

MEMBERS' TRAINING AND DEVELOPMENT PANEL

Venue: Town Hall, Moorgate Street, Rotherham. S60 2TH
Date: Thursday, 29 September 2011
Time: 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 28th July, 2011 (herewith) (Pages 1 - 3)
3. Nomination to the Recycling Group.

Due to a change in the membership of the above Group a representative from this Panel is now requested.

The Recycling Group meets on a Tuesday at 10.00 a.m. quarterly with the next meeting being on Tuesday, 29th November, 2011.

4. LGID Knowledge Hub (Presentation by John Finnen)
5. E-Casework/E-Learning (Presentation by Richard Copley)
6. Charter for Member Development – Update (Katie Dawson to report)
7. Independent Financial Training (Councillor D. Hughes to report)
8. Members' Training Events:- (Pages 4 - 5)
 - (a) FREE Regional Events – Local Government Yorkshire and Humber:-
Localism for the New (and not so new) Councillor

Nearest sessions are Leeds & York on 1st and 2nd November, 2011 (information attached).
 - (b) Planning Board training to be delivered by the Planning Advisory Service and focus on “Development Control to Development Management - The Member’s Role” – Thursday, 6th October, 2011 at 2.00 p.m. in the Town Hall.
 - (c) Adult Safeguarding Training - John Smith Room – Town Hall.
22nd November, 2011 – 10.00 a.m. to 12 Noon.
29th November, 2011 – 2.00 p.m. to 4.00 p.m.

- (d) Children's Safeguarding Training - John Smith Room – Town Hall.
14th November, 2011 – 2.00 p.m. to 4.00 p.m.
Further date to be confirmed – 10.00 a.m. to 12 Noon.

9. Date and Time of Next Meeting - Thursday, 20th October, 2011 at 2.00 p.m.

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 28TH JULY, 2011**

Present:- Councillor Gosling (in the Chair); Councillors Dodson, Pickering, G. A. Russell, Steele, Whelbourn, Wootton and Mrs. C. Cockayne.

Apologies for Absence were received from Councillors Buckley, Lakin, Rushforth, Sharman and Stone.

53. MINUTES OF THE PREVIOUS MEETING HELD ON 21ST APRIL, 2011

The minutes of the previous meeting held on 21st April, 2011 were agreed as a correct record.

With regards to Minute No. 45 (Member Development Charter) it was noted that the areas where further improvement could be made would be looked at in more detail and reported back to the next meeting.

Reference was also made to Minute No. 49 (Personal Safety Guide for Councillors) which should have been issued to all Members. Clarification would be sought on whether this had been done and re-issued in due course.

54. CONFERENCE REQUESTS

Consideration was given to the two Conference requests to be paid from the Members' Training and Development Budget made by Councillor Wyatt, Cabinet Member for Health and Wellbeing.

Agreed:- (1) That Councillor Wyatt be authorised to attend the Improvement and Development Agency - Adults', Children's, Health and Wellbeing Leadership Academy Programme on the 10th to 11th September, 2011 and 12th to 13th November, 2011 in Coventry.

(2) That the request for Councillor Wyatt to attend the Local Government Information Unit - Local Health Network 2011 in London be referred back to the relevant Directorate for consideration.

55. FORTHCOMING TRAINING EVENTS

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

In addition, attention was also drawn to the Safeguarding E-Module that was currently available. It was suggested that this be added to the training programme and all Members notified in due course.

Members also requested that a further safeguarding training session be provided, particularly for new Members.

The Self Regulation Select Commission had also received a presentation from a representative from the Local Government Group advising them on the provision available to all Local Authorities to contribute data to a Knowledge Hub, which would allow for the sharing of performance data for benchmarking

and comparison purposes. The Select Commission, therefore, requests that this be explored by this Panel.

A request had also been received from Councillor Darren Hughes, Chairman of the Self Regulation Select Commission, regarding the possibility of independent financial training being provided for Commission Members.

Discussion ensued on the merits of independent financial training and whether consideration could be given to this being provided in-house instead. This would be subject to further investigation and reported back to the next meeting.

Agreed:- (1) That the forthcoming training events be noted.

(2) That the Safeguarding E-Module be incorporated into the training programme and all Members notified.

(3) That the Local Government Group's Knowledge Hub be explored further by this Panel and that this be showcased as part of a presentation by Richard Copley at the next meeting.

(4) That investigation take place into the availability of independent financial training and the possibility of this being provided in-house.

56. TRAINING REQUIREMENTS/FORWARD PLANNING

Tracey Parkin, Human Resources Manager, asked the Panel what sorts of training they wished to take forward this municipal year and if Personal Development Plans for Members should continue to be discussed and updated.

Discussion ensued on the merits of the Personal Development Plans, for what purposes they were used for and whether there was a need for them to be updated on an annual basis.

Agreed:- That all Personal Development Plans be completed by Members to facilitate planning of training interventions.

57. REGIONAL UPDATE

Tracey Parkin, Human Resources Manager, gave an update following her attendance at the regional Member Development Officers Group.

Further information was provided on the e-learning package relating to the Modern Councillor, which required a separate license to the one currently purchased for staff.

A presentation had also been received on the project funded by R.I.E.P., relating to a resource package being developed by West Yorkshire colleagues which was a "one stop shop" facility providing the relevant links for Members.

Further updates would be provided in due course and it was suggested that this be showcased at the meeting in September by Richard Copley, Client Officer.

The Local Government Office Yorkshire and Humber had also forwarded some

information onto Councillors regarding the regional induction programme. Clarification was to be sought on whether all Members had received a copy.

The Panel were mindful about business continuity and stressed that an officer should take lead responsibility for Member Training and Development, including the budget.

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

(2) That Richard Copley be asked to give a short presentation on various issues at the next meeting.

(3) That a copy of the regional induction programme be provided for all Members.

58. DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 29th September, 2011 at 2.00 p.m.



Localism for the New (and not so new) Councillor

As part of its core offer to Councils on member development, the Local Government Group, in partnership with the Regional Employers Organisations and Regional Local Government Organisations are delivering a series of regional events centred around the Localism agenda.

The events are **free** to attend and will include sessions at each event exploring

- The challenges that the Localism agenda presents for Councillors
- The emerging role of the Councillor as community facilitator
- How Councillors can develop their skills in some key areas
- The role of and the support available from, the Local Government Group and the regional employer bodies.

You will also have the opportunity to meet and network with other new Councillors from across the region and from within your own party setting.

Who should attend?

The event is aimed particularly at Councillors elected in 2011 but all Councillors are welcome to attend.

The dates and venues are as follows

1 Nov	– Leeds, Town Hall
2 Nov	– York, Mansion House
8 Nov	– Birmingham, West Midlands Councils
14 Nov	– Derby, Assembly Rooms
17 Nov	– Durham, Durham County Cricket Club
21 Nov	– Northampton, Northampton Borough Council
24 Nov	– Maidstone, Kent County Council
25 Nov	– Bury St Edmunds, West Suffolk House
30 Nov	– Exeter, Corn Exchange
9 Dec	– Preston, Hindu Centre
16 Dec	– London, Local Government House

Details of workshops and speakers will vary for each event

Booking information

To reserve your place please email:

NCRbookings@local.gov.uk

For more information about the events contact:

Alison Edwards

Tel: 020 7665 3857

Email: Alison.edwards@local.gov.uk

Programme

Time	Activity	Detail	Delivered By
9.30-10am		Registration & Coffee	
	Plenary Session	Welcome and Introductions Including aims of the day, a councillor's perspective of the Localism agenda.	<i>Chaired by Regional Lead Peer</i>
		The Localism Agenda The challenges facing local government and their impact on the role of the councillor	<i>Alan Waters LGIU or Bridget Harris</i>
		The Regional Perspective The particular challenges and priorities facing the region	<i>Regional speaker</i>
		Panel Q&A	<i>All three speakers</i>
	Workshops A <i>Set Topic: Common to all events</i>	1. The Councillor as facilitator A look in more detail at how councillors can develop their skills to operate as a community "facilitator"	
	Optional Workshops <i>three out of five topics at each event</i>	2. Localism & Health Implication of Govt. legislation on role of councillors specifically around Localism & Health proposals	<i>Policy leads from within LG Group</i>
		3. Neighbourhood planning & Localism	<i>Planning Advisory Service</i>
		4. Reshaping the local workforce	<i>Policy leads from within the LG Group</i>
		5. Working with the Third Sector	<i>Policy leads from within the LG Group</i>
		6. Overview, scrutiny and public accountability	<i>Centre for Public Scrutiny</i>
	Lunch		
	Workshops B	As session 1 repeated	
	Party Group sessions	Opportunity to discuss within party groups, issues raised during the day.	<i>LG Group Party Group officers</i>
4pm	Close		