

**MEMBERS' TRAINING AND DEVELOPMENT PANEL
THURSDAY, 21 ST OCTOBER, 2010**

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

An apology for absence was received from Councillor Steele.

15. MINUTES OF THE PREVIOUS MEETING HELD ON 30TH SEPTEMBER, 2010

The minutes of the previous meeting held on 21st January, 2010 were agreed as a correct record.

With regards to the Minute No. 8 (Member Development Charter), a meeting was scheduled for the 2nd November, 2010 and appropriate feedback would be provided to Members.

In respect of Minute No. 9 (Sub-Regional Member Network) it was noted that a meeting had taken place this week with relevant officers, including representatives from the South Yorkshire Fire and Rescue Service and the South Yorkshire Police Authority, to develop and take forward the Sub-Regional Member Network on a South Yorkshire basis in order to share good practice and training.

In terms of Minute No. 10 (Corporate Parenting Training), it was noted that the first session had attracted only a few Elected Members, but the 2nd November session looked to be more popular with more Elected Members indicating their attendance.

With regards to Minute No. 13 (E-Payslips) questions were asked about the day and a half training session arranged specifically for Elected Members and the numbers that had actually attended. It was noted that for those that had attended the session was well received. Alternative arrangements would have to be made should Members request future assistance.

16. CRB CHECKS FOR ELECTED MEMBERS

Further to Minute No. 12 of the meeting of this Panel held on 30th September, 2010, consideration was given to a briefing note circulated by Richard Waller, Non-Contentious Team Manager, which explained that criminal convictions and cautions are treated as "spent" after certain periods but that Criminal Records Bureau checks are an exception to this rule.

The exceptions, which relate to certain occupations, positions involving working with children and vulnerable adults and gaming and lottery licences, were outlined. The Panel noted that section 14 of the Safeguarding Vulnerable Groups Act, 2006, which is not yet in force, empowers the Secretary of State to make regulations making it an offence for certain office holders to engage in a "regulated activity" without first having a CRB check and also makes it an offence if a person charged with ensuring an office holder engaged in a regulated activity has had a CRB check fails to do so.

The Panel further noted that until the provisions in the 2006 Act come into force there is no legal requirement for Elected Members to undergo a CRB check. However, taking into account Minute No. 47 of the meeting of the Cabinet held on 6th July, 2005, which specified that all Members should be CRB checked, Mr Waller suggested that the position be reviewed.

A discussion ensued and the following issues were identified for inclusion in the review:-

- The necessity for a CRB check of Members who were part of a committee that discharged education functions or functions relating to vulnerable adults.
- The necessity for Elected Members to have a CRB check in their capacity as "Corporate Parents".
- The necessity for multiple CRB checks in relation to the different functions that Elected Members undertake in their role as community leaders, including contact with young children and vulnerable adults as part of their official duties.
- The period in which a CRB check remains valid, particularly in relation to Social Services' functions.

Agreed:- That the Assistant Chief Executive (Legal and Democratic Services) be instructed to submit a report on CRB checks of Elected Members to the Performance and Scrutiny Overview Committee and Cabinet.

17. PROJECT PROCEDURE

The Chairman welcomed Brian Barrett, Design Consultancy Manager, to the meeting and who gave a presentation on the new Project Procedure being implemented across the Council.

The presentation drew specific attention to:-

- Definition of a project.
- Decision on the project, how it was to be delivered, what was to be delivered, implementation and review.
- The staged process.
- Checks on delivery and sign-off from project sponsor.
- Procedure Guide and the four stages of Identify, Justify, Develop and Deliver.
- Investment Circle Stages 1, 2, 3 and 4.

A discussion and a question and answer session ensued and the following issues were raised and subsequently clarified:-

- Opportunities to abort, change or review the project at certain gateways.
- Project reviews at Member level for projects such as Boston Castle, Clifton Park and the Town Hall.
- Learning from experience and the Red, Amber and Green frequency checks.
- Information sharing with all Members and the arrangement of a seminar.

Agreed:- (1) That Brian Barrett be thanked for his informative presentation.

(2) That arrangements be made for an all Member seminar on this issue.

18. LGID - THE COUNCILLOR'S ROLE IN PROMOTING PERSONALISATION AND SAFEGUARDING EVENTS

Consideration was given to information circulated with the agenda regarding Member seminars by Local Government Improvement and Development on "The Councillor's Role in Promoting Personalisation and Safeguarding to be held on the 13th December, 2010 in London or 1st March, 2011 in Manchester.

These two unique free all day events would explore both the Member's role in making adult social care more service user-focused and their safeguarding responsibilities in relation to adults in vulnerable circumstances.

The events would aim to:-

- Provide an overview of the current context for adult social care, so that leaders in the field can stay at the forefront of

- developments in policy and delivery.
- Offer updates on safeguarding policy and practice, including clarifying the functions and responsibilities of councillors in relation to safeguarding adults in vulnerable circumstances.
- Outline the national programme on personalisation, which aims to transform adult social care.
- Explore the challenges for service improvement, efficiency savings and local partnership working.
- Include presentations by key national figures working on social care.
- Offer opportunities for discussion and networking.

The events are aimed at:-

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

Agreed:- That Member attendance be sought for the date in Manchester on the 1st March, 2011.

19. YORKSHIRE AND HUMBER HEALTH AND WELL-BEING LEADERSHIP ACADEMY

Consideration was given to information circulated with the agenda regarding a free development opportunity provided by Local Government Improvement and Development for senior Elected Members who had responsibility for the complex challenge of ensuring better outcomes for Health and Wellbeing.

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

The four day programme was scheduled to take place on

Wednesday, 3rd November, 2010 in Wakefield, followed by the 18th and 19th November, 2010 in York and finally on the 29th November, 2010 in Leeds.

Agreed:- That Member interest be sought for attendance on the dates provided.

20. MEMBER TRAINING

Consideration was given to various aspects of training that the Head of Scrutiny and Member Support highlighted to Members which included:-

Safeguarding – It was suggested that this be planned and delivered in-house on a similar basis to that already arranged for Corporate Parenting.

Fraud Awareness Refresher – An offer had been made for refresher training delivered by the Benefit Fraud Investigation Unit.

Agreed:- That arrangements be made on the two training areas above and be made available for all Members to attend at one or more sessions.

21. DATE AND TIME OF NEXT MEETING

Further to Minute No. 86 of the meeting of the Planning Board held on 14th October, 2010, a request was made for the Members' Training and Development Panel to amend its next meeting date to allow a Completed Developments Tour to take place on Thursday, 18th November, 2010.

Agreed:- That the next meeting be held on Wednesday, 17th November, 2010 at 2.00 p.m.