

Public Document Pack

Date of meeting Thursday, 1st October, 2015
Time 7.00 pm
Venue Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs ST5 2AG
Contact Geoff Durham

Member Development Panel

AGENDA

PART 1 – OPEN AGENDA

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
To receive Declarations of Interest from Members on items included in this agenda
- 3 MINUTES OF A PREVIOUS MEETING** (Pages 3 - 6)
To consider the minutes of the previous meeting of this Panel held on 2 July, 2015
- 4 UPDATE ON ICT**
To receive a verbal update from the Council's ICT Operations and Development Manager.
- 5 LOCAL DEMOCRACY WEEK** (Pages 7 - 10)
- 6 WORK PLAN** (Pages 11 - 14)
- 7 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.

FIELD_TITLE

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

MEMBER DEVELOPMENT PANEL

Thursday, 2nd July, 2015

Present:- Councillor Robert Wallace – in the Chair

Councillors Hambleton, Johnson and Wilkes

Apologies: Apologies were received from Councillor(s) 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 held on 4 June, 2015 be agreed as a correct record.

3. **ICT**

Members were advised that the tablets had been received and were being set up. The new Members, elected this year, would be prioritised and training would be given to all.

Members raised a couple of points. Firstly, they stated that the courier service should not have ceased until the tablets had actually been rolled out.

Secondly, the question was asked if mail could be available for collection after lunch rather than after 4.30pm

Resolved: (i) That the information be received.

(ii) That the collection time possibly be reviewed

4. **LOCAL GOVERNMENT ASSOCIATION PEER REVIEW**

Consideration was given to a report in connection with the Local Government Associations Peer Review. The Finance and Resources Scrutiny Committee had requested that all Committees review the findings. The Panel made the following observations:

Amalgamation of Public Protection and Licensing

There were no views on this as Members were of the understanding that it could not be done.

Amalgamation of Audit and Risk and Standards

Members could not see and relevance in merging these two committees but if it were to go ahead, the structure and timing of meetings would need to be assessed.

Member Development Panel - 02/07/15

Amalgamation of Active and Cohesive and Health and Wellbeing Scrutiny Committees

Members felt that merging these two committees may make the new one too lengthy.

Staffing Committee

Before losing this Committee the scope of the Terms of Reference should be considered. Could it possibly become an ad-hoc committee?

Joint Parking

This was not considered as the Committee had now disbanded.

Conservation Advisory Working Party

Members felt that this Committee needed to remain. If it were to be no longer serviced by the Authority would it still receive officer support? The Conservation and Heritage Officer's knowledge and advice is invaluable.

Members Information Bulletin

Members were in agreement with this and felt that it could be linked into the Members Website once it is up and running.

Report Format and Distribution of Agendas

Members agreed that reports were lengthy and needed addressing. The reports could be shorter and contain links to relevant documents.

Demands on Councillors' time

Members did not feel that the demand on their time, .i.e in attending many meetings, was excessive. A comment was made however on the length of some meetings which could last up to three hours.

Start Time of Meetings

Members were happy for the meetings to remain at 7.00pm start.

Changing the frequency of Elections to 'all-out'

Members felt that this would be advantageous in cost terms. A comment was made regarding the possibility of gaining a totally new Council. A lot of experience could be lost.

Reducing the number of Councillors

Members had no real opinion of this although one Member said that there should be no less than two Members per Ward.

Delegating more decisions to Officers

It was felt that Members should have a greater input into decision making. Councillors are taking on more responsibility in decision making and any bad decisions reflect on the Councillor.

Disbanding the Member Development Panel

Members felt that, in view of the Terms of Reference, this Panel should remain but become more ad-hoc. Three set meetings should still be scheduled for around election time.

Resolved: That the comments be passed to the Chief Executive for collation.

5. MEMBER TRAINING AND DEVELOPMENT

Consideration was given to a report on the Councillors' training programme for 2015/16.

Members were in agreement with the training programme but requested that, for future reference, Chair's training be held as soon as possible after the elections.

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

6. WORK PLAN

Consideration was given to the Work Plan for the Panel.

Members agreed with the topics set out in the Plan and were also in agreement with looking at a programme for Local Democracy Week.

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

7. URGENT BUSINESS

There was no urgent business.

COUNCILLOR ROBERT WALLACE
Chair

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

1 October, 2015

EUROPEAN LOCAL DEMOCRACY WEEK (ELDW)

Submitted by: Member Training and Development Officer

Portfolio: Finance, IT and Customer

Ward(s) affected: Non-specific

Purpose of the Report

To advise Members of the programme of events planned for European Local Democracy Week taking place during the week commencing 12 October, 2015.

Recommendations

- (a) That Members discuss and comment on the ELDW Programme.**
- (b) That Members approve the Programme.**

Reasons

To ensure that local students gain a knowledge of Local Democracy.

1. Background

- 1.1** Each year, local schools and colleges are invited to take part in the ELDW. They are welcomed into a local authority and are encouraged to take part in activities relating to the decision making process. Various schools, including St John Fisher, The Kings School, Madeley High School and Newcastle College have been contacted to participate. Attached at Appendix 1 is the proposed programme of events.

2. Issues

- 2.1** The proposed programme will have a mock Induction, a Question Time and various mock Committees. In addition, students have been invited to be Leader/Cabinet Members for a day and also Mayor for a day,

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 are no financial or resource implications.

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 – Programme of events

10. **Earlier Cabinet/Committee Resolutions**

2 July, 2015

EURAN LOCAL DEMOCRACY WEEK - 12-16 OCTOBER, 2015

PROGRAMME OF EVENTS

DATE	COUNCILLORS/OFFICERS	EVENT
<p>MONDAY 12 OCTOBER</p> <p>**see prog... 1st week Sept, contact Schools up to 60, ensure all cllrs officers still ok</p>	<p><u>COUNCILLORS:</u> JOHN COOPER, TREVOR HAMBLETON, ELIZABETH SHENTON,</p> <p><u>OFFICERS:</u> GEOFF DURHAM, KELVIN TURNER, DAVE ADAMS, LIZ DODD, ROSIE BLOOR, SARAH MOORE</p>	<p>9.45 – 12.45pm</p> <p>Mock Induction.</p>
<p>TUESDAY 13 OCTOBER</p> <p>Schools if two students interested in this</p>	<p><u>COUNCILLORS:</u> AMELIA ROUT</p> <p>DAVID ALLPORT, SYLVIA DYMOND, LINDA HAILSTONES, PETER HAILSTONES, TONY KEARON, IAN MATTHEWS, KYLE ROBINSON, JOHN TAGG, JUNE WALKLATE, PAUL WARING, ANDREW WEMYSS, GILL WILLIAMS, JOAN WINFIELD</p> <p><u>OFFICERS:</u> GEOFF DURHAM, JULIA CLEARY, STEVE PATRICK, REBECCA COOPER, GARETH HARVEY</p>	<p>Cllr Rout. LAPS Chairs Meeting 2 Students</p> <p>2pm</p> <p>Mock Public Protection Committee</p>
<p>WEDNESDAY 14 OCTOBER</p> <p>Younger students 4 groups of 15?</p>	<p><u>COUNCILLORS:</u> SANDRA AND TREVOR HAMBLETON</p> <p><u>OFFICERS:</u> PETER WHALAN</p>	<p>Mayor for a day?? 2 students</p> <p>Mayor's Parlour Open Day?</p> <p>(PROVISIONAL) DAY TO BE CONFIRMED</p>
<p>THURSDAY 15 OCTOBER</p> <p>Contact Student who requested Leader for a Day and schools re others</p>	<p><u>COUNCILLORS:</u> ELIZABETH SHENTON, ANN BEECH, AMELIA ROUT, BERT PROCTOR, TERRY TURNER, TONY KEARON, JOHN WILLIAMS</p> <p><u>OFFICERS:</u> GEOFF DURHAM, JOHN SELLGREN, NEALE CLIFTON, KELVIN TURNER, DAVE ADAMS</p>	<p>10am Chief Executive for a Day – 2 Students Leader for a Day – 2 Students</p> <p>1pm Portfolio Holders: 2 students each EMT</p> <p>2.00pm Mock Cabinet Meeting</p>
<p>FRIDAY 16 OCTOBER</p> <p>John S.. Cllrs JW, BP, TT and ES (60 students)</p>	<p><u>COUNCILLORS:</u> ELIZABETH SHENTON, JOHN WILLIAMS, BERT PROCTOR, TERRY TURNER,</p> <p><u>OFFICERS:</u> JOHN SELLGREN, GEOFF DURHAM</p>	<p>2-4pm</p> <p>Councillor's Question Time</p> <p><u>Topics</u> Economic Development in Newcastle Jobs for the Young The Living Wage</p>

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

1 October, 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 July, 2015

**WORK PLAN FOR THE MEMBER DEVELOPMENT PANEL
FOR 1 OCTOBER MEETING**

TOPIC	ACTION	When	Officer
Ipad roll out	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.	Ongoing	D Elkington
Professional Development Plans	To be sent out post election For the Member Development Panel to agree a training programme.	May 2016	G Durham
To Investigate ways in which more Members can be encouraged to participate in training events		Ongoing	G Durham
Review the need of and requirement for the Members Website	Members with access to the site were asked to browse the site and suggest where it could be improved. New website is being created. Design to be shown at a future meeting.	Iminent	G Durham
Look at the Members Training Programme	Look at the mandatory and optional subjects and prioritise them.	Ongoing	G Durham
New Member Induction	To agree upon the delivery and content of the programme (January to May 2016)	January 2016	G Durham
European Local Democracy week	To agree the content for ELDW and suggest any changes	October 2015	G Durham

