

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

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

**Date: Thursday, 28 July 2011**

**Time: 2.00 p.m.**

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

1. Apologies
2. Minutes of the Previous Meeting held on 21st April, 2011 (herewith) (Pages 1 - 3)
3. Conference Requests (information attached) (Page 4)
4. Forthcoming Training Events (information herewith) (Pages 5 - 7)
5. Training Requirements/Forward Planning.
6. Regional Update (Tracey Parkin to report).
7. Date and Time of Next Meeting - Thursday, 29th September, 2011 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
THURSDAY, 21ST APRIL, 2011**

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

Apologies for Absence were received from Councillors Littleboy, St. John and Wootton.

**43. VOTE OF THANKS**

The Chairman wished to pass a vote of thanks and appreciate for the work undertaken to members of this Panel, Councillors Austen, Littleboy and St. John, who were retiring from the Council and not standing in the forthcoming election.

**44. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH FEBRUARY, 2011**

The minutes of the previous meeting held on 17<sup>th</sup> February, 2011 were agreed as a correct record.

Reference was made to Minute No. 41 (Localism Bill) and the importance of further training once the contents of the Bill were known in more detail.

Councillor Austen suggested that once further detail was known about the Bill that training be arranged and incorporate some information from the four organisations who had been granted Government funding to assess the correlation between the neighbourhood planning aspects with the localism proposals.

The Panel were mindful of the implications of the Localism Bill and requested that they receive an update on a regular basis.

**45. MEMBER DEVELOPMENT CHARTER - UPDATE**

Consideration was given to the successful achievement of the Member Development Charter and attention was drawn to the accompanying report, which presented the Assessment Team's findings, based on interviews that took place and documentary evidence.

Rotherham achieved the required standard to be re-awarded Charter status and a number of recommendations were offered to provide a degree of future focus for all those involved in and/or with responsibility for member development.

The Panel considered the detail of each of the recommendations and discussion ensued on the reference to reconfiguration of the start time for meetings, use of plain English in reports, the commissioning of a scrutiny review of member development, the training for Councillors elected at by-elections and exit interviews for Councillors.

Agreed:- That the re-achievement of the Member Development Charter be welcomed.

**46. INDUCTION PROGRAMME 2011**

Consideration was given to the Members' Induction Programme commencing from Monday, 9<sup>th</sup> May, 2011 and the updated version of the programme which was circulated at the meeting.

It was proposed that the newly elected Councillors sign the declaration of acceptance book immediately following the announcement of the result.

It was also suggested that the induction programme should include some elements of safeguarding with incorporation of social care and that Councillor Doyle be asked to be involved.

In addition, when elements related to scrutiny's role in how the Council works, Councillor Whelbourn, as Chair of the Performance and Scrutiny Overview Committee, be involved. Within this session reference also needed to be given to the Localism Bill, the self regulation agenda, new arrangements involving the Local Enterprise Partnerships and the Police Reform.

Agreed:- That the Induction Programme be supported.

**47. WEBCASTS AND WEBINARS**

Consideration was given to the information that had been circulated with the agenda from Kirklees to ascertain interest with regards to shared delivery of webcasts and webinars for member development sessions.

The use of webcasts by the South Yorkshire Joint Secretariat was noted and it was suggested that a trial or an example of a webcast/webinar be investigated further and relevant information provided to this Panel.

Agreed:- That the information be noted.

**48. PODCAST RESOURCE FOR COUNCILLORS - SOCIAL ENTERPRISE ISSUES**

Consideration was given to the information that had been circulated with the agenda relating to a podcast resource on the LGID website on social enterprise issues specifically developed for Councillors.

Agreed:- That the information be noted.

**49. PERSONAL SAFETY GUIDE FOR COUNCILLORS**

Consideration was given to a Personal Safety Guide for Councillors presented by Neil Perry and Marie Swallow.

The purpose of this guide was to set out what personal safety measures could be taken to prevent and deal with those rare circumstances when a Councillor may become anxious for their safety.

The guide set out the basics for the holding of ward surgeries, ad hoc visits by constituents to the Town Hall/Eric Manns Building, how to deal with emotional constituents, home visits, personal callers, malicious and nuisance telephone callers, mail, car safety and parking, reporting incidents, notification of known

violent customers and training.

Discussion ensued on the need to be extra vigilant and on how best to share information about known violent customers within an Elected Member's own Ward.

Agreed:- (1) That the personal safety guide be issues to all Elected Membes.

(2) That consideration be given to the best means of sharing information about known violent customers.

**50. REGIONAL MEMBER DEVELOPMENT PROJECT - KEY ACHIEVEMENTS**

Consideration was given to the information that had been circulated with the agenda relating to the Regional Member Development Programme and the key achievements to date and funding support, along with details of the final programme of events due to commence from May through to June/July, 2011.

Agreed:- That the information be noted.

**51. MEMBERS' TRAINING EVENTS**

Consideration was given to the information that had been circulated with the agenda relating to forthcoming training events for Elected Members.

Agreed:- That the information be noted.

**52. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 23rd June, 2011 at 2.00 p.m.

### **Conference Requests**

(a) **Improvement and Development Agency – Adults', Children's, Health and Wellbeing Programme**

Leadership Academy Programmes:-

Module One – 10<sup>th</sup> to 11<sup>th</sup> September, 2011

Module Two – 12<sup>th</sup> to 13<sup>th</sup> November, 2011

Venue:- Warwick Conference Centre, Coventry

£500.00 plus VAT

Request by Councillor Wyatt, Cabinet Member for Health and Wellbeing.

(b) **Local Government Information Unit – Local Health Network 2011**

Meeting One - 15<sup>th</sup> September, 2011

Meeting Two - 17<sup>th</sup> November, 2011

Meeting Three - 19<sup>th</sup> January, 2012

Meeting Four - 22<sup>nd</sup> March, 2012

Venue:- LGiU, Upper Woburn Place, London

£1200 plus VAT (LGiU Members)

£1400 plus VAT (Non LGiU Members)

Request by Councillor Wyatt, Cabinet Member for Health and Wellbeing.

**Forthcoming Training Events**

(a) **Project Argus (information attached)**

Tuesday, 18th October, 2011 – 6.00 p.m. to 8.00 p.m.

Venue:- Town Hall

(b) **Corporate Parenting**

Wednesday, 14th September, 2011 – 10 a.m. to 12 Noon

Further date to be confirmed.

Venue:- Town Hall

(c) **Health and Safety Briefing for Elected Members (information attached)**

Date – To be confirmed.

Venue:- Town Hall

**'Special' Event for Elected Members and  
Parish Councillors**  
**PROJECT ARGUS**  
*Protecting against terrorist attack*

**Project ARGUS is a  
National Counter Terrorism  
Security  
Office (NaCTSO) initiative,  
exploring ways to aid in  
preventing, handling and  
recovering from terrorist  
attack. It achieves this by  
taking delegates through a  
simulated terrorist incident.**

**This simulation provides a  
unique opportunity to both  
learn from and contribute  
to valuable lessons helping  
to protect you and your  
community.**

**DATE:**

**Tuesday 18th  
October 2011**

**TIME:**

**6.00 pm to 8.00**

**VENUE:**

**John Smith Room  
Rotherham  
Town Hall**

**To book a place, please contact:  
Hayley.unwin@rotherham.gov.uk  
Or telephone Hayley on (01709) 822721**

## HEALTH AND SAFETY BRIEFING FOR ELECTED MEMBERS

Whilst the Chief Executive and senior managers of the Council have overall accountability for health and safety, the Elected Members play an important role in setting the strategic direction, scrutinizing plans and influencing the overall culture for safety management within the authority. A point brought into sharp focus in comments made by the Judge during legal action following the fatal outbreak of Legionnaires disease traced to an arts centre run by Barrow Borough Council.

*“The (health and safety) failings were not only at the lowest levels... those failings went all the way, I am afraid to say, to the top of the council in terms of its serving officers. It is likely they went beyond the officers to the Councillors” – Mr Justice Burnton following the Legionella outbreak in Barrow (2006).*

The Institute of Occupational Safety and Health (IOSH) has recently published guidance, supported by the Convention of Scottish Local Authorities (CoSLA) and the Health and Safety Executive (HSE), aimed specifically at Elected Members. Entitled ‘**Think about health and safety**’ (June 2009), the guide contains timely advice on what members of local authorities need to know and encourages them to consider the impact of getting health and safety wrong and their role in how to get it right.

Gallagher Bassett has developed a briefing session for Elected Members based around the contents of this guide, supplemented with information on key legislative requirements and the key success factors for embedding a strong safety management culture.

### Objectives

The principal objectives of this briefing are to provide Elected Members with an understanding of the:-

- Key legal requirements
- Impact of health and safety failures
- Critical success factors for a good safety management strategy
- Their role in implementing a sensible approach to risk management

### Who Should Attend

- Elected Members

### Duration

2 ½ hours