

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)