

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

07 November, 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 ensure that Members are given adequate training opportunities to enable them to carry out their duties as a Councillor effectively.

1. **Background**

- 1.1 Some training has taken place this year including the quasi-judicial committees and Scrutiny Chairs training.
- 1.2 Members were sent out a Personal Development Plan for completion. Not all of these have been returned and therefore reminder letters have been sent to the Group Leaders. Attached at Appendix 1 is the current position.
- 1.3 Members may wish to action some of the requested training courses although the budget for the remainder of the financial year is now limited and therefore in-house training courses should be considered.

2. **Issues**

- 2.1 Completion of the Personal Development Plans is essential in order to identify the training requirements of our Members

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 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. **Earlier Cabinet/Committee Resolutions**

11 July, 2013

10. **Appendices**

Appendix 1 Personal Development Plan results