MEMBERS' TRAINING AND DEVELOPMENT PANEL

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

Date: Thursday, 21 April 2011

Time: 2.00 p.m.

A G E N D A

1. Apologies

2. Minutes of the Previous Meeting held on 17th February, 2011 (herewith) (Pages 1 - 2)

3. Member Development Charter - Update (Assessment report herewith) (Pages 3 - 19)

4. Induction Programme 2011 (herewith) (Pages 20 - 22)

5. Webcasts and Webinars (information attached) (Page 23)

6. Podcast Resource for Councillors - Social Enterprise Issues (see link below)

   Podcast resource on the LGID website on social enterprise issues. The podcast has been specifically developed for Councillors.

   http://www.idea.gov.uk/idk/core/page.do?pageId=25909583

7. Personal Safety Guide for Councillors (information herewith) (Pages 24 - 27)

8. Regional Member Development Project - Key Achievements (report herewith) (Pages 28 - 31)

9. Members' Training Events (information herewith) (Pages 32 - 34)

10. Date and Time of Next Meeting - Thursday, 23rd June, 2011 at 2.00 p.m.

MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 17TH FEBRUARY, 2011

Present:- Councillor Sharman (in the Chair); Councillors Gosling, Lakin, Pickering, Steele, Wootton and Mrs. C. Cockayne.

Apologies for absence were received from Councillors Austen, Dodson, Littleboy, Sangster, Smith, St. John and Whelbourn.

38.   MINUTES OF THE PREVIOUS MEETING HELD ON 20TH JANUARY, 201

The minutes of the previous meeting held on 20th January, 2011 were agreed as a correct record.

39.   UPDATE ON MOD.GOV AGENDA MANAGEMENT SYSTEM

Further to Minute No. 17 of the meeting of the Members' Training and Development Panel held on 18th December, 2008, Richard Copley, ICT Strategy and Client Co-ordinator, gave an update on Modern.Gov agenda management system since its upgrade and the functionality available through the system, particularly in terms of the information that could be offered to the Citizen via the website.

A demonstration on how the information displayed on Councillors' pages was provided, including insight into the added facility of e-petitions. It was also noted that the biographies of Councillors should be updated on a regular basis via Democratic Services.

A discussion ensued on the scheme for handling petitions and what the current process was.

Cath Saltis, Head of Scrutiny and Member Support, reported on the recent review of the Council's website, which was undertaken by the Democratic Renewal Scrutiny Panel. It was noted that difficulties were encountered by some Members in their connection to the network with only some having wifi functionality. This was to be addressed for all Members.

Richard Copley, ICT Strategy and Client Co-ordinator, also referred to a recent email from Councillor Austen regarding the use of social media. It was noted that social media was available to all Members with only a few choosing to use the facility. The Panel were shown social media in operation on the Rotherham website.

Reference was made to the personal use of Council owned equipment and whether the social media use to post comments was acceptable.

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

(2) That Councillors be made aware of the social media facility and this be included as part of Members' induction.

40.   MEMBER DEVELOPMENT ASSESSMENT CHARTER

Cath Saltis, Head of Scrutiny and Member Support, gave an update on the current position with regards to the Member Development Assessment Charter and confirmed its success.

Members were thanked for their input into the assessment and the Assessment Panel recorded their positive impression of the activities taking place in Rotherham. The final report with any recommendations would be received in due course.

Agreed:- That this Panel's thanks and appreciate into the input for the assessment be forwarded to those involved.

41.   LOCALISM BILL - PROPOSED TRAINING

Further to Minute No. 25 of the meeting of the Cabinet Member for Community Development, Equalities and Young People's Issues held on 17th January, 2011, consideration was given to the proposed workshops around the "One Council" Co-ordinated Approach to Rotherham's Response to the Localism Bill led by Steve Eling and supported by other officers.

The dates for the workshops were:-

- 8th March, 2011 - 5.00 p.m. to 7.00 p.m. – John Smith Room
- 14th March, 2011 – 2.00 p.m. to 4.00 p.m. – John Smith Room
- 18th March, 2011 – 10.00 a.m. to 12.00 Noon – John Smith Room

Agreed:- That the dates above be circulated to all Members and Parish Councils for information.

42.   DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 24th March, 2011 at 2.00 p.m.

Rotherham Metropolitan Borough Council

Draft Re-Assessment Report
(Version 1)

February/March 2011

1.   Introduction

Rotherham MBC made a formal and public commitment to the continuing development of it's elected members, and to the re-achievement of Charter status. They were formally re-assessed and achieved the Charter for Member Development on 8th February 2011.

Local Government Yorkshire and Humber (LGYH) are pleased to announce that Rotherham MBC has been re-assessed against the national standards developed jointly by LG Improvement & Development (formerly the I&DeA) and Regional Employers' Organisations, and is hereby awarded the Charter for Member Development.

The assessment team comprised

- Councillor Abi Bell, Hull City Council
- Mike Leitch, Lead Assessor (Y&H Region)
- Karen Weaver, Workforce & OD Services Manager, LGYH

The charter assessment process for Rotherham MBC involved the following stages:

- Completing a detailed self-assessment of the member development process at Rotherham MBC and compiling a portfolio of evidence
- A pre-assessment site visit by Mike Leitch and Karen Weaver on 2nd November 2010 to meet with the officer responsible for Councillor Development to discuss in detail the self-assessment document, review the portfolio of evidence, and in general the way that member development was structured and delivered by the Council. The purpose of this visit being to check the readiness of the authority for formal re-assessment.
- A full day formal assessment visit on 8th February 2011 during which the assessment team held 1:1 meetings with Deputy Leader (and Chair of the Member Training & Development Panel) and a cross-section of elected members. In addition, the team interviewed the Parish Council representative on the Member Training & Development Panel.
- Telephone interviews with the Chief Executive and Leader of the Opposition (9th February 2011) and Leader of the Council (10[th]February 2011).

This report represents the team's findings, based on the interviews that took place and documentary information made available before, during and following the site visits. The commitment to achieving the Member Development Charter is entirely voluntary and the judgements are those made by peers against the Charter criteria.

Finally, the assessment team would like to thank **Cath Saltis** (Head of Scrutiny & Member Services) for her hard work and support before and during the assessment visits, and everyone we interviewed during the assessment process for their openness, hospitality and their continued support of the Charter initiative.

2.   Executive Summary

Rotherham MBC has a **Member Development Strategy** which identifies priorities in line with corporate values and which seeks to ensure that members are engaged and provided with the opportunity to develop and refresh their skills on a continuous basis. An annual programme describes the ways that development interventions will be organised and delivered, which reflects the individual and corporate development needs identified through Personal Development Reviews and other processes. At the time of writing, this strategy was being reviewed.

A cross-party **Member Training & Development Panel (MTDP)** ensures that members themselves are engaged in the formulation, monitoring and evaluation of development activity of their peers. Members of that group also act as member development champions, and play a key role in the development and subsequent review of the Member Development Strategy and delivery programme. The MTDP is chaired by the **Deputy Leader**, who has cabinet responsibility for member development. Minutes of the meetings of the MTDP are received by the Cabinet.

At officer level, the **Head of Scrutiny & Member Support** has overall corporate responsibility for member development and ensures that this activity is an integral part of the corporate improvement plan and aligned to the Council's Development Strategy and overall Plan. Day-to-day co-ordination of member development and administrative activities is undertaken by officers from the **Member Support Team,** working closely with, and supported by their line manager the **Head of Scrutiny and Member Support.**

The Leader, Chief Executive and an overwhelming majority of elected members strongly support the continuous improvement of councillors and recognise the value of a 'member-led' strategy and a the offer of a flexible, comprehensive programme of councillor development activity. Positive indicators included

- The Leader and Chief Executive conveyed the view that Members had become "more confident, knowledgeable and skilled" as a result of the development activities they had undertaken. This had impacted on the overall performance improvement of the Council
- A keen, enthusiastic Member Training and Development Panel which is proactively led by the deputy leader.
- Positive feedback regarding the scope and quality of development opportunities
- A willingness to constantly review and subsequently improve the development options and opportunities available to members

The assessment team were impressed by the enthusiasm and the extremely positive comments expressed by councillors about their development, and equally by the comments of senior officers who alluded to the impact such training had made on individual and corporate performance.

That said, attention is drawn to the following areas where further improvement could be made. These are set out in some detail later in the report together with a set of recommendations. It is accepted that some or all of these might be addressed within the review of the member development framework. Areas for improvement are summarised as:

- Whilst there is some evidence to suggest that councillors from the authority engage in and share learning through development activity with peers from other councils in the South Yorkshire sub-region, this is an area that can be developed further. Similarly, more could be done in regard to improving organisational learning by developing existing systems to capture the learning outcomes from/ and measure the impact of those activities.

- The evaluation process used for member development, tends to concentrate on feedback relating mainly to quality of delivery. Although quality is important, more needs to be done to link delivery to impact and how to measure individual improvement and community benefit.

- The Council offers a range of Buddying/Mentoring opportunities to new councillors (mainly within political groups) – feedback suggests that style, approach and quality is inconsistent and a little ad-hoc.

These points are covered in more detail within the body of the comprehensive feedback report which follows.

Mike Leitch   *Cllr Abi Bell*
Lead Assessor (Yorkshire & Humber Region)   *Hull City Council*

Karen Weaver, Workforce & OD Services Manager
Local Government Yorkshire & Humber

3.   COMPREHENSIVE FEEDBACK REPORT

The following comments aim to provide a comprehensive report of the assessment team's findings, as well as providing recommendations to inform the authority's future plans in relation to member development. Comments and recommendations for improvement are made following a series of 'face-to-face' interviews with officers and elected members, supplemented by a review of documentary evidence. Feedback is set out against a four key stage format relating to accepted member development 'good practice' which covers:

- o Planning and Policy
- o Implementation and Delivery
- o Monitoring and Review
- o Evaluation

The report concludes with a set of recommendations for further improvement.

Stage One – Planning and Policy

The local authority plans and invests in member development to support continuous improvement and to deliver organisational objectives

Rotherham MBC has a well developed strategic approach to Member Development, linked to the Council's overall aims and objectives within the Council's Corporate Plan, the Local Area Agreement and other documents. It has clear vision about what it is trying to achieve through member development.

The Cabinet, as the Executive, is responsible for providing leadership and therefore sets strategic objectives for member development and monitors progress against those objectives. The Deputy Leader is responsible at a strategic and operational level for the development of elected members. He is responsible for the identification and implementation of development opportunities. He provides a channel for members to express their views and wishes, and has particular responsibilities for identifying and allocating internal and external conference & seminar opportunities. He updates the Cabinet and the Leader on progress and activity in member development.

The Head of Scrutiny and Member Support is the senior officer responsible for implementing member development arrangements, which are linked in to the Council's Corporate Plan. She liaises with the Chief Executive, SLT and Cabinet as and when necessary on strategic issues to do with member development.

 As part of its constitutional arrangements, the Council has a well established Member Training and Development Panel (MTDP), which is chaired by the Deputy Leader of Council. The Panel has played a central role since its inception in both setting the strategic direction for member development and ensuring continuous improvement across all our development activities. Membership is cross-party, and includes representatives from all 'recognised' political groups, audit, scrutiny, regulation board and parish councils. Several members of the MTDP are also Cabinet members.

The MTDP meets monthly with Agendas being determined jointly by the Deputy Leader and Head of Scrutiny and Member Services.

The Chief Executive demonstrates his committed to member development in a number of ways:

- By ensuring that the function is adequately resourced, both in terms of a realistic budget that allows the council to deliver an effective programme of development activity and dedicated officer support. During interview, he described support for member development as 'invest to save'
- Through personal involvement and influence - citing his ongoing work with SLT colleagues to ensure that member development is continually seen as a priority for the Council and mainstreamed throughout the organisation. He was also keen to ensure that officers clearly understood the political context in which they worked, as well as working to build and maintain mutual trust and respect between officers and members.

The authority has clearly recognised the importance of investment in member development, and there was evidence to suggest that sufficient funding had been made available to support both individual and corporate development opportunities. The budget for 2010/11 currently stands at £30K (Directorates make additional funds available to cover development of Portfolio holders). Allocation of the budget is linked to the Council's corporate objectives as well as the organisational and individual needs identified by members and officers. There are regular budget meetings between the Head of Scrutiny and the Chair of the MTDP.

With increasing pressure on all council budgets, the authority were keen to save money by developing additional internal capacity, and they had also worked (in the more recent past) with other local authorities in the South Yorkshire sub-region to ensure that any funding streams for member development were accessed, as well as encouraging members to take advantage of development activities outside the authority ie offered by other local authorities and partner organisations.

Although other officers were involved in supporting member development, these activities were not explicit within their job description. It was the Head of Scrutiny herself, who councillors referred to as their first point of contact regarding member development.

Stage Two – Implementation and Delivery

The local authority delivers effective and timely interventions to achieve its member development priorities whilst promoting and supporting local democracy and community leadership

Evidence suggests that member development is commissioned, delivered and evaluated in line with a strategy that has been developed in consultation with the MTDP. This framework includes a delivery programme that incorporates

- Induction
- Identification of development needs (PDP/PDR processes etc)
- Development Activity
- Promoting and Supporting Local Democracy

Induction

Councillors are elected to Rotherham MBC in 'thirds'' – the next being in May 2011. In addition to continuity, this means that the council's induction programme is 'tested out' on a regular basis.

The Council provides information to potential candidates about what is involved in being an elected member, and the challenging demands that are placed on them via its Internet site throughout the year, and as part of the nomination packs to candidates and agents at the time of the local elections. Rotherham has also participated in the 'How to be Councillor Campaign'. The main political parties have an 'open door' policy that enables prospective candidates to attend group meetings ahead of the elections to get a 'political feel'. Prospective candidates will also be contacted by letter providing them with advance notice of the induction programme and associated procedures following successful election. This Information will also be provided on the Council's website.

Taking place over a two week period the induction programme includes sessions of 2-3 hour duration held at different times of the day (with some repeated in the evening).

The **first week** tends to concentrate on providing newly elected councillors with an opportunity to receive and discuss information about:

- Support (from Member Services)
- Allowances and other financial matters
- Member Development
- IT
- Code of Conduct
- How the Council Works
- Councillor Roles (In the ward and in the Town Hall)
- Surgery safety & Casework

The programme for week one also includes a bus tour of the Borough looking at regeneration projects, customer care centre and landmarks.

Week two tends to focus in more detail on specific roles and responsibilities with introductory sessions on:

- Corporate Parenting
- Licensing
- Planning
- Scrutiny
- IT Skills – Managing Your In Box
- Personal Development Planning

Sessions are led by senior officers of the council and where appropriate, senior councillors. They are also open to attendance by existing councillors who may wish to 'refresh' their knowledge.

New members are mentored by their more experienced peers at ward and party level, although comments offered by some councillors elected in May 2010 suggested that they had, and continued to have positive support, others indicated that the quality and effectiveness of such support lacked consistency.

Feedback from councillors elected in May 2010 indicated a high satisfaction with their induction experience, During the past months, the MTDP supported by the Head of Scrutiny and other officers have been reviewing and developing the induction programme, and producing an induction strategy for elections in May 2011. During that process, they have considered good practice examples from other local authorities, as well as existing practice

It is customary for the authority to undertake a six-month review with new councillors to provide them with an opportunity to feed back on their induction experience, development progress and any ongoing support requirements.

Identification of Development Needs

Evidence suggests that Rotherham MBC has a structured process for regularly assessing elected member development needs at an individual and organisational level, which contribute to the formation of the member's development plans. Needs are identified through several processes of, which include:-

a. **Organisational need**

- Consultations with the elements of the political management framework (members from Cabinet, Scrutiny Commissions, Audit and Regulatory Boards) about the training/development they need and what the outcomes from these activities should achieve.

- Discussions at the MTDP where the implications for member development of national, regional and local initiatives were considered.

- Evaluation of training/development programmes including the induction programme, internal training programmes, information briefs, conferences & seminars plus regional/ national and external events.

- Individual Directorates liaising with the Head of Scrutiny to identify members needs in relation to their services.

- Issues identified by SLT and the chair of the MTDP.

b. **Individual development needs**

- Individual Personal Development Reviews and Personal Development Plans

- Members directly contacting the Head of Scrutiny and/or the Deputy Leader

- Newly elected members identifying individual development needs during attendance on their induction programme.

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The Head of Scrutiny collates the organisational and individual member needs (as above) and undertakes a training needs analysis, to inform the member's development and training plans.

These proposals will then go for consideration at the MTDP, who will discuss and agree the draft delivery programmes constructed in response to the identified organisational needs.

All member learning and development activities are evaluated to ensure that the member development programme meets all its objectives, the learning needs that were identified, to ensure that there has been a positive impact on the Council's performance and that value for money was achieved. All evaluations are then fed back into the MTDP. To ensure that learning needs have been met, attendance at all events organised (internal and external) is recorded and evaluated using end-of courses evaluation sheets.

All members are offered PDP meetings - to identify individual needs, to evaluate any training events/activities they have attended and to identify the impact on their performance. These Personal Development Plans are developed in relation to their relevant job role descriptions and the council's corporate plan.

PDP interviews follow a fairly standard, well proven format where discussions provide an opportunity for members to reflect on their achievements during the previous 24 months, as well as identifying present and future challenges together with a two way discussion about development options.

Feedback indicated that the majority of councillors who had taken the opportunity to be involved in the PDP process had found it useful, not only in terms of identifying development and support needs, but also preferences relating to delivery methodology. The 1:1 interviews were also seen as a useful opportunity to capture other more wider based member concerns which could not be addressed elsewhere.

Development Activity

There was clear evidence to suggest that the council 'development offer' to members was 'inclusive' and included a range of delivery methods that met their different learning styles and preferences. Rotherham's member development activities are configured so that a wide range of councillors can benefit from them, so that they have the capacity to more effectively carry out their different roles.

The Council has agreed well defined role descriptions for members, which specify personal qualities and skill sets they are expected to have in order to carry-out their roles. The current role descriptions cover the Leader of the Council, Deputy Leader of the Council, Cabinet Member, Scrutiny Commission Chair, Regulatory Board Chair, Scrutiny Commission Member and Ward/Local Member.

Through the Head of Scrutiny and Member Support, the Council has been able to bring together the different strands of member development – Training, Information Briefs, and Conferences & Seminars. They are now organised in an integrated way, to ensure that they are getting the maximum impact from them and that they are clearly linked to members' development needs and roles on the Council.

Rotherham has introduced arrangements whereby members have to show how attendance at externally organised conferences & seminars would help them to better understand and carry out their different roles on the Council and would benefit the authority as a whole, they are also required to complete a feedback sheet on their return. Members are also required to share their knowledge and expertise with their colleagues in order to support and develop each other. The main way that they do this through a well developed network of mentoring arrangements, organised via the different political groups.

Developing the general leadership skills of members also remains a key priority, and Members have attended the IDeA Leadership Academy as well as receiving regular bulletins on leadership development. leadership and Cabinet members have regular senior management meetings for their respective portfolios, as well as meetings with the Leader and Chief Executive.

Rotherham has also increased member capacity by organising training and other in-house events aimed at improving group capacity for the different parts of the political management arrangements. The way in which this group capacity building takes place is summarised below.

Cabinet - regular private meetings take place which provide the opportunity to discuss and reflect the operation of the decision making process. Joint sessions have been held with SLT.

Scrutiny Commissions -joint training has taken place with other organisations, especially on health matters. Development of the scrutiny process / member development issues a regular area for discussion / direction at the Chairs & Vice Chairs meetings. Co-opted members are included/invited to attend relevant development sessions.

Licensing Regulatory Board - bespoke training events have been held to explain member roles in the licensing process, e.g. making personal opinions/comments at a hearing (in front of the applicant etc); and the conduct of the hearing – what is and is not appropriate behaviour by members.

Planning Regulatory Board – specialised training events have been held to explain member roles in the planning process. The most recent of which took place at the start of the municipal year. The work of the Planning Regulatory Board is also covered as part of the new member induction programme.

Audit Committee - most of the training for the Audit Committee is provided in house, in the form of training sessions held before committee meetings. Audit Committee members have also attended bespoke external training sessions

Standards Committee -similarly, most of the training for the Standards Committee is provided in- house. Where appropriate, Parish Councils are invited to attend.

Learning opportunities and activities are part of a core annual training and development programme based on Personal Development Reviews and refreshers in addition to identified organisational and statutory training requirements. Examples include:

- Presentations
- Facilitated discussion
- Pre-Council Briefings/regular updates
- National Leadership Programmes
- Mentoring (internal and external)
- 1:1 IT support
- Skills workshops
- E-learning opportunities
- Shadowing (internal and external to the authority)

Members confirmed that they received timely and regular information regarding development opportunities available to them. Details were presented in advance in a seasonal programme, and reminders circulated via emails, and in hard copy. Information was also circulated to Group offices. Care was taken not to schedule activities on dates that clashed with other corporate events/religious celebrations etc. Where required, additional briefings were organised and details circulated to members.

Feedback, suggested a high level of satisfaction with the quality and scope of development activity provided by the Council. All elected members were offered development opportunities that included access to staff development programmes (where appropriate), bespoke workshops, external programmes, and activities provided within political groups. 1:1 IT support was also available to members. Places on relevant development activities were offered to Parish and Town Council members, co-opted members of scrutiny commissions etc. and where required, special needs were catered for. Feedback also suggested that councillors welcomed the opportunity to undertake joint training with their peers from other authorities and partner organisations as well as a wider use of members in delivering sessions.

Predictably, it was also noted that more often than not, member's comments seemed to relate to courses and not other wider development opportunities such as meetings, peer mentoring, etc. Although this is not a major area of concern, it does raise the question that if members do not see the opportunity to learn from non-course based activity as learning, then they may not seek to engage in them to address a development need. It is also the case, that the learning from such activities is very rarely captured or recorded.

The Council actively encourages and provides opportunity for members to participate in joint development with a wide range of external partners and other local authorities. Each year places are offered on the Leadership Academy. Members representing the authority on external bodies were also encouraged to take advantage of any relevant and suitable development opportunities on offer. Despite this provision, there is scope to develop (and offer) more activities that would provide an opportunity for councillors, officers and members of the public to learn together.

There appeared to be clarity regarding member and officer responsibility relating to member development and support, and members appeared pleased with the level of officer support they received.

Promoting and Supporting Local Democracy

The Council has continued to demonstrate commitment to reducing barriers to participation in the democratic process, and especially to mitigating work-life balance difficulties. As part of the Member Development Framework, it has:

- Provided all members with 'home working' so that they can access the Council's ICT systems remotely and at times which suit them and around their care, family and work responsibilities. This has reduced the number of times that members have to travel in to the Town Hall in order to carry out their different roles.

- Reconfigured the start time of meetings so that they fit in with the caring responsibilities that many councillors have for children, either as parents or grandparents. Where practical, meetings of the different parts of the constitutional arrangements take place at different times of the day so that more members have the opportunity to attend them, especially those in full-time employment.

- Through the PDR process provide opportunities for members to identify caring responsibilities / difficulties and for the Council to make the necessary adjustments to their work and learning styles;

- Put in place a state of the art hearing loop system in the main council meeting rooms for people with hearing problems;

- Put in place new audio visual equipment more suitable for people with sight problems.

- Reduced the length of reports and simplified, where possible, the language and format used so that they are more accessible for people with literacy problems (supporting this 'pre meeting' now take place before many meetings in order to help explain the contents of reports etc.)

- Established as part of the Council's Members Allowances scheme a simplified procedure to claim 'Carers Allowance

- Provided alternative forms of member development opportunities to enable members to take advantage them remotely (e.g. e-learning);

- Set the diary of meetings with the aim of being aware and if possible avoiding religious or culturally sensitive dates for all Rotherham's communities, including those from the BME backgrounds.

- Made available electronically, via the Members Intranet, information about Members Allowances (including the Carers Allowance) and the support that is available to help them carry out their roles.

The Council is keen to encourage participation and engagement with its constitutional arrangements and work of the council and councillors, and has also done much to raise the profile of the different components of the constitutional arrangements; especially those parts of it which provide a conduit for the public to get involved. As part of this,

people are encouraged to participate in scrutiny commission investigations by providing their views and opinions as part of the evidence gathering process. We have done this in innovative ways; for example, the recent investigation into waste and street cleansing was publicised through a series of adverts on a local radio station.

Citizenship forms part of the curriculum at all council schools and is promoted through the network of schools councils' for pupils and the Youth Council, which is directly elected by young people in Rotherham and supported by the Authority's staff. Working with a local voluntary organisation, senior elected members have been involved in face-to-face and online sessions to explain to young people about the purpose of local government and local elected members. These events have formed part of 'Rotherham Week' which usually take place during the autumn.

All electoral registration information is made available in minority ethnic languages. The Elections Service promotes electoral registration and participation in the democratic process. Electoral services also attend Citizenship Ceremonies in order to provide new citizens information about the democratic process and what they need to do to register to vote.

Stage Three – Monitoring and Review

The local authority monitors and reviews the ongoing effectiveness of its member development activity

There is evidence to suggest that Rotherham undertakes regular reviews of the Member Development Strategy, overall training and budgetary provision. Information from the PDP process goes to inform actions taken and considerations made by the MTDP to improve the 'offer' to members. The Executive were kept up to date on member development by the Chair of the MTDP. Political Groups were kept informed and encouraged to comment via their respective members on the MTDP.

The Head of Scrutiny and Member Support holds regular meetings with the Deputy Leader to assess the effectiveness of member development activities. Topics covered at those meetings include: (a) budget monitoring information on the overall use of resources, (b) major spending decisions (e.g. on member attendance at external conferences & seminars) and (c) the impact of specific member development activities. She also attends training sessions delivered by officers and external trainers to ensure that delivery met accepted standards. The results of programme evaluations were fed back to the MTDP so that they can evaluate the impact of member development on Council performance and achievement of objectives.

In the spirit of continuous improvement, the authority might also wish to consider other ways to review the activities of those officers /elected members involved in the member development process such as:

- 'benchmarking' against the MTDPs of other authorities who have either achieved or are working towards Charter status. Meeting other member bodies with similar remits would provide an opportunity to compare and contrast practice and process. This is also a useful way of discovering innovative ways to promote and deliver member development and measure the impact of member development activity on both the council and community.

- Commissioning a scrutiny review of member development – an activity used by other authorities to 'test out' member development processes and practice where it is felt that a review conducted by other members (not involved in member development) might be easier to accept than one undertaken by officers.

It is stressed that these are measures that the authority might wish to consider in the future, and the award of Charter status is not dependent on the completion of such activities.

Stage Four - Evaluation

The local authority adopts a robust approach to evaluate the effectiveness of its member development investment, which is fully deployed across all areas of activity and investment

In Rotherham, all member learning and development activities have clearly defined learning objectives, and are evaluated to ensure that the member development programme met all its objectives, the learning needs that were identified and to also ensure that there has been a positive impact on the Council's performance and that value for money was achieved. This is usually undertaken by the use of post activity evaluation sheets. A summary of evaluations are then fed back into the MTDP. To ensure that learning needs have been met, attendance at all events organised (internal and external) is recorded.

Those members attending external programmes are required to describe how such programmes will benefit them in their current roles, and then to reflect on what they have learnt from attending development activities.

All member learning and development activities are evaluated to ensure that the member development programme meets all its objectives, the learning needs that were identified, a to ensure that there has been a positive impact on the Council's performance and that value for money was achieved. All evaluations are then fed back into the MTDP. To ensure that learning needs have been met, attendance at all events organised (internal and external) is recorded and evaluated using end-of courses evaluation sheets.

The induction programme is evaluated in late August/ September and the results reported to the MTDP for discussion so that further improvements can be made to the following years programme.

4.   AREAS FOR IMPROVEMENT

As previously mentioned in this report, Rotherham MBC has achieved the required standard to be re-awarded Charter status. The following comments and recommendations are offered in that context and to provide a degree of future focus for those councillors and officers involved in and/or with responsibility for member development.

4.1   Planning and Policy

There was clear evidence to support the view that the MLDP was representative in its membership, effective in the way it conducted its business, and confirmed the view that member development is 'member led.' The involvement of Parish Councils, Regulatory Boards and Chairs of Scrutiny in that forum ensured a 'wider focus' on development activities. That said, a number of issues needed to be explored in order to prepare them for the future.

To the external observer, membership of the MLDP might appear to be too large – raising the possibility of procrastination, and difficulty in reaching decisions quickly. However, the system seems to work for the authority, and the involvement of so many members with such diverse roles does bring many benefits to the process.

 Successful assessment against the Charter standard will inevitably lead to greater expectations, and comparison with other authorities. It was therefore important for the MTDP to 'raise their game' and profile, and operate in an even more strategic way.

Each local authority is different in their approach to member development and many have developed programmes and systems that Rotherham might wish to think about exploring. Learning from and with other local authorities who have already gained or who are aspiring to gain Charter/Charter Plus status would bring opportunities to learn new approaches.

LGYH are ideally placed to facilitate and support such exchanges of ideas and good practice.

Recommendation 1

That the MTDP establishes contact with, and 'benchmarks' against other local authorities who have achieved or seeking to achieve Charter/Charter plus status

4.2   Implementation and Delivery

Whilst there is clearly a very positive view of the quality and quantity of training being provided by Rotherham MBC, many members and officers referred mainly to 'training courses' rather than a broader range of development. Trying to 'capture' the learning from meetings, and 'on the job' learning can be extremely difficult' but could be something that is referred to during PDR interviews, as could the expansion of self-assessment (pre and post activity) to all development programmes.

The introduction of role profiles to PDRs will help, but the authority might wish to incorporate a strategy to engage those councillors who cannot or will not take advantage of the PDR 'offer' and that identified the reasons behind this. The feedback from such an exercise would inform future decisions around delivery.

To widen the identification of development needs process, the authority might wish to consider some form of annual councillor training and development survey (questionnaire), to supplement the information gained via PDRs.

Recommendation 2

That the PDD/PDR and other processes be adapted to include:
- *some form of reflection on what and how members learn in other (less structured) situations*
- *clearer information that explained why the interviews were important, the benefits etc (to stimulate wider engagement)*

Members are actively encouraged to take on external roles, representing the Council on sub-regional and regional bodies. This was viewed as a way of developing skills and knowledge whilst also raising the profile of the authority. Councillors are also provided with the opportunity to learn with and from their peers on external programmes. Although some groups insist on feedback as a condition of attendance at conferences etc, there was little evidence as to how learning from those activities is shared or transferred within the authority, nor recorded (in order to avoid duplication). There appeared to be a lack of consistency regarding:

- How councillors feed back from external events
- How councillors share the learning from sitting on external bodies
- How councillors with formal roles on the LSP/other partnerships feed back
- How that learning is recorded

Recommendation 3

That the authority adopts some formal mechanism which requires feedback to an appropriate audience, and which identify appropriate recording methodology

While the proposed induction programme and plans for the 'all-out' election in May 2011 appear to be comprehensive, similar care and support should be provided to councillors elected at by-elections albeit in a scaled down format.

Recommendation 4

That the authority consider how best to provide suitable support to councillors elected at By-Elections, and develop a suitable induction programme for such situations

The current practice of providing 'buddies' to newly elected councillors is to be applauded, however the Council could make this more effective if they considered ways to address issues relating to 'matching' and consistency.

Recommendation 5

That consideration be given to the effectiveness of the current 'buddying' system, and ways to improve it (in preparation for the May 2011 elections).

4.3   Monitoring and Review

Evidence suggests that there are sufficient and efficient arrangements in place to monitor and review member development.

4.4   Evaluation

There is clear evidence that the authority seeks to measure the impact of its investment in member development activities i.e. monitoring of attendance levels, completion of evaluation forms and induction evaluation questionnaires etc. However, the evidence presented, suggests that this approach is primarily concerned with measuring the quality of delivery provision as opposed to impact on individual performance or on the community.

Recommendation 6

That the authority consider the development of a more robust and comprehensive outcome focused approach to member development, building evaluation in to every stage of the member development infrastructure as well as delivery activity. This should enable the authority to be clear about outcomes/impact it is seeking to achieve from their investment.

To achieve this, the authority may wish to consider the following:

- Producing a clear policy statement within the member development framework/strategy documentation that described in detail how evaluation would assist the council in measuring the impact of its investment in member development.
- Having explicit clear roles and responsibilities regarding those bodies and individuals involved in the evaluation process
- Introducing questions in the documentation used for post-activity feedback that encouraged members to rate their performance (using an appropriate scale) pre and post activity, and how undertaking the activity had impacted on their community (ies)
- Engaging in some form of comparative 'benchmarking' activity with other similar sized authorities which might produce data/good practice approaches to evaluation.
- Exploring evaluation 'models' from other sectors

This approach could also improve the quality and consistency of the information being fed into the MTDP, to enable that body to monitor progress against the overall training programme, to inform decision making about emerging priorities, and future plans. Subsequently this could also enable the MTDP to carry out an annual value for money assessment.

First Draft Report prepared by Mike Leitch
on behalf of the LGYH Charter Assessment Team

MEMBER DEVELOPMENT INDUCTION

Welcome to the Induction edition of Member Development News.

Once again we have a comprehensive programme of induction for new Members. All the sessions will take place in the Eric Manns meeting room unless shown otherwise. The programme is open to **ALL** Members who would like to attend any session as a refresher.

The Member Development Panel – a cross party group of councillors - will soon be discussing the programme to be arranged for the Autumn so please pass on any ideas you may have for other development or training events to Cath Saltis on 01709 822779 so that we can discuss them.

Monday 9th May 9.30am onwards Room 1 – Town Hall	**Welcome and intro to Rotherham** Leader of the Council & Chief Executive
Drinks on arrival	
10.00 – 12.30pm	**1. Member Services – What we can offer to Members** Cath Saltis, Head of Scrutiny & Member Support
	2. What I wish I'd known when I first got elected The Councillor's first year – Cllr Alan Buckley & Cllr
	3. Allowances & other financial matters Marie Swallow
	4. Member Development support Cath Saltis
	5. IT for Members – Equipment, advice/Support Richard Copley/Jean Tracey
Lunch **(Garden Room)**	Sandwich lunch will be provided
12.30 pm	(Steve Wright to be on hand to take photographs of New Members for ID Badges and Internet)

2 – 4pm	**Bus tour of the Borough** **Looking at Regeneration projects, a Customer Care** **Centre, landmarks of the Borough** A guided tour led by EDS & Neighbourhoods and local councillors (meet in Town Hall reception) **book bus 12/16 seater** Tour Guide: Andrew Nettleton
Tuesday 10th May Room 3 – Town Hall Drinks on arrival **4.30 – 7.30pm**	**Getting the Most from IT: Emails to Facebook** Using IT to help you in your role as a councillor **Using e-casework** The email based system designed for and by councillors to help you track your council casework Jean Tracey & Richard Copley Cllr Wyatt to call in 6.00 pm
Thursday, 12th May Room 3 – Town Hall **Drinks on arrival** **5.30 – 8pm**	**The Councillors' Code of Conduct** Tim Mumford, Monitoring Officer **Cllr Jane Austen** will talk about how this works in practice **How the Council Works** Cath Saltis, Head of Scrutiny and Member Support **Cllr Paul Lakin & Jane Austen** discuss how to make sense of all this.
Friday 13th May Room 3 – Town Hall **Drinks on arrival** **5.30 to 8pm**	**Introduction to Planning** The do's and don'ts of Member involvement in the planning process, how to help your constituents, who to go to for advice, and help dispel some of the myths around planning decisions. Update on Local Development Framework (LDF) and this summers consultation process Changing role of members - Impact of Localism on Planning **Chair of Planning** & Bronwen Peace, Planning Manager

WEEK TWO

Tuesday 17th May
Room 3 – Town Hall

Drinks on Arrival

5.30 – 7.30 pm

WEEK TWO   WEEK TWO   WEEK TWO

Introduction to Licensing
For new members and existing members (as refresh) to find out more about the council's legal duties and your own responsibilities.

Deborah Bragg & Lisa Parkin, Licensing Team together with Chair and Vice of Licensing (Cllr Wootton and Barron)

Thursday, 19th May
Room 3 – Town Hall

Drinks on Arrival

5.30 – 7.30 pm

Corporate Parenting - Is it good enough for your child?
– The councillor's key role as a corporate parent.

Gillian Ackerley and Linda Cawley (Trainers) together with Cabinet Member for Children's Services (Cllr Lakin)

Friday, 20th May Room 4
Room 3 – Town Hall

Drinks on Arrival

2.00 to 4.00 pm

repeated
5.30 to 7.30 pm

Your Role as a Councillor
- In the Ward - **Rotherham West Councillors**
- In the Town Hall – **Boston Castle Councillors**
- Surgery Safety & Casework **Cllr John Doyle** Cath Saltis & Neil Perry

Induction in your Area
Meet with your Area Assembly Chair, find out what area based working is about. A walkabout

<u>Webcasts and Webinars</u>

Kirklees Council is looking at the potential of using the equipment used to webcast its Council meetings for delivering webinars (seminars 'broadcast' over the internet).

This could mean the delivery of shared Councillor Development sessions, (presentations/lectures) by this method.

Is this something that Rotherham Councillors might be interested in accessing?

A webinar can be collaborative and include a live question and answer sessions to allow full participation between the audience and the presenter. This could be done with a live twitterfall, which would allow participants to tweet questions to the presenter and get 'real time' answers.

The advantages of this method would be:-

- sharing to cost of trainers
- no travel costs
- increased collaboration between authorities

If you think your Councillors would prefer pre-recorded webinars (without the live interaction with the trainer) we could offer that too.

Any thoughts?

It's early days yet in our thinking about this but, your thoughts would be most welcome.

Angie Aspinall
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PERSONAL SAFETY
A GUIDE FOR COUNCILLORS

The relationship between Councillors and the communities they serve is at the heart of what being a Councillor is all about. The face-to-face contact when constituents can share problems and concerns is vital to making that relationship work. The following advice is based on that issued by the Local Government Association and aims to help Councillors carry out their role safely and effectively.

Introduction

An important role of Councillors is to keep in touch with their communities. This includes helping individuals with any problems they might have. Often, this extends beyond just the delivery of council services. These contacts are usually rewarding and non-adversarial. Councillors become experienced in calming down residents who are angry and frustrated by treating them with respect and sympathy.

The purpose of this guide is not to make Councillors nervous but to set out what personal safety measures can be taken to prevent and deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety. In general terms, the guidance follows advice given to others who by virtue of public duties or employment, meet many people whom they do not know.

Ward Surgeries

The arrangements each Councillor makes will vary according to local circumstances and it will be a fortunate Councillor who can find premises for their surgery which meets every aspect of good practice which is also accessible for their constituents.

What follows are suggestions about how to make a surgery safe and effective. Most councillors will go through their entire service with the Council without experiencing any problems but a little time given to preparation and planning can reduce the already small risk further.

The basics:

- Do not hold surgeries alone in an otherwise empty building. Try to get someone to act as receptionist. This not only makes you safer, but also makes it much easier to manage a busy surgery. If you are currently doing surgeries alone, discuss how this can be changed with fellow Councillors or Council Officers.

- If you cannot avoid doing surgeries on your own, make sure you remember a few simple guidelines. The layout of the room should suit you, i.e. you should sit nearest the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees as sitting directly opposite someone can be confrontational.

- If there is no separate waiting room, try to ensure that the waiting constituents are as far away as possible from those whom you are talking to.

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- Make sure there are no heavy items in the room that could be used as weapons.

- <mark>Before the surgery commences, check that you have a signal on your mobile phone as you can get blind spots. In addition, ensure that you have easy access to a land line.</mark>

If you are at the stage of looking for suitable premises in which to hold a surgery, try to get a space with as many as possible of the following features:

- Council premises (eg libraries) during opening hours or other premises where there are many other people about.

- Premises where the names of any visitors for Councillors are recorded

- Premises where there is a comfortable waiting area.

Try to ensure the surgery (interviewing) room:

- Is in view of the reception or public area

- Is connected to the reception by an alarm and there is a procedure for dealing with calls for assistance

- Has a vision panel in the door

- Is decorated in calming (pastel) colours

- Has a swift means of escape and any visitors are not able to lock the door from the inside.

<mark>'Ad-hoc' Visits by Constituents to Town Hall/Eric Manns Building</mark>

<mark>You may be pressured into meeting constituents because they arrive at either the Town Hall or Eric Manns building because they want an immediate response to their concern or query. In these circumstances caution should be exercised, particularly if the person is aggravated or 'wound up'. If you do need to meet them ensure an officer accompanies you with the constituent – even if they are outside the door where the meeting is taking place and on hand to give assistance if needed.</mark>

Dealing with emotional constituents

It is inevitable that some of the people you will meet will be angry or upset. You need to be prepared to handle all types of emotion. For example, it is worth having some tissues on hand.

Councillors have to develop the quiet skill of being concerned about constituents' problems without being so involved that they become too emotional to be of help.

Calmness in the face of whatever comes up will help you and your constituents. You may find that racist or other offensive remarks are made. If they are directed at you do not respond – this will only make the situation worse. Instead, bring the interview to an

end as quickly as possible.   If they are more general remarks, you should state that this is not acceptable and that you cannot continue the interview. Often, this will elicit an apology otherwise, ask the person to leave. However, you must use your own judgement if you are alone and in a vulnerable situation.

Racist incidents must be reported to via the Council's Hate Incident form intranet site or via the Gail Wilcock, Hate Crime Officer on 01709 334550.

Home visits

Councillors do sometimes visit residents in their homes, especially those who are elderly, disabled or where they simply want to see for themselves the conditions that are the subject of complaints.

It is for each Councillor to decide whether a particular visit should be made, especially if the person to be visited is unknown to the Councillor. Most Councillors trust their own instincts as to whether to meet someone alone. Sometimes the Councillor might prefer to be accompanied by a ward colleague or obtain an initial report from Council Officers or invite the person to a more public place. It is always advisable for you to keep a record of your whereabouts. If necessary, you can let the person whom you are visiting know there is such a record or that you are expected at another place by a certain time etc or make a call on your mobile phone during the visit. You must let people know where you are, what time to expect you back, your contact details, who you are seeing, when you have finished your visit and away from the site.

If considered necessary, Councillors can contact the Secretariat team who have access to the Council's 'Violence Register' database.

Personal callers

Most Councillors seek to maintain a balance between their personal and public lives and do not want to encourage any callers at their private homes. Good publicity by the authority as to how to contact Councillors and details of ward surgeries reduces the chances of unwanted callers.

Malicious and nuisance telephone callers

Councillors occasionally get the odd nuisance or abusive call. Although such calls are likely to be rare, you might become the target of a persistent, anonymous caller with a grudge against the Council. These calls need to be dealt with in accordance with policy advice:

- Keep the caller talking
- Note any clues the caller may provide as to sex, age, accent etc
- Listen for any clues as to the caller's motive and intention
- Write down the details immediately to assist police at a later stage
- Listen for background noise that may provide valuable information (eg railway sounds, industrial noises, machinery, music, animals)
- Inform the police
- Inform the Council

Mail

As with telephone calls, Councillors on rare occasions can become the target of malicious anonymous letters. Any such letters should be given immediately to the police.

If malicious emails are sent do not delete them as they may be material evidence. Any malicious emails should be reported to the RBT IT Service Desk on (01709) 336300.

Car safety and parking

You need to take the same precautions as most car owners do:

- Have your keys in your hand or easily accessible
- Consider whether an area will be dark and isolated when you return to your car
- Park where possible under street lighting
- Lock the car doors when you get into your car
- Take boxes/bags to the car when other people are around
- Try to park on the left hand side of the road facing the way you want to drive off
- In a cul de sac do not park facing the dead end
- Try to park in a space where you will not be blocked in
- At service stations always lock the car when you go to pay.

Reporting incidents

Any incidents of concern, even if fairly minor or 'near-misses', should be reported to the Emergency and Safety Team. This enables the authority to undertake proper monitoring and decide if any action is needed to prevent a recurrence. You may also consider it advisable to warn ward colleagues. If you need assistance in doing this, please contact a member of the secretarial team.

Notification of Known Violent Customers

Occasionally, the Emergency and Safety Team are notified of individuals who 'pose a risk' to Council employees. In these circumstances, an email will be sent to the Elected Members who serve the particular ward the person is known to reside in. This will more than likely only be basic information – name and address of person, age and description (if known) but it will be enough to enable you to avoid putting yourself at risk. If you have any doubts or would like some advice, please do not hesitate to contact the emergency and Safety Team.

Training

Local Authorities have responsibilities for the safety of Councillors while on council business as they do for their officers. Rotherham Metropolitan Borough Council has a policy and guidelines for lone working.

Local Government
Yorkshire and
Humber

Local Government Yorkshire and Humber
Regional Member Development Project
October 2009 to March 2011

Key Achievements

Introduction:

The Regional Member Development project has been running for almost 18 months. The aim of this report is to provide a snap shot of key achievements to date together with details of the final programme of events due to commence in May through until June/July 2011.

Summary:

LGYH secured RIEP funding to run a 12 month programme of activities to support the development of councillors at a regional level, to assist Councils to achieve Charter and Charter Plus standard, to support the scrutiny function in councils and to support member development officers in their roles.

The project received additional funding to further enhance member development activity across the Yorkshire & Humber Authorities up to the end of March 2011, with agreement to roll out some of the events into the summer of 2011 in order to support new councillors during their first term in office.

Background:

We have built on the support that LGYH previously offered to councils in providing good opportunities for councillors to develop their knowledge and skills. We have continued to help to strengthening the role of councillors and develop the network of officers, particularly in the current climate where demands placed on and expectations of councillors have never been greater.

It was important that we focused on activities and events that helped to improve good political and managerial leadership. A cohesive, co-ordinated, innovative and structured approach to supporting councillors and members of the Police Authorities, Fire and Rescue Authorities and other joint authorities (including independent members). Our approach was to build capacity and support sustainable improvements by underpinning councillors' abilities to carry out the wide range of duties demanded of the role.

Elected Member Development

- **Be a Councillor Campaign:** Successful delivery of Yorkshire & Humber 'Be a Councillor Campaign' widening the Councillor base and engaging more effectively with young people. Better links to the national website.

- **Member Induction Programme:** West Yorkshire shared induction programme was piloted May to June 2010 with demonstrable efficiencies achieved and a further joint programme being planned for 2011.
- Produced a comprehensive Officers Guide to Induction and shared across the region.

- **Accredited Councillor Qualification:** Supported 10 Councillor's from across the region to complete ILM level 3 in Leadership & Management for new Elected Members.
- Supported 19 Councilors' from across the region to complete the LGID Leadership Academy. Delegates completed positive evaluations and detailed the impact on their role.

- **Member Website:** Commissioned and developing an on line website - designed to be a complete resource for a Councillor's journey, from "So you want to be a Councillor?" to the transferable skills of "Life after being a councillor". Website to go live mid May 2011

- **Joint Regional Programme of events:** A broad range of events have been delivered with Authorities hosting sessions with the aim of reaching the widest participants from across the region – the following topics been delivered to date:
    a) Unlocking your Spending Potential – Responding to the Spending Review.
    b) Shared Services – Working Together for Collaborative Gain
    c) Social Media – 21st Century Councillor
    d) Persuading and Influencing People
    e) Effective Casework

- **Regional Induction Programme May to July 2011**
    a) Chairing Skills for Scrutiny
    b) Making a Difference in Scrutiny
    c) Introduction to Planning
    d) Introduction to Licensing
    e) Introduction to Finance
    f) Regional Induction Event - Sub regional issues – LEPS – Big Society – Localism Bill etc
    g) Scrutiny Conference
    h) Casework & Safeguarding

i) Media Training
j) Localism event
k) Speaking in he Chamber
l) The role of the Civic Head & Team

Scrutiny Support

- **Member Scrutiny Network:** Rotherham council on behalf of LGYH has facilitated the setting up of a member scrutiny network. Terms of reference have been developed and two network meetings have taken place. A Scrutiny conference is being held in Rotherham in June 2011 looking at self-regulation and the changing role of scrutiny.

Organisational Development

- Charter/Charter Plus: LGYH has provided training for 11 councillors and 11 officers to become assessors for the Charter and Charter Plus. This will provide sustainability for the framework in the future as well as providing a development opportunity and sharing of best practice for councillors and officers.
- LGYH has provided funding for 14 authorities to go for re-assessment of the Charter,of these, 3 have achieved Charter Plus status. Further funding has been provided to York who achieved Charter status for the first time in September 2010.

  Police & Fire Authorities and Districts have been given dedicated support to encourage them on their journey towards achieving the Charter.

Member Development Officer Support

- **Northern Member Development Officer Conference:** This was held in York in October 2010 in partnership with North East and North West Regional Employers Organisation, 63 delegates attended what was a very successful and informative day. Excellent presentations on topics such as measuring impact and outcomes of member development, sharing toolkits, good practice and case studies. Evidence of informal peer mentoring and active networking took place. A further MDO conference is being planned for October 2011.

- **Member Development Network:** Meetings have been held quarterly and well attended, they have been the source of productive ideas, needs analysis, collaborative approaches to programme planning and have ensured effective engagement in relation to determining the regional timetable of events.
- An accredited Train the Trainer/Coaching course has been commissioned for Member Development Offices to commence mid March through until June 2011. This will enable officers to deliver support, training and coaching for councillors in house – a more sustainable option into the future.

Member Development into the future:

- The overall aim of this project was to embed member development within local authorities and to offer a sustainable approach to continued commitment. The achievements outlined in this document demonstrate that a broad programme of activities and initiatives have been delivered successfully with positive outcomes as evidenced through evaluations and feedback.. LGYH co-ordinated these events in consultation with Member Development Officers from across the region and was designed to be relevant and timely in relation to the changing circumstances around government spending and changes in national policy, legislation, and local issues.

- Member Development Officers have had the opportunity to develop their own skills through direct support and peer mentoring in order to be able to deliver training for Councillors in-house, providing a much more sustainable option for authorities to continue to provide this valuable service into the future.

Agenda Item 9

MEMBERS' TRAINING AND DEVELOPMENT PANEL

21ST APRIL, 2011

TRAINING EVENTS

The Role of the Civic Head and Team
Friday, 13th May, 2011
9.30 a.m. for a 10.00am start - Finish 3.45 p.m.
Grimsby Town Hall, North East Lincolnshire Council

This seminar is aimed at prospective Civic Heads, Mayoress, Consorts or Escorts, their Deputies and all Civic Support Officers.

It will include discussion on the role of all of the above and identify any concerns and further needs you may have in carrying out the role.

An aim of the event is to provide the opportunity to meet and network with Members from other authorities in similar prospective roles.

We will have to charge for attendance - probably around £100ish per person - to be confirmed.

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Member Training on the Local Development Framework

Training has been arranged for Members on the following dates and times in the Town Hall:-

Tuesday, 24th May, 2011 – 10.00 a.m. to 12 noon
Wednesday, 25th May, 2011 – 2.00 p.m. to 4.00 p.m.
Thursday, 26th May, 2011 – 5.00 p.m. to 7.00 p.m.

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Member Training on the Community Leadership Fund

A workshop is to be arranged for Members highlighting good practice and what can be achieved. To be presented by Paul Griffiths. Date and time yet to be agreed.

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Local Government Yorkshire and Humber
Regional Induction Programme
(information attached)

DRAFT 4

Local Government Yorkshire and Humber
Regional Induction Programme

Date	Event		Venue	MDO/*Provider*
19th May 2011	Making the Speech	**Regional**	1pm to 3pm - Leeds Council Chamber	Kay Sidebottom/*Emma Taylor*
6th June 2011	Chairing skills for Scrutiny	**Regional**	Hull	Di Taylor/ *Tim Young*
6th June 2011	Introduction to Licensing	**Regional**	10am. to 3pm - Bradford	Chris Farquhar/ *Roger Butterfield*
8 June 2011	Making a Difference in Scrutiny	**Regional**	5pm to 7pm - York	Amanda Oxley/*David McGrath*
8 June 2011	Managing your Casework Safeguarding Adults	**Regional** **Regional**	Leeds Civic Hall – 9.30am -12pm Leeds Civic Hall – 1pm – 4.30pm	Kay Sidebottom
9th June 2011	Introduction to Licensing	**Regional**	10am. to 3pm - Wakefield	Nina Barratt/*Roger Butterfield*
14th June 2011	The Role of Councillors in Planning: Propriety and Good Practice(changes in relation to the Localism Bill 2010)	**Regional**	9.15am to 4.45pm Calderdale – Halifax Town Hall	Amanda Venning/*Trevor Roberts Associate*s
24 June 2011	Introduction to Finance	**Regional**	Time to be confirmed – Kirklees Council Chamber	Angie Aspinall – *Ian Fifield - LG Futures*

5th July 2011	Regional Induction Event(LEPS, Localism, Big Society, Member Officer relations) **Regional**	Time to be confirmed – Mansion House - York	Amanda Oxley - *Various*
11th July 2011	Speaking in the Chamber **Regional**	PM or evening TBC - Bradford	Chris Farquhar/ *Emma Taylor*
14th July 2011	Speaking in the Chamber **Regional**	5.30pm to 8.00pm Calderdale – Halifax Town Hall	Amanda Venning /*Emma Taylor*
18th July 2011	Dealing with Difficult Situations **Regional**	PM or evening TBC - Bradford	Chris Farquhar/ *Emma Taylor*

DRAFT 4
Local Government Yorkshire and Humber
Regional Programme of Events

Date	Event	Venue	**MDO**/*Provider*
23rd June 2011	Members as Community Leaders – planit-sustainability **Regional**	11am to 3.30pm – Town Hall Scarborough	Gill Wilkinson/*Pixelfountain*
Date in June to be agreed	Members as Community Leaders – planit-sustainability **Regional**	11am to 3.30pm - Calderdale	Amanda Venning/*Pixelfountain*
w/c 27th June 2011	Scrutiny Conference(Health, Localism, Police, self regulation-self assessment, Leadership) **Regional**	Town Hall - Rotherham	Cath Saltis/*Various*
July TBC ??	Localism Event **Regional**	TBC	Kay Sidebottom/ Nina Barratt
July ?? TBC	Media Training for Councillors **Regional**	TBC	Mark Brearley Communications **TBC**