

8. Finance

There were minimal costs for the Induction sessions – tea & coffee or tea, coffee & sandwiches for the early evening sessions.

9. Risks and Uncertainties

As local government becomes ever more complex it is vital that new Members are equipped from the start with the knowledge they will need to be able to undertake their new role as well as possible in as short a time as possible.

10. Policy and Performance Agenda Implications

The Council's Corporate Workforce Strategy and the Charter for Member Development lay great store on a well designed Induction Programme for Members as a means of ensuring that they are able to play an active part in their new role.

11. Background Papers and Consultation

Induction Programme 2010

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