

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
THURSDAY, 21ST JUNE, 2012**

Present:- Councillor Akhtar (in the Chair); Councillors Dodson, Sharman, Smith, Steele, Whelbourn, Wootton and Mrs. C. Cockayne.

Apologies for Absence were received from Councillors Buckley, Gosling, Lakin, Pickering, Rushforth and G. A. Russell.

**1. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH FEBRUARY, 2012**

The minutes of the previous meeting held on 16<sup>th</sup> February, 2012, were agreed as a correct record.

**2. REQUESTS FOR TRAINING COURSES**

Influential Audit Committee

Caroline Webb, Senior Scrutiny Advisor, reported on a request for attendance at the above CIPFA course to be held in Birmingham in September, 2012, at a cost of £295 + travel costs.

It was noted that there was a similar course being held in Bradford at a cost of £60.

Agreed:- (1) That the request for attendance at the CIPA course be not supported.

(2) That attendance at the Effective Audit Committees 2012 update to be held in Bradford be supported.

New Councillor Roadshow

Caroline Webb, Senior Scrutiny Advisor, reported that the above Roadshow, to be held in Leeds in September, was targeted at newly elected Councillors looking at LGA priorities, issues around the housing agenda, workforce issues etc.

Events on Community Budgeting are being offered at various locations, with the nearest being York.

Details would be circulated to Members.

The costs involved would be those of transport only.

Agreed:- (3) That attendance at the above be supported.

**3. POLITICAL SKILLS FRAMEWORK**

Tracey Parkin, HR Manager, reported on the new Political Skills Framework to support Member development published by the Local Government Association. The purpose of the Framework was to highlight the core knowledge and skills required of Councillors in the current climate so that development opportunities could be offered in the key areas.

The Members learning and development site on the intranet was currently being updated. It was the intention to use the themes in the Framework to group any learning and development opportunities. Members could also use the Framework individually to self-assess their skills to highlight where they might seek further development.

It was proposed that the Framework be adapted to be used in support of the Personal Development Planning and to categorise Member training. It was suggested that a working group be established to review the Framework consisting of a Member elected in 2011, a Cabinet Member and a Scrutiny Chair.

Following the review and design of Rotherham's Political Skills Framework, the model could be piloted with the Members elected in 2012 during September/October.

Agreed:- That the working group consist of Councillors Smith, Steele and 1 Member elected during 2011.

#### **4. MEMBER DEVELOPMENT ACTIVITIES - JUNE ONWARDS**

Consideration was given to the activities that had taken place and the planned programme for 2012/13 circulated by Caroline Webb, Senior Scrutiny Adviser highlighting:-

- A detailed programme had been put together as part of the induction for new Members
- Development of a generic programme based on issues emerging from earlier personal development plans and matters arising from the induction programme including
  - Community Leadership and use of social media
  - Public speaking
  - Updates on legislation and new Local Government agenda
  - Questioning skills for Scrutiny
  - Chairing skills
  - Handling the media
  - Equality and diversity
- Recent induction programme had included sessions on corporate parenting, safeguarding and emergency planning
- Development of e-learning resources

An evaluation would be undertaken of the recent induction sessions.

Carol Cockayne enquired as to whether the e-learning resource could be made available to Parish Councils.

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

(2) That Finance and Emergency Planning be included in the programme

(2) That a further report be submitted to the next meeting evaluating the induction programme

(3) That investigation take place into the feasibility of providing the e-learning induction courses to Parish Councils. A report to be presented back to the next meeting on a package for Members and Parish Councils.

## **5. SCHEDULE OF MEETINGS**

Agreed:- That meetings for the 2012/2013 Municipal Year be held at 11.00 a.m. as follows:-

Monday, 10<sup>th</sup> September, 2012

17<sup>th</sup> December

11<sup>th</sup> March, 2013

10<sup>th</sup> June