

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:-	Members' Training & Development Panel
2.	Date:-	17th December 2012
3.	Title:-	Members Skills Profile, Learning Resource Guide and Learning and Development intranet site
4.	Directorate:-	Resources

5. Summary

Members will see a demonstration of the recently updated Learning and Development site including the newly developed Members Skills Profile and supplementary Learning Resource Guide. These require final approval for future use by all Members as part of the **Personal Development Plan (PDP)** process.

6. Recommendations

Members are asked to:

- **Agree the use of the Skills Profile and Learning Resource Guide for inclusion in Personal Development Plan process;**
- **Agree the use of the Learning and Development site as a portal for members to access relevant training, resources and information;**
- **Request that a Member Seminar is organised to publicise the resource to other Members;**
- **Receive a further report in 12 months evaluating the effectiveness of the site, profile and resource guide.**

7. Proposals and Details

The panel has previously been made aware of the Political Skills Framework guidance issued nationally by the LGA. This was designed for Members as a self reflective learning toolkit as a means of identifying the key skills required for the role and those needing development. The panel previously noted that the national guidance was very useful however it was quite lengthy and required tailoring to RMBC requirements before it could be used. The core information from the Skills Framework has now been developed into a streamlined RMBC Members Skills Profile with the intention of being used as part of the PDP process as a self assessment tool to identify any areas for development.

In order to assist members with then being able to identify available and appropriate learning and development a supplementary Learning Resource Guide has also been developed.

Approval was previously given to develop and test the new resources with a pilot group of Members. The pilot group consisted of; Councillor Gerald Smith, Councillor Brian Steele and Councillor Jenny Andrews. The group met and agreed some adjustments to the documents and agreed to review these again prior to release. The Members Learning and Development site has now been refreshed and the Skills Profile and Learning Resource Guide have been incorporated on the site. The site also includes links to other relevant documents such as the Members Handbook, training calendar and links to useful website such as MORE. The site is also fully accessible on the Council's intranet which can be accessed by Members on their Council laptops (when logged in) or via the Bring Your Own Device (BYOD) network, which means that it can be accessed by Members remotely at any time.

The site and its core documents have been reviewed, tested and approved by the pilot group for wider use by all Members as part of the PDP process. The self-assessment asks each Member to reflect on the key skills and knowledge required to undertake their role; pointing to areas of expertise or required development. Areas of expertise could be shared by peer mentoring, whilst the identified areas of development would be addressed via the member development programme.

The panel is now asked to review the Member's Learning and Development site and the content of the attached documents and support the approval of these for use by all Members. Member involvement in raising awareness of the intranet site is also crucial to ensure its use.

8. Finance

Officer time to amend the documents and intranet site (minimal).

9. Risks and Uncertainties

The site will need to be monitored and refreshed to ensure key documents are up to date.

If the information about the new site isn't effectively shared with members the site risks not being used.

10. Policy and Performance Agenda Implications

Development of Members enables them to carry out their respective roles and help keep Members updated on national and local policy issues. Having a skills framework to highlight knowledge and skills provides focus to development.

11. Background Papers and Consultation

[Political Skills Framework/LGA site](#)

[Members Learning and Development intranet site](#)

Members Skills profile (attached)

Members Learning Resource Guide (attached)

Contact Name: Katy Jones (Human Resources)
HR Officer
Ext 01709 822466
katy.jones@rotherham.gov.uk