

Public Document Pack

Date of meeting Thursday, 11th July, 2013
Time 7.00 pm
Venue Committee Room 2, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Geoff Durham ext 2222

Member Development Panel

AGENDA

PART 1 – OPEN AGENDA

1 DECLARATIONS OF INTEREST

To receive Declarations of Interest from Members on items included in this agenda

2 MINUTES OF A PREVIOUS MEETING (Pages 1 - 2)

To consider the minutes of the previous meeting of this committee held on 25 April, 2013

3 Member Development and Training (Pages 3 - 10)

4 UPDATE ON MEMBERS' ICT

To receive a verbal update on Members' ICT during which there will be an iPad demonstration.

5 URGENT BUSINESS

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

Members: Councillors D Becket (Chair), Mrs Heames, Kearon, Miss Olszewski,
Mrs Peers, Snell, Turner, White and Williams

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

Meeting Quorum

16+ = 5 Members; 10-15 = 4 Members; 5-9 = 3 Members; 5 or less = 2 Members.

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

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MEMBER DEVELOPMENT PANEL

Thursday, 25th April, 2013

Present:- Councillor David Loades – in the Chair
Councillors Jones, Miss Olszewski, White and Williams

1. DECLARATIONS OF INTEREST

Resolved:- There were no Declarations of Interest stated

2. MINUTES OF A PREVIOUS MEETING

Resolved:- That the minutes of the meeting held on 18 December , 2012 be agreed as a correct record.

3. UPDATE FROM ICT OPERATIONS AND DEVELOPMENT MANAGER

ICT Training

Members received a presentation from the ICT Operations and Development Manager on the current position with Members ICT.

Members would be offered flexible training opportunities at a variety of levels, with all programmes being available online. Everyone who registered for the training would get their own unique code.

Paperless Member

The Members ICT Protocol had been agreed by the Cabinet in October, 2011 which included a number of services such as secure remote email access. This was aiming towards not requiring the use of a courier in future to deliver Members' mail. Members also thought that the use of the large screen in the chamber to display the agenda items would be a step forward.

A recent survey of Members, asking what they most used ICT for, received an over fifty percent response. It was clear that Members wanted an online service in the future. There were two possible options here, the first, to offer an allowance to Members to provide their own IT equipment or for the Council to purchase tablets for Members to use throughout their term of office. It was agreed that a small number of Members should trial them for a small period.

Members were given a demonstration on the ipad and its capabilities.

Resolved:-

- (i) That the information be received.
- (ii) That this Committee prepare a paper for Cabinet requesting that ten ipads be purchased and piloted. This Committee would then decide the ten Members to road-test the devices and have them report back

4. MEMBER DEVELOPMENT

Member Development Panel - 25/04/13

Members considered a report updating them on issues relating to Member Development.

With regard to the relocation of the Members' mail, a meeting was still to be set up with the Chair, Group Leaders and the Council's Customer and ICT Business Manager

Representations on Outside Bodies were discussed with a view to the Member reporting back to Full Council on the activities of the Group. The Council's Member Training and Development Officer would provide the Committee with a list of the Outside Bodies at the next meeting prior to a request to the Cabinet to agree the reporting back of an organisation's activities.

Chairs Best Practice had been discussed at a previous meeting and it was agreed to action this in the near future.

Members felt that the number of training days allocated throughout the year could stop meetings from being set up and the date not being used for any purpose if no training went ahead. It was felt to be better practice if training days which had no actual training booked were set up as and when needed. A suggestion was made to hold training sessions before Full Council in order to potentially capture a bigger audience.

- Resolved:-
- (i) That the information be received.
 - (ii) That a meeting be set up with the Council's Customer ICT and Business Manager to discuss the relocation of the Members mail
 - (iii) That a list of the Outside Bodies be brought to the next meeting of this Committee.
 - (iv) That unallocated training days be removed from the Council's Calendar of Meetings and allocated as and when required.

5. MEMBER TRAINING

Consideration was given to a report updating them on the uptake of training by Members throughout the year.

At the end of the current Municipal Year, Members would receive a list of the training which they had undertaken.

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

6. URGENT BUSINESS

COUNCILLOR DAVID LOADES
Chair

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

11 July, 2013

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.

Reasons

To look at various areas covered by this committee for the effective delivery of Member development.

1. Background

1.1 A number of issues were raised at the previous meeting of this committee which required investigation and follow up work. The progress made is set out below.

2. Issues

2.1 Relocation of Members Mail

A meeting was held on 27 June with the Chair, Group leaders and Customer and ICT Business Manager to discuss the possibility of moving Members mail to their respective Group rooms. The Leader of the Conservative Group, Councillor Sweeney was unable to attend the meeting but the proposals were discussed with him.

This issue follows on from the ICT Protocol agreed by Cabinet in 2011 which aims to move to a paperless member. This would eliminate the need for a courier service which costs the Borough £5,000 - £7,000 per annum.

After considering the other issues surrounding the proposed relocation including the extra work for staff in having to redistribute post around the building and mail security it was decided that, in the first instance, all members be consulted on whether they would be willing to collect their mail from the post room. As part of this exercise elected members will also be

consulted on which agenda they would like to continue to receive. This will help to eliminate unwanted mail and reduce printing costs.

2.2 Representative's on Outside Bodies

Members have discussed the possibility of elected representatives on Outside Bodies reporting to Full Council on the work of the particular group to which they have been appointed. In this respect, April Council is the most appropriate meeting as this offers the opportunity for members to attend meetings for a full municipal year.

In accordance with a request from Members a list of the Councils representatives on Outside Bodies is appended to this report.

2.3 Chairs Best Practice

The Chief Executive was keen for this process to go ahead and to be carried out by an independent body. This has now been completed and we are waiting for feedback from the Independent Assessors and peer group.

2.4 Scrutiny Training

Arrangements are in place for Staffordshire County Council to deliver both Scrutiny and Chairs training.

2.5 Other Training

Audit and Risk training was held on 27 June. Public Protection training will be held on 18 July

2.6 Personal Development Plans (PDP's)

A reminder has been sent to members who have not yet completed a Personal Development Plan. The PDP asks members to identify other areas of training they feel are needed relevant to their role and these will be developed in accordance with members suggestions. Once we have received the PDP's we can assess the areas where it is felt that training is required and bring it back to the next meeting to formalise a training plan.

In this respect a number of members have indicated that a learning opportunity on current Planning legislation would be helpful. Similarly a session from the County Council in relation to highways inspection and classification and programme of remedial works in relation to potholes etc was also identified as a topic area offering value to members.

2.7 IT Survey

A verbal update will be given at the meeting

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**

18 December, 2012

Representatives on Outside Bodies – Community Groups				
	Organisation/Partnership	Places	Status	Councillors'
1.	Audley Community Centre Management Committee	3	Community	Mrs Beech Mrs Cornes Wilkes
2.	Bradwell Community Centre Management Committee	1	Community	Mrs Hambleton
3.	Butt Lane Community Centre Management Committee	3	Community	Mrs Burgess Robinson Taylor
4.	Chesterton Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson
5.	Clayton Community Centre Management Committee	2	Community	Mrs Heames Sweeney
6.	Crackley Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson

7.	Harriet Higgins Community Centre Management Committee	3	Community	Jones Miss Reddish Miss Walklate
8.	Knutton Community Centre Management Committee	2	Community	Eagles Snell
9.	Marsh Hall Community Centre Management Committee	3	Community	Bannister Matthews Tagg
10	Park Road, Silverdale Community Centre Management Committee	2	Community	Cairns Lawton
11	Ramsey Road Community Centre Management Committee	3	Community	Winfield Williams Mrs Williams
12	Red Street Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson
13	Silverdale Social Centre Community Centre Management Committee	2	Community	Cairns Lawton
14	Whitfield Community Centre Management Committee	3	Community	Jones Miss Reddish Miss Walklate
15	Wye Road Community Centre Management Committee	3	Community	Fear P Hailstones Miss Mancey
16	Friends of Bathpool Park (nomination)	1	Community	Mrs Astle
17	Friends of Lyme Valley (nomination)	1	Community	M Taylor
18	Friends of Madeley Pool (nomination)	1	Community	White
19	Friends of Thistleberry Park (nomination)	1	Community	Miss Reddish
20	Friends of Wolstanton Park (nomination)	1	Community	M Olszewski

Outside Bodies – Third Sector

	Organisation/Partnership	Places	Status	Councillors'
21	Age Concern North Staffordshire	1	Third Sector	Mrs Hambleton
22	Citizens Advice Bureau Management Committee	1	Third Sector	Turner
23	Community Council for Staffordshire	1	Third Sector	Boden
24	Newcastle-under-Lyme Almshouses Charity Trustees	3	Third Sector	The three Cross Heath ward members (Mrs Williams, Williams and Mrs Winfield)

25	Newcastle-under-Lyme Community & Voluntary Support	2	Third Sector	Miss Baker Lawton
26	Newcastle-under-Lyme Sports Council	12	Third Sector	Mrs Winfield Williams Mrs Williams Mrs Hambleton Kearon Mrs Shenton Mrs Walklate Wilkes Bannister Miss Mancey Mrs Heesom Sweeney
27	Newcastle Chamber of Trade – Executive Board	1	Third Sector	Boden
28	North Staffs Special Adventure Playground for the Handicapped	1	Third Sector	Mrs Hambleton
29	North Staffs Relate	1	Third Sector	Miss J Cooper
30	North Staffs Victim Support	1	Third Sector	Kearon
31	Sir John Offley Almhouses Trust	1	Third Sector	Welsh
32	Stoke-on-Trent and North Staffordshire Theatre Trust Limited (New Victoria Theatre)	1	Third Sector	M Clarke
33	The Lady Katherine and Sir Richard Leveson Charity	1	Third Sector	Vacant
34	The United Charities Trust	4	Third Sector	Snell and Mrs Winfield (terms of office expire November 2016) Mrs Walklate and Mrs Williams (terms of office expire November 2017)
35	Trustee of Maddock, Leicester and Burslem Education Charity	1	Third Sector	D Clarke (term of office expires May 2014)
36	Wenger House Committee	1	Third Sector	Mrs Shenton

Outside Bodies – Local, Regional and National Organisations

	Organisation/Partnership	Places	Status	Councillors'
37.	Aspire Housing	3	Local Body	Cairns Williams Mrs Beech

38.	The Alliance (formerly the Coalfield Communities Campaign)	1	National Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)
39.	Campaign to Protect Rural England	1	Regional Body	Loades
40.	Keele University Court	3	Local Body	Snell Kearon Vacancy
41.	Local Government Association – Annual Conference	2	National Body	Leader and Deputy Leader (Snell and Stubbs)
42.	Local Government Association – General Assembly	1	National Body	Leader (Snell)
43.	Local Government Association – Rural Commission	1	National Body	Leader (Snell)
44.	Local Government Association – Urban Commission	1	National Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)
45.	Locality Action Partnership – Area 1 (Kidsgrove, Butt Lane, Newchapel, Ravenscliffe and Talke)	2	Local Body	Robinson (Butt Lane) Turner (Kidsgrove)
46.	Locality Action Partnership – Area 2 (Audley, Bignall End and Halmer End)	1	Local Body	Mrs Cornes
47.	Locality Action Partnership – Area 3 (Balterley, Betley, Wrinehill and Madeley)	1	Local Body	Becket
48.	Locality Action Partnership – Area 4 (Chapel & Hill Chorlton, Loggerheads, Maer and Whitmore)	1	Local Body	Loades
49.	Locality Action Partnership – Area 5 (Keele, Silverdale AND Parksite)	1	Local Body	Cairns
50.	Locality Action Partnership – Area 6 (Chesterton and Holditch)	1	Local Body	Mrs Johnson
51.	Locality Action Partnership – Area 7 (Bradwell, May Bank, Porthill and Wolstanton)	1	Local Body	S Tagg
52.	Locality Action Partnership – Area 8 (Knutton and Cross Heath)	1	Local Body	Mrs Williams
53.	Locality Action Partnership – Area 9 (Poolfields, Thistleberry and Town)	1	Local Body	Miss Reddish
54.	Locality Action Partnership – Area 10 (Clayton, Seabridge and Westlands)	1	Local Body	Sweeney
55.	Newcastle-under-Lyme Partnership (Local Strategic Partnership) (Strategic Board and Delivery Group)	1 + sub	Local Body	Leader (Snell) (substitute Deputy Leader (Stubbs))

56.	North Staffs LIFT Strategic Partnership Board	1	Local Body	Portfolio Holder for Stronger & Active Neighbourhoods (Williams)
57.	RENEW Transition Group	1	Local Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)
58.	Stoke-on-Trent and Staffordshire Strategic Partnership	1	Local Body	Leader (Snell)
59.	Staffordshire and Stoke-on-Trent Local Enterprise Partnership	1	Local Body	Leader (Snell)
60.	West Midlands Leaders Board	1	Regional Body	Leader (Snell)
61.	Keele University Nominations Committee	1	Local Body	Kearon
62.	Aspire Board	1	Local Body	Mrs Hambleton
63.	Staffordshire County Council Health Scrutiny Committee	1	Local body	Chair of Health Scrutiny (Eastwood)
64.	Staffordshire Planning Forum	2 + sub	Local Body	Chair of Planning (Clarke) and Portfolio Holder for Regeneration, Planning and Town Centres (Turner) (substitute Mrs Hambleton)
65.	Staffordshire Police and Crime Panel	1	Local Body	Portfolio Holder for Safer Communities (Kearon)
66.	Staffordshire Health and Wellbeing Board	1	Local Body	Portfolio Holder for Culture and Leisure (Mrs Bates)
67.	West Midland Reserve Forces and Cadets Association	1	Regional Body	Stubbs
68.	Newcastle Town Centre Partnership	1	Local Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)
69.	West Midlands Employers	1 + sub	Regional Body	Portfolio Holder for Finance and Budget Management (Stubbs) (substitute Chair of Staffing Committee (Mrs Hambleton))
70.	Staffordshire Connect Partnership Joint Committee	1	Local Body	Leader (Snell)

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