

# Public Document Pack

**Date of meeting** Thursday, 4th June, 2015  
**Time** 7.00 pm  
**Venue** Committee Room 1, Civic Offices, Merrial Street,  
Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Geoff Durham

## 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 TERMS OF REFERENCE (Pages 3 - 4)**

The Terms of Reference of the Member Development Panel are attached for Members who are new to this Committee.

**3 MINUTES OF A PREVIOUS MEETING (Pages 5 - 8)**

To consider the minutes of the previous meeting of this Panel held on 7 April, 2015.

**4 ICT**

To receive an update from the Council's ICT Operations and Development Manager on:

- Issuing of and training on Tablets and an update on 'confidential' items within modern.gov.
- Training for Members not using the email facility.
- Council's web page and Members web page.

**5 New Members Induction (Pages 9 - 10)**

**6 Training Programme (Pages 11 - 14)**

**7 Work Plan (Pages 15 - 18)**

**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 Hambleton, Johnson, Peers, Proctor, Wallace (Chair), Waring, White, Wilkes and 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 -**

### **Terms of Reference**

- To identify and implement the requirements of the West Midlands Member Development Charter and to develop and implement a Member Development Strategy.
- To identify a process for the implementation of Personal Development Plans and offer all Members the opportunity to participate.
- To ensure that all Member development and training opportunities relate to Newcastle under Lyme Borough Council's corporate priorities.
- To engage all elected members in the process of member development and training.
- To establish a mechanism to evaluate overall effectiveness of Member Development.
- Identify financial resources required to deliver development needs.
- To address issues relating to the provision of ICT for elected members.
- To help promote the members website and to encourage members and officers to use the site on a regular basis.
- To monitor the provision of member support.

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**MEMBER DEVELOPMENT PANEL**

Tuesday, 7th April, 2015

**Present:-** Councillor David Becket – in the Chair

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

Apologies: Apologies were received from Councillor(s)

8. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

9. **MINUTES OF A PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on 9 February, 2015 be agreed as a correct record.

10. **MEMBERS ICT AND THE ROLLING OUT OF TABLETS TO MEMBERS**

Prior to the update by the Council's ICT Operations and Development Manager, the Chair wished to comment on issues that required attention:

- (i) Some Members were still not using the email facility. These Members needed to be trained in order to access them either on a tablet or a computer.
- (ii) Group Leaders should be made aware of their Members who are not using email.
- (iii) The confidential items and authentication issues need to be resolved in relation to use on the tablets.
- (iv) Work needed to be commenced on the new document structure.
- (v) It needs to be agreed how to deal with documents from outside bodies.
- (vi) Training needs to be given on the advantages, for example cross referencing in Planning.
- (vii) Proof was required that issues such as being locked out of Modern.Gov are resolved.

The Chair also commented on the recent problem with modern.gov where agendas couldn't be printed. The Courier service was scheduled to cease in May but it was felt that this should be put back until the end of June to ensure that the problem with agendas did not happen again. In addition, the Chair suggested that this Panel convene as soon as possible in the new Municipal Year.

Members felt that with enough warning that the Courier service was ending it could still happen in May. Anyone who didn't have their post electronically would be required to collect their mail at least one a week.

The ICT Operations and Development Manager stated that it couldn't be guaranteed that the system wouldn't fail again but Modern.Gov would be coming in May to do an upgrade.

## **Member Development Panel - 07/04/15**

Members received a verbal update and presentation on the current situation and next steps regarding tablets and the current provisions offered to Members.

From May, 2015, all newly elected Members would be issued with a tablet and would receive everything electronically. Returning Members and existing Members would be given the option of using a tablet. From May, 2016 to May 2019, all Members who are elected will be issued with a tablet and receive everything electronically.

**Resolved:**

- (i) That the report be received.
- (ii) That the Member Development Panel convene in May.

presentation

### **11. MEMBER TRAINING**

Members considered a report on the New Member's Induction programme for 2015.

Members were happy with the content but it was agreed that the day should be split into two half days.

**Resolved:** That, subject to the Induction Day being split into two half days, the programme be agreed.

### **12. WORK PLAN**

Consideration was given to the Work Plan for the Panel. The Chair stated that he had done some research on websites and that Newcastle's could be more pictorial. He suggested that Maidstone's website be viewed. In addition, there should be more on our site regarding tourism.

It was also agreed that the Head of Communications be invited along to discuss the Council's website.

The Members' Website would shortly be completed and would allow the Member Training and Development Officer to keep the site fully updated.

**Resolved:**

- (i) That the information be received.
- (ii) That the Work Plan be updated.
- (iii) That the Head of Communications be invited to a future meeting to discuss the Council's Web Page.

### **13. URGENT BUSINESS**

Members expressed their thanks to the Chair for his work in steering the authority to becoming a 'paperless' authority and for his hard work whilst chairing the Panel.

The Chair responded and thanked the Members of the Panel for their hard work during the past year.

**Resolved:** That the comments be noted.

**COUNCILLOR DAVID BECKET**  
**Chair**

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**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**  
**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE**  
**MEMBER DEVELOPMENT PANEL**

**4 June, 2015**

**NEW MEMBERS INDUCTION**

**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 New Members Induction Programme.

**Recommendations**

- (a) That Members receive the information and make any comments on information contained within the report.

**Reasons**

To ensure that the training programme is robust and that Members take up the opportunities offered to give them the required skills and knowledge to carry out their role.

1. **Background**

1.1 The Induction programme is an important event which is designed to introduce brand new Members to the working of the Council. It acts as a taster session with more in depth training being given throughout the year.

2. **Issues**

2.1 The Induction programme was held on the mornings of 12 May and 19 May, 2015. There had been two major changes this year as recommended by the Panel. The first was to make the session mandatory for all new Members and the second was to hold it over two days rather than, as in previous years, the one day in order to reduce the bombardment of information.

2.2 Making the event mandatory was successful in that all of the new Members attended both sessions. However, the splitting of the session over two days did not prove to be effective.

2.3 The attendance figure for 2014 was five out of twenty Members. This was put down to a lack of communication last year about the event. Members were not informed about it at the count. However, this year, details were sent with candidates packs and the Member Training and Development Officer was there to meet all of the successful candidates and remind them of the Induction.

- 2.4 On 12 May, fourteen out of the twenty one Members were in attendance. The second day – 19 May was only attended by 8 Members.
- 2.5 Members are asked to consider whether the original programme of one day should be put back into place as it would reduce the risk of the Members not attending the whole programme.
- 2.6 It is appreciated that there is a lot of information given during the sessions, therefore a different approach could be sought in the way that the information is delivered.
- 2.7 Members are also asked to consider whether the Induction should be mandatory for all successful candidates following election.

### 3. **Legal and Statutory Implications**

- 3.1 There are no legal implications directly associated with this report.

### 4. **Equality Impact Assessment**

- 4.1 There are no equalities implications directly associated with this report.

### 5. **Financial and Resource Implications**

- 5.1 There is a limited budget of £5000 for the training and development of Members.
- 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**

2 April, 2015

## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

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

4 June, 2015

#### TRAINING PROGRAMME

Submitted by: Member Training and Development Officer

Portfolio: Finance and Resources

Ward(s) affected: Non-specific

#### Purpose of the Report

To update Members on the agreed Training Programme.

#### Recommendations

- (a) That Members receive the information and make any comments on information contained within the report.

#### Reasons

To ensure that the training programme is robust and that Members take up the opportunities offered to give them the required skills and knowledge to carry out their role.

#### 1. Background

- 1.1 The Training programme was agreed at the meeting of this Panel held on 8 January, 2015 and is attached at Appendix 1.
- 1.2 Previously, all training events had been decided as a result of Members completing and returning a Personal Development Plan.

#### 2. Issues

- 2.1 The Personal Development Plans were introduced in order to identify areas where Members felt that they required additional training. At a previous meeting of this Panel, your Officer was requested to submit a training programme based upon the more important topics and those which were most frequently requested. This Programme was agreed in January.
- 2.2 There are two gaps in the calendar, in February and March which could either be filled by sending out a Personal Development Plan or requesting topics by email. Alternatively, this Panel could suggest two additional sessions.

#### 3. Legal and Statutory Implications

- 3.1 There are no legal implications directly associated with this report.

4. **Equality Impact Assessment**

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

5. **Financial and Resource Implications**

5.1 There is a limited budget of £5000 for the training and development of Members.

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 – Training Programme

10. **Earlier Cabinet/Committee Resolutions**

8 January, 2015

## Elected Member Training and Development Plan 2015/16

Month	Events	Training Event	Training Event
<b>May</b>	Newly Elected Members	New Members Induction packs	New Members Induction Day
	New members will be given usernames etc. Introductory training for Members of quasi-judicial committees*.	PDP/ questionnaires sent/advised new Members website?  Introductory training prior to the first meeting of every committee*	<b>Informative Sessions (all relevant Members):</b> <ul style="list-style-type: none"> <li>• Licensing*</li> <li>• Public Protection*</li> <li>• Planning*</li> <li>• Audit and Risk*</li> <li>• IT*</li> <li>• Tablet Training*</li> <li>• Cabinet Member training</li> <li>• Overview of Planning</li> <li>• Introduction to Committees</li> <li>• Data Protection</li> <li>• Introduction to Modern.gov*</li> <li>• Media Training</li> </ul>
<b>June</b>	Sourcing of training events		
	Analysis of feedback from all questionnaires by Member Development Panel.	Sessions by Executive Management Team giving a broad overview of their Service	
<b>July</b>			
<b>August</b>			
<b>September</b>		2 training days to be arranged	Enforcement Chairs Training
<b>October</b>		2 training days to be arranged	Finance Difficult people/challenging situations
<b>November</b>		2 training days to be arranged	Effective Ward leadership Preparing and

			delivering speeches Speed reading
<b>December</b>		1 training day to be arranged	
<b>January</b>		1 training day to be arranged	Localism
<b>February</b>	Info for prospective candidates	2 training days to be arranged	Open Event for prospective candidates  Speaking with confidence  To be chosen from PDP
<b>March</b>		2 training days to be arranged	Partnership Working  To be chosen from PDP
<b>April</b>	Nomination packs (including Strategy and Induction Programme) sent to prospective Councillors		

Training Sessions marked with an '\*' are mandatory for all Members

**Training Session prior to 1<sup>st</sup> Audit and Risk meeting**  
**Training Session prior to 1<sup>st</sup> Planning meeting**  
**Training Session prior to 1<sup>st</sup> Licensing Meeting**  
**Training Session prior to 1<sup>st</sup> Public Protection meeting**

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

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

**4 June, 2015**

**WORK PLAN**

**Submitted by:** Member Training and Development Officer

**Portfolio:** Finance and Resources

**Ward(s) affected:** Non-specific

**Purpose of the Report**

To assess the Work Programme for the Panel and to add any further items.

**Recommendations**

(a) That the 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 had not been set up previously and by doing so, goals for improving the take up of training and its delivery and other Member Development issues can be set.

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 'Achieving a Cooperative Council and Community Based Service'

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**

Work Plan

10. **Earlier Cabinet/Committee Resolutions**

2 April, 2015



**WORK PLAN FOR THE MEMBER DEVELOPMENT PANEL  
FOR 4 JUNE MEETING**

<b>TOPIC</b>	<b>ACTION/ Dates etc</b>	<b>Officer</b>
lpad roll out	<p><b>May 2015 onwards</b></p> <p><b>Following the success of the Trial, tablets are to be issued on a rolling programme over the next four years until every Member is in possession of one.</b></p>	<b>D Elkington</b>
Professional Development Plans	<p><b>To be received by end of June, 2015 with a mop up period at the beginning of July?.</b></p> <p><b>For the Member Development Panel to agree a training programme.</b></p>	<b>G Durham</b>
To Investigate ways in which more Members can be encouraged to participate in training events		<b>G Durham</b>
Review the need of and requirement for the Members Website	<p><b>Members with access to the site were asked to browse the site and suggest where it could be improved.</b></p> <p><b>New website is being created. Design to be shown at a future meeting.</b></p>	<b>G Durham</b>
Look at the Members Training Programme	<p><b>Look at the mandatory and optional subjects and prioritise them.</b></p> <p><b>Ongoing process. Programme agreed for 2015/16</b></p>	<b>G Durham</b>
New Member Induction	<b>To agree upon the delivery and content of the programme</b>	<b>G Durham</b>

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