

Public Document Pack

Date of meeting Thursday, 2nd October, 2014
Time 7.00 pm
Venue Committee Room 1, 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 3 - 10)

To consider the minutes of the previous meeting of this Panel held on 3 July and 28 August, 2014.

3 PRESENTATION ON THE TABLET TRIAL AND ICT

To receive an update from the Council's ICT Operations and Development Manager on the outcome of the tablet trial and on Members' ICT

4 MEMBERS' USE OF ICT (Pages 11 - 16)

5 ENFORCEMENT TRAINING (Pages 17 - 18)

6 MEMBER TRAINING AND DEVELOPMENT (Pages 19 - 22)

7 WORK PLAN FOR THE MEMBER DEVELOPMENT PANEL (Pages 23 - 26)

To agree a Work Plan for the Panel.

8 URGENT BUSINESS

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

Members: Councillors Becket (Chair), Mrs Heames, Owen, Mrs Peers, Proctor,
Mrs Simpson, Turner, White and Mrs Winfield

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

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 Quorums :- 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.

MEMBER DEVELOPMENT PANEL

Thursday, 3rd July, 2014

Present:- Councillor David Becket – in the Chair

Councillors Mrs Heames, Owen, Proctor, Mrs Simpson, Turner and Mrs Winfield

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated

2. **MINUTES OF A PREVIOUS MEETING**

Resolved:- That the minutes of the meeting of this Panel held on 24 April, 2014 be agreed as a correct record.

3. **TABLET TRIAL UPDATE**

The Council's ICT Operations and Development Manager briefed the new Members of the Panel on the tablet trial.

Trial Members gave mostly positive feedback with regard to the tablets except for issues relating to larger documents requiring better structuring; confidential items not being shown and that Supplementary Agendas needed to be incorporated into the main document.

Members were advised that the whole document could be reissued which could be Version 2 as opposed to Supplementary. This would ensure that any notes made on the original document by Members would not be lost.

To enable the viewing of confidential items would incur further costs and it was agreed that for the time left on the trial, this would not be feasible. However, if the tablets were available to all Members, this matter would need to be addressed.

The viewing of Planning items on the device was discussed and Members were informed that links could be put into agenda items that would go straight to photographs to make viewing easier.

Resolved:- That the information be received.

4. **ELECTRONIC EQUIPMENT PROVIDED BY THE COUNTY COUNCIL**

Members were handed a copy of a document which is issued to County Members to assess what devices are best for them to use during their term of office.

It was reported that the County Council offer a laptop or pc. In addition, printers, ink and paper are provided and all Members have either a mobile phone or a proportion of the line rental for their home phone. Tablets were also provided with £200 being given toward broadband provision.

Resolved:- That the information be received.

5. LOCAL MEMBER INVOLVEMENT IN ENFORCEMENT ISSUES

Enforcement Policies were agreed at Annual Council in June and the Chair had previously raised concerns about Members' involvement in enforcement issues. A motion on this would be put to Full Council.

It was suggested that a training session on enforcement be arranged for Members and how they could get involved with such matters.

- Resolved:-**
- (i) That the information be received.
 - (ii) That a training session on enforcement issues be arranged.

6. LICENSING SERVICE - UPDATE FOR MEMBERS

Members were advised that a link for licensing had been put onto the council's web page under a 'Licensing Online Register'.

It was suggested that Members required a weekly email directing them to all new applications received each week and requested that instructions on how to achieve this be sent to all Members. The Council's ICT Operations and Development Manager would liaise with the Democratic Services Manager on this issue.

- Resolved:-**
- (i) That the information be received.
 - (ii) That instructions be forwarded to all Members on how to view new licensing applications.

7. UPDATE ON ICT

The projectors had been replaced in the Council Chamber which would make viewing them easier.

The Members' website would soon be available for the Member Training and Development Officer to update. An email would be sent to Members when the Website was up to date.

Members requested that some training on emails and on ICO Data Registration be arranged.

- Resolved:-**
- (i) That the information be received
 - (ii) That an email be sent to Members once the Council's web page was updated.
 - (iii) That training on emails and ICO Data Registration be arranged.

8. UPDATE ON MEMBER DEVELOPMENT

Only twenty four responses had been received from Professional Development Plans (PDP's) and Members agreed that a further chase up be made prior to a programme being agreed to commence in September.

Resolved:- That a further reminder be sent to Members regarding completion of their PDP's.

COUNCILLOR DAVID BECKET
Chair

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MEMBER DEVELOPMENT PANEL

Thursday, 28th August, 2014

Present:- Councillor David Becket – in the Chair

Councillors Bailey, Proctor and Mrs Winfield

Apologies: Apologies were received from Councillor(s) Eastwood, Wemyss and White

9. DECLARATIONS OF INTEREST

There were no Declarations of Interest stated.

10. TABLET TRIAL UPDATE

The tablet trial would be drawing to a close at the end of August and the Members who had been asked to take part had been invited to this Special Meeting to give their views.

The Council's ICT Operations and Development Manager gave a presentation which set out questions for the group to answer:

DEVICE

Were Members satisfied with the size and clarity of the screen?

All of the Members in attendance agreed that they were satisfied.

What was their opinion of the battery life of the device?

Members were happy with the battery life but the charging time of the device raised issues. This could be overcome by charging the device overnight, which Members were doing.

Was the device effective outdoors?

Members agreed that the device worked well outside and was especially useful on site visits.

Did Members knowingly use the 3G connection?

Whilst Members confirmed that they had not knowingly used the 3G connection, it was confirmed that those who were successfully connected online in the actual meeting were using the 3G connection. All Members present believed that the 3G connection on the device was important for its 'use anywhere' ability.

Were Members satisfied with the actual Ipad?

All Members agreed that they were satisfied.

The Members agreed that the keypads were not a good idea and preferred the touchscreen. If the devices were rolled out to Members they would be happy to lose the keypad although the stylus's were essential, making a considerable difference to the usage of the tablet.

DAY TO DAY WORK

Are e-mails and calendars easy to access?

Members agreed that they were easy to access. A question was raised regarding read/received emails. The device could be set up to show this.

Large attachments would not always open as the Ipad did not yet have the appropriate software to open some of them. This could be easily remedied should the trial go live. Also, when an attachment was written by the sender on a computer, it was easier to send the e mail from the computer than the IPAD.

Members were informed that the trial members had fifty percent less unread emails than those not on the trial.

Did the Ipad make you more accessible as a Councillor?

Members agreed that it did.

Did the Ipad add value to the work that you do as a Councillor? Has it made it easier?

Members felt that it had made the role far more professional. In addition, having instant access to information whilst talking to their constituents reassured the public that something was being done, thus adding value to their work in the community.

What could be altered to make the Ipad more effective?

Build-up, workshop style training would be required for some Members if/when the trial were to go live.

MODERN.GOV

Were the documents on modern.gov easy to work with?

In general, Members found Modern.gov easy to use and having access to multiple sources of integrated information had been good. It was noted however that where agendas ran into hundreds of pages, Chairs found it easier to navigate paper copies. Also, supplementary agendas meant flicking from one agenda to another.

Some Members had experienced confusion with passwords and passcodes which had led to the device locking out. This would be overcome by emphasising the difference between the two during training sessions.

Was the annotation feature of modern.gov useful?

Members agreed that it was.

Restricted documents were a problem as the paper copy was still required. However, should the programme be rolled out, an add-on could be purchased to allow access to restricted documents. It had not been worth purchasing this for the trial.

Access to restricted documents and a better document structure would be a great improvement to modern.gov.

Would an Ipad be an improvement to the ICT solutions currently offered to Members?

This had a mixed reaction and it was agreed that it depended upon each individual Member.

All of the trial members in attendance agreed that they could quite happily leave the meeting, with the Ipad, in the knowledge that they would not receive paper agendas/minutes again and thus, huge volumes of paper.

In all, Members were enthusiastic about using the Ipad for their Council business and stated that they would be sorry to hand them back at the end of the trial as they now had all of their information on one single device.

If the vast majority of Members were willing to use Ipads it would still offer a substantial saving in printing costs. In addition, the Members who still requested paper copies would have to collect them themselves as the courier service would be discontinued.

The Member Development Panel wished to set up a meeting with the Leader of the Council with a view to taking the scheme forward.

A training session on emails should be arranged for all Members with all those Members who do not access their emails being required to attend.

A report on the findings now needed to go to the Executive Management Team

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

COUNCILLOR DAVID BECKET
Chair

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**REPORT OF THE EXECUTIVE MANAGEMENT TEAM TO
MEMBER DEVELOPMENT PANEL**

Date 2nd October 2014

<u>HEADING</u>	Members' Use of ICT and ICT Resources
<u>Submitted by:</u>	Head of Business Improvement, Central Services & Partnerships
<u>Portfolio</u>	Communication, Policy & Partnerships
<u>Ward(s) affected</u>	All

Purpose of the Report

To consider methods of delivering information to Members more effectively and efficiently.

Recommendations

The following recommendations are subject to further discussions between Group Leaders, followed by Cabinet and Full Council

- (i) That the practice of printing off and sending on Members' emails cease**
- (ii) That a similar policy to that outlined about and currently applied to officers be implemented to also cover Member email accounts**
- (iii) That the use of Borough Council email by all elected Borough Council Members for council business be made mandatory**
- (iv) That the Members' weekly courier service be ceased. Instead, Members will be required to use either electronic means to access committee papers in future, or will be required to visit the Civic Offices to pick up their printed papers. The Council will continue to encourage all Members to use appropriate available technology and will offer the necessary training for Members to use this technology. It is envisaged that the practice of making printed agendas and other papers available to Members in this way will be phased out following the 2015 Borough Council elections.**

Reasons

The recommendations seek to encourage Members to access their emails on a more regular basis and to use email as the primary method of communication with both their constituents and also with officers. This will ensure that any questions asked by Members of officers or asked by constituents of Members are answered more promptly and that information is conveyed to Members/constituents more efficiently. Furthermore, the move would create a cost saving to the Council, as printing costs will be reduced and also time spent by officers printing out emails for Members could also be used more effectively. Finally, the ending of the weekly courier service would also save on costs for the Council.

1 Background

- 1.1 Members have been supported over a number of years to ensure that they have been able to maximise their use of ICT facilities. This support has taken a number of

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forms and has included extensive ICT training, one to one support for Members in improving their ICT skills and initiatives to overcome particular difficulties.

- 1.2 The council has also offered computers to Members who do not have their own facilities and more recently a pilot of iPads have been undertaken with a group of Members with a view to determining their suitability for future use by Members.

2 Issues

The importance of ICT

- 2.1 In a comparatively short space of time the use of modern ICT has become a necessity of modern life. Mobile phones, once a luxury item, are now common place and many people regard them as indispensable. The use of computers, once the preserve of large organisations with mainframe machines, is now commonplace and personal computers are now household items. There has also been a noticeable convergence of technology most evidently with mobile phones able to do things which would previously have needed a computer such as connecting to the internet and receiving emails. The ability to access the internet through a television set is another example of the convergence of technologies which is increasing the range of tasks which can be delivered through these facilities.
- 2.2 Email is fast becoming the preferred method of communication for people and is widely used not only as a business tool but also to support people in their personal lives. Technologies such as email and text messages also provide opportunities for people to contact and respond to others at times most convenient to them. Access to the internet is seen as being as important as having a landline telephone was a generation ago and connection to gas and electricity before that.
- 2.3 The Borough Council has embraced all of these technologies and is using them in a wide variety of ways not only to improve the efficiency of its operation but also to improve its responsiveness to the customer.
- 2.4 Members have been an important part of this process and have, in many cases proactively embraced the use of modern ICT in their role as councillors both within the council and also in their wider constituency work.

Taking advantage of modern technology

- 2.5 New technologies have delivered a number of other advantages which have reduced cost and improved efficiency. One noticeable trend has been the reduction in the use of printed paper and the move to handling documents in digital form. This, of course, has been one aspect of the iPad trial and was a part of the rationale behind it. Emails have significantly replaced paper based mail and it is now much easier and more efficient to share documents in electronic rather than in hard copy form.
- 2.6 All these uses and potential uses of new technology are enabling elected Members to engage with their residents in a more dynamic way than has been possible in the past.
- 2.7 A significant number of Members have also embraced social media as a way of helping them to communicate with residents. The trend towards the ever greater use of ICT is now not only growing in extent but also in pace.

Moving with technological change

- 2.8 A major challenge in ensuring that new technology delivers greater efficiency is to ensure that, as new facilities are introduced, older technologies are progressively

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phased out. In the home, the replacement of the VHS tape with the DVD disc is a good example of this. This change has not happened overnight but nonetheless the newer technology has replaced the old over time. Another example would be the number of retailers and others who no longer accept payment by cheque, the widespread availability and use of the plastic card having replaced the need for cheque based payment.

- 2.9 It has been noted above that in the office the more widespread use of digital documents and communications has significantly reduced paper-based storage methods.
- 2.10 The Council, in order to remain efficient, has also had to ensure that old ways of doing things and practices have been phased out. Also, modern technology is not without cost and therefore care has had to be taken to ensure that these resources are used in the most efficient way possible. Phasing old systems out is sometimes difficult as people to get used to working in a particular way. However, without the cessation of old systems and practices, the benefits of introducing and using new systems are inevitably compromised.
- 2.11 It is in this context that it is timely to consider some of the ways in which Members are now using new technology and to determine whether, in the interests of both efficiency and good service, some old practices need to be phased out. Three areas in particular have been highlighted:-
- The practice of printing out emails for Members;
 - The need for Members to actively manage their council email accounts; and
 - The continued use (and costs) of the weekly courier service for delivering paper documents to Members.

3. **Options Considered**

Printing and posting emails

- 3.1 The practice of printing emails for those elected Members who request it creates three types of cost:
- The materials used;
 - The distribution costs (see below); and
 - The officer time in undertaking the work
- 3.2 It is estimated that the current cost for providing this for the 8 members who have requested this service is £730 per annum.
- 3.3 Up until now, the Council has held a very clear position with regard to Member support in order to ensure that this is fair and consistent and that Members are supported in a manner consistent with their role(s) in the Council. It could therefore be argued that those Members who continue to receive printed and distributed copies of their emails are accordingly receiving additional support not enjoyed by other Members. It is without question that they are taking a greater share of the Council's resources by doing so.
- 3.4 In addition, the process of printing and distributing emails introduces significant delay to the communication process. There may be up to a week between the time a message was sent and the time it is seen by the intended Member which is contrary to the expectations of those using e-mail as a fast and efficient communication method. The printing process also does nothing to address the issue of actually

sending a response to an email, where an electronic reply is expected rather than a paper one.

It is therefore recommended that the practice of printing off and sending on Member emails ceases. This may need to be preceded by the appropriate training where required.

Managing email accounts

- 3.5 The issue of Members managing their own email accounts is more complex than the matter of printing emails and has a number of dimensions. Appropriate training, however, can help to resolve most issues.
- 3.6 Members who are not actively managing their email accounts are allowing a build-up of emails, and this has a number of consequences:
- (i) Members who are not regularly checking their email accounts may be missing important information being sent to them by their residents, colleagues, their Party and officers.
 - (ii) Members who are not regularly deleting old emails are calling upon an ever increasing amount of storage on the council's systems. This storage has a cost and the cost of storing data on an email server (i.e. in an email account) is significantly greater than documents held on non-mail servers.
- 3.7 Due to the high cost of the storage of data held in email accounts, the Council has instituted a policy for officers and a separate Protocol for Members which limits the size of their email accounts and will cease to allow further emails to be sent once that size limit is exceeded.
- 3.8 Since this policy was introduced it has had a significant impact upon the amount and therefore the cost of administering the council's email facility. It should be noted that a very small numbers of exceptions have been granted to officer email accounts which due to their nature regularly receive very large documents or high email traffic rates.

It is recommended that a similar policy to that outlined above and currently applied to officers is implemented to also cover Member email accounts

Accessing Emails

- 3.9 It has been noted that there is a small minority of Members who have not accessed their Borough Council email accounts for a very considerable period of time or who access their accounts only very occasionally. This runs the risk that Members may miss important information which they need to perform their role as a councillor. Given that email is now a preferred and highly cost effective mechanism of communication it is considered that Members' use of the council's email system should be made mandatory. It would be prudent to phase in mandating the use of email and it is suggested that it become a requirement for new Members at and for all dates after the elections in May 2015. This will give time for the political parties to consider this requirement when engaging in candidate selection processes.
- 3.10 It has been noted previously that a number of Members use their own personal email accounts for a number of reasons rather than the Borough Council email account provided for them. It has been made clear to Members in the past that this is not acceptable due to security concerns over personal email accounts. It should therefore be reiterated that all Members must use their Borough Council email and that officers will not send emails to personal email accounts.

It is recommended that use of Borough Council email by all elected Borough Council Members for Council business be made mandatory

Weekly Courier Service

- 3.11 The courier service was introduced in 2009 in response to the previous ad hoc, in-house arrangement of delivering post by hand to Members as a temporary solution to an immediate problem.
- 3.12 Much of the Members' mail is heavy due to the quantity of reports and appendices which are attached to agendas and this became very expensive to post by Royal Mail.
- 3.13 The courier service has proved to be a more cost efficient and accountable way of delivering mail to Councillors' home addresses but it was introduced at a time when Councillors did not have widespread access to email facilities.
- 3.14 Since that time, the Council has moved to an alternative provider of its corporate mail services and restricted the user of first class postage which has significantly reduced postal costs. However, although the amount of courier post has decreased as more Members make use of their email addresses, or use alternative means of collection, there are still weekly envelopes sent to upwards of 40 Members at a total cost estimated to be £5,000 per year.
- 3.15 At other authorities within Staffordshire, it is mandated that Members must periodically visit their respective Council's offices to pick up any items of post they have received. This negates the need for those Councils to operate a bespoke delivery solution for their Members. A similar practice could be adopted and phased in at Newcastle for new Members at and for all dates after the elections in May 2015.
- 3.16 Members should therefore be offered two options. One option is for a Member to exclusively utilise electronic delivery of agendas (via modern.gov), thereby receiving no printed agendas. The second option is to continue to provide paper copies for committees on which a Member sits, but to stipulate that the printed papers will need to be collected from the Civic Offices. However, the number of available printed agendas will be restricted to avoid printing overheads. All Members should also be advised when an agenda is available on the Members' website (via modern.gov), so that they can have an initial look at any particular agenda. It is envisaged that, following the Borough Council elections in May 2015, all Members will be expected to use electronic technology as part of their role, and that paper copies will only be provided in extreme circumstances (e.g. if ICT facilities are not available).
- 3.17 The reason for presenting the above set of options is that accessing documents via a tablet device (as used in the recent trial) in a 'live' situation needs certain skills and experience which need to be developed should the proposal go ahead. It is also proposed, however, that training will be provided to Members on the use of electronic devices generally.

It is recommended that the Members' weekly courier post be ceased. It is further recommended that Members should use electronic means to access committee and other papers via modern.gov without receiving any printed documentation under normal circumstances Training will be provided where required. Any member choosing not to use electronic means to access committee papers will be able to receive printed papers, but they will also have to come to the Civic Offices to collect those papers, and it should be noted that this arrangement will be phased out following the 2015 Borough Council elections

4. Proposal

4.1 To commence negotiations with Group Leaders followed by papers to Cabinet and Council with a view to implementing 4.2 below

4.2 To agree to the recommendations outlined in sections 2 and 3 (above).

5. Reasons for Preferred Solution

5.1 By implementing the recommendations, there will be a significant cost saving in printing and delivery costs.

6. Outcomes Linked to Corporate Priorities

6.1 The recommendations support all of the Council's corporate priorities.

7. Legal and Statutory Implications

7.1 There are no legal and statutory Implications to consider at this stage

8. Equality Impact Assessment

8.1 An Equality Impact Assessment will be developed based on these proposals.

9. Financial and Resource Implications

9.1 The implementation of recommendations will ensure that the areas reviewed will provide value for money in relation to their objectives and that operations are provided safely and risks managed. This in turn will reduce the risk of financial losses.

10. Major Risks

10.1 A risk profile will be created based on the proposals set out in this report.

11. Key Decision Information

11.1 Not applicable

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO MEMBER DEVELOPMENT COMMITTEE

Date 2nd October 2014

1. **REPORT TITLE** Enforcement Training
- Submitted by:** Nesta Barker – Head of Environmental Health Services
- Portfolio:** Finance & Resources
- Ward(s) affected:** All Wards

Purpose of the Report

The Enforcement Policy 2014-17 was adopted in June 2014. The enforcement policy sets out the approach which will be taken regarding enforcement activities. Members have requested training on the nature and extent of enforcement powers available to the council.

Recommendations

That member's consider training on enforcement powers and decide if specific enforcement training for all members is to be delivered.

Reasons

The reasons for the preferred solution are to assist and increase member's awareness and knowledge regarding enforcement powers.

1. **Background**

- 1.1 Newcastle under Lyme Borough Council is responsible for the regulation and enforcement of a wide range of legislation covering a broad spectrum of functions and service areas. The current enforcement policy details these enforcement powers.

2. **Issues**

- 2.1 The enforcement policy sets out the Council's approach to regulation across all functions and service areas (except Planning) and explains the principles aimed at securing compliance. The emphasis is on advice and guidance with escalation to informal and formal enforcement powers dependent on each individual situation. The policy identifies and explains these powers.
- 2.2 It is recognised that the nature and extent of enforcement powers is diverse. Members may wish to consider training to receive information on the enforcement powers.
- 2.3 The following enforcement powers are detailed in the enforcement policy and could be considered within member training:
- No Action
 - Informal Action & Advice
 - Fixed Penalty Notices

- d. Penalty Charge Notices
- e. Voluntary Closure, prohibition, surrender or undertaking
- f. Formal/Statutory Notice
- g. Works in default
- h. Forfeiture proceedings
- i. Seizure
- j. Powers of Entry
- k. Injunctive Action
- l. Simple caution
- m. Benefits Caution/Sanctions
- n. Administrative Penalty
- o. Refusal, Revocation or Suspension of a Licence
- p. Prosecution
- q. Proceeds of Crime Applications

3. **Proposal**

That member's consider training on enforcement powers and decide if specific enforcement training for all members is to be delivered.

4. **Reasons for Preferred Solution**

- 4.1 The reasons for the preferred solution are to assist and increase member's awareness and knowledge regarding enforcement powers.

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

- 5.1 The proposals would contribute to the following:
- A clean, safe and sustainable borough
 - A borough of opportunity
 - A healthy and active community
 - A co-operative Council delivering high quality, community driven, services.

6. **Legal and Statutory Implications**

- 6.1 Enforcement powers and processes are embedded within a wide range of legislation, which the council has a 'power' or a 'duty' to enforce or regulate.

7. **Financial and Resource Implications**

- 7.1 There are officer resource commitment in the preparation and delivery of training and member resources in attending training.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
MEMBER DEVELOPMENT PANEL**

2 October, 2014

MEMBER TRAINING

Submitted by: Member Training and Development Officer

Portfolio: Finance an Resources

Ward(s) affected: Non-specific

Purpose of the Report

To update Members on the training programme and to agree upon any required training courses.

Recommendations

- (a) That the Information be received.
- (b) That any future training events be agreed.

Reasons

To ensure that Members have the required skills and knowledge to carry out their role .

1. **Background**

1.1 Since the Panel last met there has been several training sessions offered to Members:

- New Member Induction (mop up session)
- Audit and Risk
- Standards
- Gypsy Protocol
- Licensing
- Anti Social Behaviour

All of the above sessions were conducted internally and received very good feedback.

1.2 In addition, two sessions, Dealing with Difficult People and Difficult Situations and Licensing/Public Protection were held, bringing in trainers' from outside. Both of these sessions also received positive feedback.

2. **Issues**

2.1 The requirement for Member Development is an ongoing process as legislation and situations are constantly changing.

2.2 Appendix A shows the results gathered from the Professional Development Plan (PDP) Process. Disappointedly, only twenty eight Members responded so there may not be a true representation of which courses to set up.

2.3 A request has been made for training on Health and Wellbeing and the Chair of the Scrutiny Committee is very much in favour of this. Enquiries will be made, possibly utilising shared learning with the County Council?

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

3.1 Better informed Members will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan.

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 is now a limited budget for the remainder of the current financial year.

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. **Appendices**

Appendix 1: Professional Development Plan Results

10. **Earlier Cabinet/Committee Resolutions**

3 July, 2014

1 TRAINING

EVENT	TOTAL	AM	PM	EVE
ICT - INTRODUCTION TO MODERN.GOV	7	12	18	22
ICT - EMAILS	6			
ICT - FILING AND BASICS	8			
CHAIRING/MEETING SKILLS	12			
COMMUNITY/LAPS ETC	7			
FINANCE/BUDGETS	18			
OVERVIEW AND SCRUTINY	11			
MANAGING DIFFICULT PEOPLE & CHALLENGING SITU	11	Done		
EFFECTIVE WARD LEADERSHIP	11			
NEW LEGISLATION UPDATES	14	ongoing		
DEALING WITH THE MEDIA	9			
THE SECRETS OF SPEED READING	11			
PREPARING AND DELIVERING SPEECHES	14			
QUESTIONING AND LISTENING SKILLS	10			
NEGOTIATING AND LISTENING SKILLS	9			
USE OF SOCIAL MEDIA	5			
DELIVERING EFFECTIVE MEDIA INTERVIEWS	9			
DELIVERING CABINET REPORTS TO COUNCIL	6			
FACILITATION SKILLS	4			
ROLE OF THE MEMBER AS A DESIGNATED PERSON	6			
MANAGING CONTROVERSIAL ISSUES AND LOBBY GRO	11			
COACHING FOR NEW FIRST CITIZENS	2			
BUILDING EFFECTIVE MEMBER/OFFICER PARTNERSH	9			
BUILDING AN EFFECTIVE CABINET TEAM	4			
WEBCASTING	4			
COACHING SKILLS	4			
OTHER AREAS				
PLANNING LEGISLATION	7	Ongoing		
HIGHWAYS TRAINING				
PUBLIC SPEAKING	1			
LICENSING LEGISLATION		done/ongoing		
COMMUNITY ADVOCACY				
YOUNG COUNCILLOR CONFERENCE				
STRESS MANAGEMENT				
PORTFOLIO HOLDER TRAINING				
STANDARDS COMMITTEE		done/ongoing		
GRIEVANCE PROCEDURE	1			
ENVIRONMENT/PUBLIC PROTECTION	1			
TIME MANAGEMENT	1			
PROCUREMENT	1			
ANALYSING DOCUMENTS	1			
HEALTH	1			
HOUSING AND HOMELESSNESS	1			
DESIGN AND HERITAGE	2			
COUNCILLORS RESPONDED	28	46.67%		

REFLECTOR	6
PRAGMATIST	4
THEORIST	4
ACTIVIST	2

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
MEMBER DEVELOPMENT PANEL**

2 October, 2014

WORK PLAN

Submitted by: Member Training and Development Officer

Portfolio: Finance and Resources

Ward(s) affected: Non-specific

Purpose of the Report

To agree upon a Work Programme for the Panel.

Recommendations

(a) That a Work Plan be agreed

Reasons

To give the Panel a solid structure and set aims and objectives for the future.

1. **Background**

1.1 The Member Development Panel, in its present format, was set up following the gaining of the West Midlands Member Development Charter in 2010.

1.2 A Work Plan has not been set up previously and in doing so, would set goals for improving the take up of training and its delivery and other Member Development issues.

2. **Issues**

2.1 Having a Work Plan to guide the Panel will provide guidance and ensure that any issues raised are dealt with in a structured manner.

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

3.1 Better informed Members will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan.

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 is now a limited budget for the remainder of the current financial year.

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. **Appendices**

None

10. **Earlier Cabinet/Committee Resolutions**

3 July, 2014

**WORK PLAN FOR THE MEMBER DEVELOPMENT PANEL
FOR 2 OCTOBER MEETING**

TOPIC	Dates etc	Officer
lpad Trial	27 February, 2014 to 27 August 2014 To run for a period of six months and to evaluate its success with a recommendation to Cabinet/Council	D Elkington
Professional Development Plans	To be received by end of June, 2014 with a mop up period at the beginning of July. For the Member Development Panel to agree a training programme.	G Durham
To Investigate ways in which more Members can be encouraged to participate in training events		G Durham
To bring the Members Website up to date		G Durham

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