

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
MONDAY, 9TH SEPTEMBER, 2013**

Present:- Councillor Stone (in the Chair); Councillors Buckley, Dodson, Falvey, Gosling, Lakin and Smith.

Apologies for Absence were received from Councillors Havenhand, Steele and Wootton.

**28. MINUTES OF THE PREVIOUS MEETING**

Agreed:- That the minutes of the previous meeting held on 10<sup>th</sup> June, 2013, were agreed as a correct record.

With regards to Minute No. 24 (Report Writing and Plain English) it was noted that training sessions were being arranged to start work on improving standards of reports.

Reference was also made to Minute No. 25 (Member Development Charter) and the decision by Rotherham not to pursue formal Charter status for Member Development. Barnsley, however, had agreed to pursue Charter status, but were told to place this on hold due to cost. A further update would be provided for the next meeting.

**29. REVISED MEMBER DEVELOPMENT STRATEGY 2013**

Consideration was given to the report presented by Tracey Parkin, Human Resources Manager, which detailed how the Member Development Strategy had been reviewed and updated to reflect the current priorities and direction of the Council and recent developments in management of Member development needs.

The core programme had also been updated to reflect the various roles of Members and the challenges presented in terms of Member skills and knowledge as set out in the Member Skills Profile. Development may be provided by a range of means, including local and regional/sub-region provision.

Reference was made to the many changes faced by Local Government and whether this could be itemised.

Agreed:- (1) That the revisions to the Member Development Strategy be approved.

(2) That information be sought from the Local Government Association with regards to changes being faced by Local Government.

**30. MEMBER INDUCTION 2014**

Consideration was given to the report presented by Tracey Parkin, Human Resources Manager, which referred to the preparations for the 2014 Member Induction programme and asked whether or not the views of Members elected since 2011 be taken into consideration to inform the planning of this programme, as well as this Panel's view on the content/design of the programme.

It was noted that feedback was sought on attendance and an evaluation was made of content/delivery, but an evaluation of the impact of the induction programme had not taken place. This was now planned to take place as part of the Personal Development Plan process. However, it was unlikely that these would be completed prior to December, 2013.

Although it was difficult to anticipate the number of new Councillors, in order to ensure the best use of resources and plan an effective induction programme for future years, it would be helpful to seek the view of Members elected since 2011 to identify potential gaps/areas of improvement. This could be done through survey or a small working group. Using the findings from this work, a further report on preparation for induction would be submitted to this Panel at its December 2013 meeting.

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

(2) That the content of 2014 induction programme as presented be approved.

(3) That the views of Members elected since 2011 be sought on the content/design of the programme.

(4) That further progress reports be presented to the next meeting of this Panel.

**31. MEMBER DEVELOPMENT PROGRAMME - UPDATE (AUTUMN 2013)**

Consideration was given to the report presented by Tracey Parkin, Human Resources Manager, which provided an update on progress in respect of Member Development.

A generic programme has been developed based on issues raised by this Panel with feedback from other sessions and updates on current policy/legislative developments. Future programmes would be more reflective of issues raised in Personal Development Plans once a sufficient number had taken place to assess learning and development needs.

This programme would run from September and include a variety of sessions.

In addition to the organised programme, Members have access to one-to-one ICT support via Jean Tracey in Human Resources. A number of Members have received training on email, e-casework and navigating intranet/internet. Options were currently being explored for externally accredited basic skills ICT sessions. Details of these would be circulated in due course.

Discussion ensued on the programme and it was noted that Safeguarding had previously encompassed both children and adults, but only adults were currently identified. It was suggested that, if a joint session could not be included, that a separate session for safeguarding children be arranged.

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

(2) That Safeguarding Children be considered for inclusion as a priority area for development in the programme.

### **32. SUB-REGIONAL ACTIVITY**

Consideration was given to a verbal report by Tracey Parkin, Human Resources Manager, which provided an update on activity that was taking place sub-regionally with regards to training.

Contact had been made with the Local Government Information Unit regarding a shared proposal in this region with Rotherham, Barnsley and the South Yorkshire Joint Secretariat looking specifically at:-

- Regeneration of the Local Economy.
- Local Government Finance.
- Police and Crime Commissioner.

Some places would be provided free of charge for hosting some form of training in the region with priority booking arrangements.

Further information would be provided in due course.

Agreed:- That the information be welcomed and noted.

### **33. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of the Members' Training and Development Panel be held on Monday, 16<sup>th</sup> December, 2013 commencing at 11.00 a.m.