

10 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972

Members: Councillors E Boden, J M Cooper, N Jones, A Kearon, D Loades, S Olszewski, R Studd and J Williams

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

MEMBER DEVELOPMENT PANEL

Wednesday 4 April 2012

Present:- Councillor D Loades – in the Chair

Councillors Boden, Miss Cooper, Jones, Kearon, Richards and Williams

Apologies were received from Councillor Miss Olszewski.

1. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

2. MINUTES OF A PREVIOUS MEETING

Resolved:- That the minutes of the meeting held on 8 February 2012 be agreed as a correct record subject to an amendment to item 5 'Presentation – Remote Access Portal' the first paragraph, final sentence to be amended to read "The cost of RSA tokens was £40 each".

3. MEMBERS ICT

The Council's ICT Operations and Development Manager updated Members on issues raised at the previous meeting of this Panel.

(i) Data Protection

Members were shown which forms they would need to complete for the data protection facility. There was a £35 registration fee if Members needed to 'notify'.

Members were given a copy of a news release urging Members to check their data protection obligations.

It was stated that a disclosure notice was included on staff emails. It was suggested that this should also extend to Members.

There was a need to ensure that Members were covering themselves and the Panel enquired if the £35 could be paid by the Council. Each Member would be a 'data controller' and therefore individually responsible. Staff had one data controller – Mr Kelvin Turner, Executive Director of Resources and Support Services. It was discussed whether the Group Leader or Council Leader could take on this role for Members.

The total cost of data protection registration to the Council would be £35 x 60 (£2100) and the issue of data protection could have a reputational risk to the Council. Members also stated that registration should be made compulsory at new induction stage.

Further, data protection should become part of the Member training process (as part of information security training). The ICT and Operations Development Manager would investigate what other authorities were doing

Member Development Panel - 04/04/12

and would then prepare a briefing note to all group leaders. A half hour session would be held prior to the next Council meeting.

Resolved:- (a) That the information be received and the comments noted.

(b) That the Council's Member Training and Development Officer, liaise with the Chief Executive and the Leader of the Council to enquire what liability the Council had and how data protection should be approached. In addition, the Panel felt that the £35 fee should be paid by the Council.

(c) That data protection be included in Member training.

(d) That public liability insurance for individual Members be investigated.

(e) That the Council's ICT and Operations Development Manager include data protection in information security training and that a half hour training session be arranged prior to the next Council meeting.

(f) That a briefing note be prepared and sent to all group leaders for discussion.

(ii) Members' Website

Members felt that the Members' website did not contain information which they felt would be most useful to them. The Council's Senior e-Communications Officer, had stated that he could attend the meeting of the Panel to discuss what information could be provided. However, Members requested that the website be redesigned first and any comments be brought back to a future meeting.

Resolved:- (a) That the website be updated and any comments from Members be made at a future meeting.

(b) That a short cut key be provided to the website.

(iii) Becrypt Sticks

Members were advised that the cost of the sticks was £110 and token £40, giving a total of £150 per Member.

Six Members already had the sticks and a request was made that they be approached for feedback.

Resolved:- (a) That the information be received and the comments noted.

(b) That the six Members previously issued with Becrypt sticks be approached for feedback.

(iv) Security Certificates

The certificate had been designed for Windows-based systems. ICT were preparing guidance on the 'Apple platform'. The Linux system was still being tested.

Members requested that security certificates come through this Panel prior to going out.

Resolved:- That security certificates be brought to the Panel prior to going out.

(v) Equipment

At present, ten recycled PCs were being used along with the Becrypt sticks. There were also a few laptops with wireless connection available. There was a requirement to pass on the information to Members that the equipment was available.

IT support would be offered to Members who requested it.

Resolved:- That the information be received.

(vi) Members' Survey

Forty responses had been received and 92% said that they would be happy to use their own equipment and 97% had their own broadband connection.

87% would like the Becrypt stick.

Resolved:- That the information be received.

A copy of the presentation would be forwarded to Members with the survey results put into a work programme.

4. NEW MEMBERS' INDUCTION

Members were provided with a copy of the proposed three day – New Members Induction programme.

Members agreed to the programme and requested that the Code of Conduct for social media and representing the Council on outside bodies be included.

Resolved:- (a) That the information be received.

(b) That the Code of Conduct on Social Media and representing the Council on outside bodies be included into the programme.

5. DEVELOPMENT PROGRAMME

Consideration was given to the revised structure for Elected Member Development and Personal Development Plans.

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Members agreed that a minimum of 24 hours training per Member per year be enforced. Training hours would include modern.gov, quasi judicial training etc.

- Resolved:-**
- (a) That the information be received.
 - (b) That the 24 hours minimum training requirement be enforced.

**D LOADES
Chair**

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

3 July, 2012

1. MEMBER DEVELOPMENT PANEL

Submitted by: Member Training and Development Officer

Portfolio: Communications, Transformation and Partnerships

Ward(s) affected: Non-specific

Purpose of the Report

To update Members on the progress made on Member Development since the previous meeting held in April.

Recommendations

(a) That the information be received and the comments noted.

Reasons

To continue the improvement of the level and expertise of our Members and the training offered.

1. **Background**

At the previous meeting of this Panel, a number of issues were raised regarding ICT matters. In addition, the revised Personal Development Plans and Strategy were agreed.

2. **Issues**

- 2.1 All newly elected Members have been given access to the Staffordshire E-Learning Programme (STeP).
- 2.2 Training logs can now be listed on Modern.gov and therefore a record is being kept to ensure that a target of 24 hours is reached by each Member.
- 2.3 Personal Development Plans have been sent out and at the time of producing of this report, a 25% response rate had been achieved. Group Leaders had been asked to remind their Members to return them. The results of the questionnaires will be looked at later in the meeting.
- 2.4 Chairs training took place on 25 June through the Overview and Scrutiny Coordinating Committee, along with a Workbook from the LGA and an invitation to undertake the training module on Modern.gov.

2.5 Quasi-Judicial Training has taken place internally and a number of external courses have been offered to Members, namely:

- The role of Elected Members in Securing High Quality Design in Sustainable Development
- Getting to grips with Local Government's new responsibilities for Public Health
- New Councillor Event
- Road Safety Foundation Event for Elected Members

Any funding for these events will come from the Member Training budget.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

3.1 The Achievement of the Member Development Charter will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan. Consequently, Members who have the knowledge and skills appropriate to the discharge of their responsibilities will also assist the Council in meeting the other corporate priorities and outcomes associated with the Sustainable Community Strategy.

4. **Legal and Statutory Implications**

4.1 There are no legal implications directly associated with this report.

5. **Equality Impact Assessment**

5.1 There are no equalities implications directly associated with this report.

6. **Financial and Resource Implications**

6.1 There are no budget implications associated with this report.

6.2 The main resource implication associated with the proposals listed in this report is use of Member and officer time. The process will require a minimal commitment of time from Members if it is to be effective and meaningful.

7. **Major Risks**

7.1 There are no major risks associated with this report.

8. **Key Decision Information**

8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. **Earlier Cabinet/Committee Resolutions**

4 April, 2012 – Member Development Panel

10. **Appendices**

None

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

3 July, 2012

MEMBER TRAINING PROGRAMME

Submitted by: Member Training and Development Officer

Portfolio: Communications, Transformation and Partnerships

Ward(s) affected: Non-specific

Purpose of the Report

To update Members on the work carried out by Central Services in relation to Member Development and Training.

Recommendations

- (a) That the report be received.
- (b) That future training courses be agreed upon and fed into the Member Training and Development Plan.

Reasons

The Council's Training and Development Plan for the current municipal year needs to be put into place in time for the allotted training days

1. Background

- 1.1 Training events need to be agreed by Members and fed into the Training and Development Plan for the current Municipal Year. In addition, the training programme forms an essential part of the Member Development Charter assessment requirements.

2. Issues

- 2.1 The results of the Personal Development Plans are attached at Appendix A. At the time of producing this report, there had only been a 25% response from Members.
- 2.2 Some of the training courses suggested by officers have been factored into the calendar (Appendix B) .i.e. ICT, Charing, Finance, Scrutiny and Dealing with the Media. Members' own suggestions need also to be factored into the calendar. Some dates (highlighted green) have already been reserved for Member training.
- 2.3 Members are requested to consider the results received and to agree training sessions in accordance with the Training and Development Plan.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

Effective training of our Members will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan. Consequently, Members who have the knowledge and skills appropriate to the discharge of their responsibilities will also assist the Council in meeting the other corporate priorities and outcomes associated with the Sustainable Community Strategy.

4. **Legal and Statutory Implications**

4.1 There are no legal implications directly associated with this report.

5. **Equality Impact Assessment**

5.1 There are no equalities implications directly associated with this report.

6. **Financial and Resource Implications**

6.1 There are no budget implications associated with this report.

6.2 The main resource implication associated with the proposals listed in this report is use of Members' time. The process will require a minimal commitment of time from Members if it is to be effective and meaningful. There is little resource implication concerning officers as this process will be Member led and owned by Members.

7. **Major Risks**

7.1 There are no major risks associated with this report.

8. **Key Decision Information**

8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. **Earlier Cabinet/Committee Resolutions**

4 April, 2012

10. **Appendices**

Appendix A - Personal Development Plan results

Appendix B- Calendar 2012/13

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2012	2012/2013		
	APRIL	MAY (continued)	JULY (continued)
Monday	2	21 Public Protection Training	9 Audit and Risk Committee
Tuesday	3 Health Scrutiny Cttee	22 Planning Training.	10 Planning Cttee
Wednesday	4	23 CABINET	11 COUNCIL
Thursday	5	24 Training for Chairs	12
Friday	6 GOOD FRIDAY	25	13
Monday	9 EASTER MONDAY	28 Public Protection Cttee	16 Group Meetings
Tuesday	10	29	17 Conservation Advisory WP
Wednesday	11 Public Protection Cttee	30 Planning Cttee/ 6pm training	18 CABINET
Thursday	12	31 ICT Training	19 Scrutiny Training
		JUNE	
Friday	13	1	20
Monday	16 Audit & Risk Cttee	4 BANK HOLIDAY	23 Joint Parking Cttee
Tuesday	17	5 BANK HOLIDAY	24
Wednesday	18	6 Conservation Advisory WP/ 6pm Training	25
Thursday	19	7 Cleaner, Greener & Safer Overview & Scrutiny Cttee	26
Friday	20	8	27
Monday	23	11 Grants Assessment Panel/6pm introduction	30
Tuesday	24 Conservation Advisory WP	12 Transformation & Resources Overview & Scrutiny Cttee	31 Planning Cttee
			AUGUST
Wednesday	25	13 Health Scrutiny Cttee/6pm introduction	1
Thursday	26	14 Active & Cohesive Overview & Scrutiny Cttee/ 6pm introduction	2
Friday	27	15	3
Monday	30	18 Employees Consultative Cttee/ Audit & Risk Training (1/2 day)	6 Public Protection Cttee
	MAY		
Tuesday	1	19 Planning Cttee	7 Conservation Advisory WP
Wednesday	2	Economic Development Overview & Scrutiny Cttee /6pm introduction + CABINET	8
Thursday	3 ELECTIONS	21	9
Friday	4	22	10
Monday	7 BANK HOLIDAY	25 Overview & Scrutiny Co-ordinating Cttee incl Chairs Training	13
Tuesday	8 Planning Cttee/Induction	26 Conservation Advisory WP	14 Member Development Panel
Wednesday	9 Induction	27 Licensing Training LGA	15 Health Scrutiny Cttee
Thursday	10 By-election	28 LGA	16
Friday	11	29 LGA	17
		JULY	
Monday	14 Group Meetings	2 Standards Cttee	20
Tuesday	15 Conservation Advisory WP	3 Member Development Panel	21 Planning Cttee
Wednesday	16 ANNUAL COUNCIL	4 Licensing Cttee	22
Thursday	17	5	23
Friday	18	6	24

2012	AUGUST (continued)	OCTOBER (continued)	DECEMBER
Monday	27 BANK HOLIDAY	15 Audit & Risk Cttee	3 Joint Parking Cttee/Public Protection Cttee
Tuesday	28 HOLIDAY	16	4 Planning Cttee
Wednesday	29 Conservation Advisory WP	17 CABINET	5 Cleaner, Greener Overview & Scrutiny Cttee
Thursday	30	18	6 Licensing Cttee
Friday	31	19	7
	SEPTEMBER		
Monday	3 Transformation & Resources Overview & Scrutiny Cttee + Joint Parking Cttee	22 Joint Parking Cttee	10 Grants Assessment Panel
Tuesday	4 Public Protection Committee	23 Planning Cttee	11 Conservation Advisory WP
Wednesday	5 Cleaner, Greener O & S Cttee	24 Health Scrutiny Cttee	12 CABINET + Training
Thursday	6 Active and Cohesive	25	13 Active & Cohesive Overview & Scrutiny Cttee
Friday	7	26	14
Monday	10 Grants Assessment Panel + Economic Development Overview & Scrutiny Cttee	29 Training – Media PJ	17 Audit & Risk Cttee
Tuesday	11 Planning Cttee	30 Conservation Advisory WP	18 Member Development Panel
Wednesday	12 COUNCIL	31	19 Economic Development Overview & Scrutiny Cttee
		NOVEMBER	
Thursday	13 LA Finance training –KT	1	20
Friday	14	2	21
Monday	17 Group Meetings	5	24
Tuesday	18 Conservation Advisory WP	6 Member Development Panel	25 CHRISTMAS DAY
Wednesday	19 CABINET	7	26 BOXING DAY
Thursday	20 Code of Conduct Training – PC	8 Training- Affordable housing and Planning policy	27 HOLIDAY
Friday	21	9	28 HOLIDAY
Monday	24 Overview & Scrutiny Co-ordinating Cttee	12	31 HOLIDAY
			JANUARY 2013
Tuesday	25 Member Development Panel	13 Planning Cttee	1 BANK HOLIDAY
Wednesday	26 Audit and Risk Committee (accounts)	14 CABINET	2 Planning Cttee
Thursday	27 Training LAPS and Localism –NC	15	3
Friday	28	16	4
	OCTOBER		
Monday	1 Standards Cttee	19 Employees Consultative Cttee + Trans & Resources O&S Cttee	7 Standards Cttee
Tuesday	2 Planning Cttee	20 Conservation Advisory WP	8 Conservation Advisory WP
Wednesday	3	21 Health Scrutiny Cttee	9
Thursday	4 Licensing Cttee	22 Training – Housing update and landlord/tenant laws	10
Friday	5	23	11
Monday	8 Public Protection Cttee	26 Group Meetings	14 Joint Parking Cttee
Tuesday	9 Conservation Advisory WP	27	15
Wednesday	10 Training – Running Events eg Litter Picking –KB	28 COUNCIL	16 CABINET + Transformation & Resources Overview & Scrutiny Cttee
Thursday	11	29	17
Friday	12	30	18

2013	JANUARY (continued)	MARCH (continued)	APRIL (continued)
Monday	21 Employees Consultative Cttee/Overview & Scrutiny Co-ordinating Cttee	11 Standards Cttee / Member Development Panel	29
Tuesday	22 Planning Cttee	12 Conservation WP	30
			MAY
Wednesday	23 Transformation & Resources Overview & Scrutiny Cttee	13 Training	1
Thursday	24 Training	14 Active & Cohesive Overview & Scrutiny Cttee	2
Friday	25	15	3
Monday	28 Member Development Panel	18 Joint Parking Cttee	6 BANK HOLIDAY
Tuesday	29 Conservation Advisory WP	19	7 Planning Cttee
Wednesday	30	20 Economic Development Overview & Scrutiny Cttee / Cabinet	8 CABINET
Thursday	31	21 Licensing Cttee	9
	FEBRUARY		10
Friday	1	22	
Monday	4 Public Protection Cttee	25 Employees Consultative Cttee/Overview & Scrutiny Co-ordinating Cttee	13
Tuesday	5	26 Planning Cttee	14 Conservation Advisory WP
Wednesday	6 CABINET	27	15
Thursday	7	28 Training	16
Friday	8	29 GOOD FRIDAY	17
		APRIL	
Monday	11 Training	1 EASTER MONDAY	20
Tuesday	12 Planning Cttee	2 Conservation Advisory WP	21
Wednesday	13 Health Scrutiny Cttee	3 CABINET	22
Thursday	14	4	23
Friday	15	5	24
Monday	18 Audit & Risk Cttee	8 Public Protection Cttee	27 BANK HOLIDAY
Tuesday	19 Conservation Advisory WP	9	28 HOLIDAY
Wednesday	20	10	29 Planning Cttee
Thursday	21 Training	11	30
Friday	22	12	31
Monday	25 Group Meetings	15 Audit & Risk Cttee	3
Tuesday	26	16 Planning Cttee	4 Member Development Panel
Wednesday	27 COUNCIL	17 Health Scrutiny Cttee	
Thursday	28 Cleaner, Greener Overview & Scrutiny Cttee	18	
	MARCH		
Friday	1	19	
Monday	4 Grants Assessment Panel	22 Group Meetings	
Tuesday	5 Planning Cttee	23 Conservation Advisory WP	
Wednesday	6 CABINET + Transformation & Resources Overview & Scrutiny Cttee	24 COUNCIL	
Thursday	7	25 Member Development Panel	
Friday	8	26	

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