

## MEMBERS' TRAINING AND DEVELOPMENT PANEL

Venue: Town Hall, Moorgate  
Street, Rotherham. S60  
2TH

Date: Thursday, 21 October 2010

Time: 2.00 p.m.

### A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 30th September, 2010 (herewith) (Pages 1 - 3)
3. CRB Checks for Elected Members (Richard Waller, Non-Contentious Team Manager, Legal Services, to report)
4. Project Procedure (Presentation by Brian Barratt, Principal Project Manager, Environment and Development Services)
5. LGID - The Councillor's Role in Promoting Personalisation & Safeguarding Events (information attached) (Pages 4 - 5)
6. Yorkshire and Humber Health and Well-being Leadership Academy (information attached) (Pages 6 - 10)

***A free personal development opportunity exists provided by Local Government Improvement and Development for Senior Elected Members who have responsibility for the complex challenge of ensuring better outcomes for Health and Wellbeing.***

7. Safeguarding Training (Officers to report)
8. Date and Time of Next Meeting - 18th November, 2010 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
30TH SEPTEMBER, 2010**

Present:- Councillor Gosling (in the Chair); Councillors Austen, Dodson, Lakin, Littleboy, Pickering, Steele, Turner, Whelbourn and Wootton.

Apologies for absence were received from Councillors St. John, Sharman and Smith.

**7. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH JUNE, 2010**

The minutes of the previous meeting held on 24th June, 2010 were agreed as a correct record.

With regard to the role of champions, a report would be submitted to a future meeting.

With regard to Minute No. 2 (Personalisation Agenda), it was agreed to receive a presentation from Tom Sweetman at a future meeting.

With regard to Minute No. 3 (Member Development Budget), a report would be submitted to the November meeting.

With regard to Minute No. 4 (Member Development Programme), it was noted that 'Total Place had been replaced by 'Place Based Budgeting' and how to support members would be considered after the comprehensive spending review in October, 2010.

**8. MEMBER DEVELOPMENT CHARTER**

Consideration was given to a report presented by the Head of Scrutiny updating on progress towards satisfying the requirements for reassessment necessary to achieve the Charter. The self, pre and final assessment process was outlined.

The process of assessment was about determining whether or not the Council was continuing to adopt good practice in terms of building elected member capacity.

The Council would be expected to provide a portfolio of evidence, having carried out a self assessment against the Good Practice Guidelines. Pre-assessment was scheduled for 2nd November, 2010 should approval be given to proceed.

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

(2) That achievement of the Charter be sought and a further report be submitted accordingly.

**9. SUB-REGIONAL MEMBER NETWORK**

Consideration was given to a report presented by the Head of Scrutiny on proposals to re-establish the sub-regional member network with a view to shared learning and development and joint bids for funding to support member development. Local Government Yorkshire and Humberside (LGYH) had allocated funding for South Yorkshire to support member development.

The South Yorkshire Joint Secretariat wished to be part of any South Yorkshire member development activity where appropriate.

Agreed:- That contact be made with the local authorities in South Yorkshire with a view to re-establishing the sub-regional member development network.

**10. CORPORATE PARENTING TRAINING**

Consideration was given to a report presented by the Head of Scrutiny summarising proposals to provide training to all elected members on how to be an effective corporate parent, the rationale for doing so, an outline course plan and proposed dates.

Agreed:- That training, as now submitted, be provided on the following dates:-

19th October, 2010      5 – 7 pm

2nd November, 2010    10 – 12 am

16th November, 2010   2 – 4 pm

**11. ECO-VISION**

Consideration was given to a report presented by Joanne Wherle indicating that the Dearne Valley Eco-Vision project team, in conjunction with Transform South Yorkshire's Delivering Design Quality (DDQ) team, was organising a best practice study visit to Freiburg in Germany in November, 2010.

It was hoped to take a varied group of people including business representatives, local community representatives and public sector representatives to look at a range of elements involved in sustainable urban development including planning, building design, transport, water management, citizen involvement, green infrastructure etc.

Agreed:- That one elected member, from the Dearne Valley Area, be identified to participate in the study visit.

## **12. MEMBERS AND CRB**

Further to Minute No. 47 of the meeting of Cabinet held on 6th July, 2005, consideration was given to the latest known position regarding the existence/ validity or otherwise of CRB checks for current Council Members. Possible transferability of certificates obtained by other organisations was discussed.

Agreed:- That a report be submitted to the next meeting.

## **13. E-PAYSLIPS**

Consideration was given to a report presented by the Head of Scrutiny indicating that, as part of the Council's cost cutting exercise, a decision had been made to provide, from October, only e-payslips to employees who could access the intranet.

It had also been agreed that members be included in the exercise.

To familiarise members with the 'Yourself' system, and assist members with access problems, an offer had been made to provide officer assistance.

Agreed:- That an e-mail be sent to all Members of the Council with clear and simple instructions regarding how to access e-payslips. Training then to be available for any members still having problems.

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

Agreed:- That the next meeting be held on Thursday, 21st October, 2010 at 2.00 p.m.

**From:** Saltis, Cath  
**Sent:** 08 October 2010 16:37  
**To:** Bacon, Debbie  
**Subject:** FW: LGID - the councillor's role in promoting personalisation & safeguarding events

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**From:** Clare.Tricker@local.gov.uk [mailto:Clare.Tricker@local.gov.uk]  
**Sent:** 04 October 2010 15:35  
**Subject:** LGID - the councillor's role in promoting personalisation & safeguarding events

Dear Colleague

**Local Government Improvement & Development member seminars:  
The councillor's role in promoting personalisation and safeguarding  
13 December 2010 in London or 1 March 2011 in Manchester**

We would like to inform you of two unique **free** all day events which will explore both the member's role in making adult social care more service user-focused, and their safeguarding responsibilities in relation to adults in vulnerable circumstances.

**The events will aim to:**

- provide an overview of the current context for adult social care, so that leaders in the field can stay at the forefront of developments in policy and delivery
- offer updates on safeguarding policy and practice, including clarifying the functions and responsibilities of councillors in relation to safeguarding adults in vulnerable circumstances
- outline the national programme on personalisation, which aims to transform adult social care
- explore the challenges for service improvement, efficiency savings and local partnership working
- include presentations by key national figures working on social care
- offer opportunities for discussion and networking

**The events are aimed at:**

- lead members in adult social care, health and community services
- scrutiny members
- members in crime and disorder partnerships, and hate crime and domestic abuse/violence partnerships or sub-committees
- members involved in community cohesion work
- councillors who are members or non-executives of NHS trusts or police authorities
- other cabinet members and frontline councillors

**Booking details**

- These sessions are part of a programme of development and sharing practice for members working in adult social care. They will complement

the safeguarding conferences for councillors, officers and partners that are being held on 2 December 2010 in Leeds and 24 January 2011 in London and a scrutiny event for adult social care and safeguarding on 14 February 2011.

- All these events will be **free of charge**. However, there are only a limited number of places available, so please contact us as soon as possible in order to confirm attendance.
- For further information or to book your place, please contact Clare Tricker (clare.tricker@local.gov.uk).

We very much look forward to seeing you there.

With kind regards,



Andrew Cozens

*Strategic Adviser for Children, Adults and Health Services,  
Local Government Improvement & Development*

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The logo for "Minding the gap". It features the words "Minding the gap" in a bold, green, sans-serif font. Below this, the tagline "Tackling Health Inequalities in Yorkshire &amp; the Humber" is written in a smaller, grey font. The text is enclosed within a green, curved, oval shape that resembles a gap or a bridge.

Tackling Health Inequalities in Yorkshire & the Humber

16 September 2010

To: Leaders of the Yorkshire and Humber Unitary and County Councils  
Yorkshire and Humber Chairs of Local Authority Health Scrutiny Panels  
Executive Members for Health or Wellbeing in the Yorkshire and  
Humber Unitary and County Councils

Cc: Chief Executives of the Yorkshire and Humber Unitary and County  
Councils and Primary Care Trusts and Directors of Public Health

Dear Colleague

**Leadership Academy – Health and Well-being – for Executive Members  
and Scrutiny Chairs**

Minding the Gap would like to invite you to take part in an excellent personal development opportunity provided by Local Government Improvement and Development for senior elected members who have responsibility for the complex challenge of ensuring better outcomes for Health and Wellbeing.

The Leadership Academy is delivered by expert tutors, Local Government Improvement and Development consultants, supported by guest speakers and presenters. Participants will have an opportunity to discuss the challenges and responsibilities for health and wellbeing in their role. The programme will also explore the role of partner organisations and the vision and leadership they will be expected to give. They will also explore current policy developments and local issues as well as the threats and opportunities ahead.

This Leadership Academy is designed to enable senior elected members to:

- gain an overview of national policy frameworks for improving health and wellbeing and reducing health inequalities;
- develop an understanding of the key drivers and issues in health and wellbeing and the role of local government in these;

- focus on understanding what improved health outcomes may mean in a wide variety of different places;
- build an understanding of the more and less effective ways of achieving improved health outcomes for individuals, families and communities, and in reducing health inequalities;
- learn how to achieve effective organisational change and to develop more productive partnerships.

Similar Local Government Improvement and Development national programmes have already been attended by over 100 elected members over the last three years and the feedback has been consistently high. The programme has also generated National and Regional Lead Member Networks that are well attended and enable members to network with colleagues facing similar challenges and remain up to date on policy and practice developments. This is the first programme to be run within the region and on a regional basis and is an exciting opportunity for elected members in Yorkshire and the Humber.

The Programme is being promoted by Minding the Gap and Local Government Improvement and Development, with support from NHS Yorkshire and Humber and is being offered completely free of charge to senior elected members in the region.

Enclosed is an outline of the programme to give you more idea of the developmental approach of the Leadership Academy and the themes that will be covered. If you would like further information contact Trevor Hopkins at Local Government Improvement and Development on 0191 410 9319 or 0779 502 5312 and he will be pleased to discuss the Academy with you.

We would welcome the names of those senior members who would like to take part in this exciting programme by 10<sup>th</sup> October 2010. If you would like to take part please email [mindingthegap@bradford.gov.uk](mailto:mindingthegap@bradford.gov.uk) to register a place.

We look forward to working with members from your council.

Yours sincerely

Geoff Ainsley  
Programme Manager, Minding the Gap

Trevor Hopkins  
Principal Consultant – Healthy Communities  
Local Government Improvement and Development





## **Yorkshire and Humber Health and Well-being Leadership Academy**

### **Introduction:**

Elected councillors have a vital strategic role in their local communities in setting the direction and priorities for the services for the areas that they represent. They also have the responsibility to see that this intent is put into practice through the provision of services and effective commissioning. Many of these services have a direct impact on the broader determinants of health and well-being, although they may not be specifically focused on health or health improvement, for example, good quality, affordable houses; safe open spaces for play & leisure.

The recent White Paper 'Equity and Excellence: Liberating the NHS' heralds significant changes to local arrangements for improving the health and wellbeing of local people, with further change anticipated when the Public Health White Paper is published later in the year. These proposals identify a leading role for local government. And for elected members, in their various roles. These will present both new challenges and new opportunities.

The phasing out of Primary Care Trusts and Strategic Health Authorities and creation of GP Consortia; the shift of the public health function into local government, the establishment of Health and Wellbeing Boards and the re-branding of Local Involvement Networks as HealthWatch with additional powers and responsibilities, are some of the headline changes. As elected representatives of local people, and as local 'place shapers', councillors are uniquely placed to address the so-called 'democratic deficit' in local health services.

The White Paper and subsequent consultation documents call for councils to:

- Lead on improving Public Health across the District, with a new public health service located in the Council
- Lead on the Joint Strategic Needs Assessment (JSNA) for their area and ensure that GP Consortia use that Assessment to inform NHS Commissioning

- Build positive working relationships with the districts GP Consortia
- Set up a Health & Well Being Board that will subsume the Councils Health Overview & Scrutiny function, and that will contain both elected members and paid officers
- Through the Health & Well Being Board, ensure that GP Commissioning for NHS healthcare, Council Commissioning for Social Care and for public health, are connected and integrated.

This programme aims to help lead members and scrutiny chairs with their very challenging roles, by offering a range of practical ideas and experience from a number of leaders and commentators on the new health improvement and policy agenda.

### **Programme outcomes:**

Participants will have an opportunity to:

- gain an overview of the new national policy framework for improving health and well-being and reducing health inequalities;
- develop an understanding of the key drivers and issues in health and well-being and local government's leading role in these (including the Marmot Review)
- develop an awareness of the social, economic and environmental determinants of health;
- focus on understanding improved outcomes for individuals, families and diverse communities;
- consider how to strengthen local partnerships to improve health and reduce inequalities;
- recount their experiences, explore examples of good practice and share their learning with a network of colleagues who are facing similar challenges and pressures on finance and local resources;
- strengthen understanding of how to develop and commission services in times of severe resource constraints;
- learn how to improve skills in leading change and working more effectively in partnership
- explore the potential of Joint Strategic Needs Assessment and consider how local councils can exercise their leadership role to ensure that the process is developed

- review the key issues for effective leadership in the unfolding environment and consider how to continue the process of personal learning and development.

### **Potential participants will be drawn from:**

Top tier and unitary authority elected members (Cabinet members, Portfolio Holders and Scrutiny Chairs).

### **Delivery**

The programme is delivered by expert tutors and Local Government Improvement and Development Agency Consultants, supported by guest speakers. Practical sessions will include case studies, problem solving, action learning sets, individual and group working.

Participants will be able to discuss their responsibilities for health and well-being; the role of partner organisations and the vision and leadership they will be expected to give. They will be encouraged to explore current issues, threats and the opportunities ahead. The action learning process depends on participants thinking in advance about local issues and concerns that they are prepared to discuss with other participants.

The programme design is guided by the Local Government Improvement and Development Lead Member 'Must Knows' and leadership frameworks developed within Local Government Improvement and Development's Leadership Academy.

### **Proposed Programme**

Day One – 10.00am – 4.00pm (9.30 registration)

Days Two and Three – 24 hours (residential) 12 noon (11.30 registration) on the first day to 12 noon on the second day

Day Four - 10.00am – 4.00pm (9.30 registration)

### **Dates and Venues**

Day One – Wednesday, 3<sup>rd</sup> November (Wakefield)

Days Two and Three – Thursday / Friday, 18<sup>th</sup> / 19<sup>th</sup> November (York)

Day Four – Monday, 29<sup>th</sup> November (Leeds)

(We have set these dates because it is our understanding that none of our authorities have scheduled meetings of Full Council, Cabinet or Health Scrutiny at these times).