

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
WEDNESDAY, 17TH NOVEMBER, 2010**

Present:- Councillor Gosling (in the Chair); Councillors Dodson, Littleboy, Pickering, Smith, St. John, Whelbourn and Wootton.

Also in attendance was Carol Cockayne, Parish Council Representative.

Apologies for Absence were received from Councillors Austen, Lakin, Sangster and Sharman.

**22. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST OCTOBER, 2010**

The minutes of the previous meeting held on 21<sup>st</sup> October, 2010 were agreed as a correct record.

With regards to Minute No. 16 (CRB Checks for Elected Members) the Cabinet agreed for the Assistant Chief Executive (Legal and Democratic Services) to submit a report suggesting proposals for Members to consider.

With reference to Minute No. 19 (Yorkshire and Humber Health and Wellbeing Leadership Academy) it was noted that Councillor Paul Lakin, Cabinet Member for Safeguarding and Learning Opportunities for Young People, had recently attended the Leadership Academy with Councillor Ann Russell, Chair of the Children and Young People's Scrutiny Panel, and had found the experience very useful.

**23. PERSONALISATION AGENDA**

The Panel welcomed Chrissy Wright, Director of Commissioning and Partnerships, to the meeting who gave a presentation on the Personalisation in Rotherham – My Choice, My Future.

The presentation and discussion focused on:-

- The Guiding Principles in giving a person choice and control over all aspects of their lives.
- Innovative ways of working, with outcomes being focused.
- Individual and community neighbourhoods.
- Partnership, prevention, early intervention and re-enablement.
- Engagement of the whole population, including those from ethnic minority sectors.
- Partnerships with customers, providers and carers.
- Personalised budget target of 50% by April, 2011.

- Support and transformation of the market to increase the range of service choice.
- Delivering personalisation through a Programme Board and Project Group approach.
- Staff training and development.
- Culture change led by Neighbourhoods and Adult Services.
- Customer choice and consultation.
- Personalisation Week – December, 2009.
- Development of the Resource Allocation System (RAS), Individual Social Care Assessment and Journey Mapping customers through the new process.
- Market position statement and facilitation event.
- Transformation Fund.
- Universal Information and Advice Strategy.
- 3D Visioning Event – shortlisted for two national awards.
- Future plans to mainstream personalisation with assessments and reviews.
- Working jointly with health and other key partners.
- Assistive technology.
- Process and procedures for a new customer or person in need.
- Use of the Swift database.
- Personalised budgets and robust audit of the direct payments system.

The Chairman thanked Chrissy Wright for her very informative presentation and asked that some information be made available for all Members.

It was also suggested that a training session be arranged on this issue for Members.

Agreed:- That a training session be organised and a date be included as part of the Members' Training Programme and Members be informed accordingly.

## **24. PROJECT ARGUS TRAINING**

Consideration was given to a briefing note introduced by Neil Perry, Senior Health and Safety Officer, which set out details of Project ARGUS, which was a National Counter Terrorism Security Office initiative, exploring ways to aid in preventing, handling and recovering from a terrorist attack.

It was suggested that a training session be set up for all Members of the Council to attend which took them through a simulated terrorist attack identifying the measures to take for preventing, handling and recovering from such an incident. This simulation provided a unique

opportunity to both learn from and contribute to valuable lessons helping to protect individuals, their places of work and ultimately their communities.

Project Argus, therefore, highlighted the importance of being prepared and having the necessary plans in place to help safeguard staff, customers and Council assets.

The Panel welcomed any opportunity to participate in this simulation and asked that the necessary arrangements be made.

Agreed:- That arrangements be made for Project Argus Training for all Council Members and that this invitation be extended to Parish Councils.

## **25. MEMBER DEVELOPMENT CHARTER**

Consideration was given to a report presented by the Head of Scrutiny and Member Support which provided an update on progress towards satisfying the requirements for re-assessment necessary to achieve the Charter.

A pre-assessment visit took place on the 2<sup>nd</sup> November, 2010 and the feedback received was very favourable. Full assessment would take place on the 21<sup>st</sup> December, 2010 subject to several conditions being met relating to:-

- Completion of the commitment document – signed by the Leader, Chief Executive and Leaders of other 'recognised' political groups.
- That the proposed review of the Member Development Strategy had been considered by the Members' Training and Development Panel and actions agreed before the formal assessment date.
- That the Local Authority take steps to explore how the Council's intranet could facilitate special Member pages related to development.
- That the Local Authority produce a policy statement document relating to Member Development and this made easily available to Members (via handbook etc).

Some of the actions above had been or were in the process of being resolved.

In relation to the Council's intranet the Chairman welcomed Richard Copley, ICT Strategy and Client Co-ordinator, to the meeting who had a few ideas and suggestions with regards to Member pages.

Richard Copley gave a visual insight into what could be made available to Members and how they could access relevant information.

The Panel welcomed the information that Richard Copley provided and asked that this be pursued. It was suggested that Members of this Panel be provided with a link so they could access this kind of information on a trial basis, but that a report be referred to Cabinet for approval.

Councillor Austen was unable to attend today's meeting, but submitted various questions by email. She had asked if the Council would be seeking Charter Plus – the Council had previously agreed not to pursue Charter Plus at this time, when the Members' Handbook would be updated – an update was currently being prepared and the infrequency of Member Seminars – the requests of which had diminished more recently.

Agreed:- (1) That the proposed date for assessment be noted in relation to the achievement of the Member Development Charter.

(2) That a report be submitted to the Cabinet for approval of the information pages for Members.

(3) That Richard Copley provide a link the pages for Members to view on a trial basis.

## **26. MEMBERS' DEVELOPMENT STRATEGY**

Consideration was given to a report presented by the Head of Scrutiny and Member Support, which referred to an update of the Member Development Strategy with a view to ensuring it was fit for purpose.

Agreed:- That the updated draft Member Development Strategy be supported.

## **27. POLICY ON PERSONAL DEVELOPMENT PLANS AND MEMBER DEVELOPMENT FRAMEWORK**

Consideration was given to information that had been circulated by email to all Members of the Training and Development Panel relating to the Policy on Personal Development Plans to assess the training and development needs of individuals and the Member Development Framework, which broadly outlined the skills and knowledge required by Elected Members to perform their different roles. Comments on

this information were welcomed.

Councillor Austen had raised by email her concerns about whether the Member Development Budget was sustainable given that a reduction had been approved from £30,000 down to £20,000 and whether the DVD on the day of a Councillor was to be pursued. The current position of the DVD was to be clarified and this would be reported back to this Panel.

Agreed:- That the information supplied be supported and taken forward.

**28. LEADERSHIP ACADEMY - 7TH AND 8TH DECEMBER, 2010 - LOCAL ENTERPRISE PARTNERSHIPS**

Consideration was given to information circulated with the agenda relating to a Local Enterprise Partnerships module by the Leadership Academy, which would take place on 7<sup>th</sup> and 8<sup>th</sup> December, 2010.

This two day module would give leading Elected Members the opportunity to discuss and learn from their peers in other areas and debate the ingredients of making Local Enterprise Partnerships a success.

It was noted that this two day module clashed with other important Council meetings and it was requested that further information be sought as to whether the session was to be run again at a later date or if there was provision for a session to be held here in Rotherham allowing more Members to attend.

Agreed:- That the Head of Scrutiny and Member Support seek information on future module dates and to clarify the position with regards to individual Council sessions.

**29. LEADERSHIP AND MANAGEMENT QUALIFICATION FOR COUNCILLORS NEWLY ELECTED IN 2010 - WEEKEND RESIDENTIAL COURSE AT NORTHERN COLLEGE, WENTWORTH CASTLE, BARNLEY - JANUARY AND FEBRUARY, 2011**

Consideration was given to information circulated with the agenda relating to a Leadership and Management Qualification which was available for Councillors who were newly elected in 2010 to be held at Northern College during January and February, 2011.

Whilst the development opportunities for Elected Members were welcomed, it was suggested that this not be pursued at this time and that consideration be given to an improved induction package

following the election in 2011 and training opportunities and needs be identified as part of the Personal Development Plans on an annual basis.

Agreed:- That the Leadership and Management Qualification for Councillors newly elected in 2010 not be pursued.

### **30. REFRESHER TRAINING ON FRAUD AND CORRUPTION**

Consideration was to the offer of refresher training for Elected Members on Fraud and Corruption by the Benefit Fraud Investigation Unit, which would consist of:-

- Referral and source information.
- Sifting of referrals.
- Investigation Process overview.
- Joint Working with other agencies – both internal and external agencies.
- Examples of successful cases.
- Fraud Awareness e-learning package (to be available on Council intranet by end of October, 2010).
- Contact Details.

The Panel welcomed the refresher training invitation and asked that this be arranged on various dates to enable Members to attend.

Agreed:- That the refresher training on Fraud and Corruption be arranged in early 2011.

### **31. ROLE OF MEMBER DEVELOPMENT IN THE NEW ERA**

Consideration was given to an extract from the Local Government Association regarding support for Members and a productivity programme that would help Members address the challenges ahead.

It was suggested that this information be noted, not pursued at this time, but consideration be given to the content at a later date.

Agreed:- That the information be noted.

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

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 16<sup>th</sup> December, 2010 at 2.00 p.m.

