

Public Document Pack

Date of meeting Thursday, 25th April, 2013
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 1 - 4)

To consider the minutes of the previous meeting of this Panel held on 18 December, 2013

**3 UPDATE FROM ICT OPERATIONS AND DEVELOPMENT
MANAGER**

To receive a verbal update from the ICT Operations and Development Manager

4 Member Development

(Pages 5 - 12)

5 Member Training

(Pages 13 - 14)

6 URGENT BUSINESS

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

Members: Councillors Boden, Miss Cooper, Jones, Kearon, Loades (Chair),
Miss Olszewski, White and Williams

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

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

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MEMBER DEVELOPMENT PANEL

Tuesday, 18th December, 2012

Present:- Cllr Loades in the Chair

Councillors Miss Cooper, Jones and Miss Olszewski

13. APOLOGIES

Apologies were received from Cllr Boden, Cllr Kearon and Cllr Williams.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES OF A PREVIOUS MEETING

The chair drew members' attention to item 6 in the minutes which related to the Paperless member. It was stated that any decision regarding this would be a joint decision by the Panel and that this would only be considered should the process be cost effective and at the very least cost neutral to the Council. Once information was received regarding costings, the matter could be further discussed by the Panel and if viable be referred to Full Council for consideration.

Officers would investigate the progress of the prompt sheet regarding the consultation process.

The Chair confirmed that improvements had been made regarding the Members website.

Resolved: That the minutes of the meeting held on 25th September 2012 be agreed as a correct record.

16. COURIER SERVICE

A briefing note was distributed to Members regarding the courier post.

The Courier post had been introduced in 2009 in response to the previous adhoc, in house arrangement of delivering post by hand to Councillors together with the daily cost of sending mail items via royal Mail. Much of the Councillor mail was heavy due to the quantity of reports and appendices which were attached to agendas and this became very expensive to post by Royal Mail. The Courier post had proved to be a more cost efficient and accountable way of delivering mail to Councillor's home addresses. It was introduced when Councillors did not have email facilities.

The Courier post was currently scheduled to be delivered each Friday to Councillor's home addresses. On average, 55 large envelopes were delivered by Courier each week at £2 per envelope costing £110 per week or approx. £6K per annum, but costs could be as high as £7K per annum.

It was stated that legal clarification was being sought regarding the issuing of agendas and summons to Councillors to attend Full Council meetings, Scrutiny

Member Development Panel - 18/12/12

Committee meetings and other member meetings. The Panel agreed that subject to legal clarification it would recommend that the courier service be disbanded and new ways of distributing Members mail be considered.

Members considered issues such as accessing their mail in the evenings and having the pigeon holes relocated to the Members room or in the Party rooms. It was agreed that Officers look into costs for this.

- Resolved:**
- (a) That legal clarification be sought regarding the issuing of agendas.
 - (b) That Officers obtain costs for moving members' mail to the members room or to the party rooms.
 - (c) That the Chair meeting with the Customer Support Manager in the New Year to discuss the way forward.
 - (d) That the Char approach Group Leaders regarding the future distribution of Member post.

17. UPDATE FROM ICT OPERATIONS AND DEVELOPMENT MANAGER

The Panel received an update from the ICT Operations and Development Manager. Feedback was provided regarding the ICT questionnaires that had been sent out to all Members. There had been 37 responses to date, 80% of Members stated that they used emails, over 60% had their own equipment and over 75% had their own broadband. Further details regarding the questionnaire results would be distributed at the next meeting.

Officers were aware that there had been issues relating to the resetting of member passwords and options were being looked into in order to resolve this. Officers would also look into password settings as concerns were raised regarding the rejection of passwords that were similar to those previously used.

The current RSA tokens were currently being replaced for a new 4 digit pin authentication system which was already being used by many officers. A new system to enable members to print on any council printer from email was also being introduced, the technology needed to do this would in the future be built into ID cards.

The protective marking scheme was currently installed on all computers and would soon be compulsory, training for this would be provided and details put on the members website.

- Resolved:**
- (a) That a copy of the presentation be distributed to members of the panel.
 - (b) That a full breakdown of the questionnaire results be provided for the next meeting.
 - (c) That the ICT Operations and Development Manager be thanked for his hard work.

18. UPDATE REGARDING MEDIA TRAINING

The Chair confirmed that the media training had been very well received will approximately 20 members attending including some from Kidsgrove Town Council.

Members were impressed with the format of the training and thought the interactive elements were excellent. It was agreed that more media training would be held on February 2013 and that this would include elements on staged interviews.

Resolved: That more media training be organised for the New Year, possibly in February.

19. **UPDATE ON LOCALISM/LAPS TRAINING**

Officers confirmed that LAPs training was currently scheduled for January 2013, details would be confirmed in the New Year. Officers would also look into arranging separate training on the Localism Act.

Resolved: (a) That details be circulated regarding the LAP training.
(b) That Officers investigate organising training for the Localism Act.

20. **WHAT IS A MEMBER?**

Resolved: The current specification document would be distributed to Members of the Paul before the next meeting.

Chair

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

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

24 April, 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 following up.

2. **Issues**

2.1 **Relocation of Members Mail**

A meeting to discuss this issue was still to be arranged with the Chair and the Council's Customer and ICT Business Manager to discuss possibilities such as moving Members mail to their respective Group rooms.

2.2 **Representative's on Outside Bodies**

Members had discussed the possibility of Representatives on Outside Bodies reporting to Full Council such things as, what the meeting was about and what was achieved etc.

2.3 **Chairs Best Practice**

The Chief Executive is keen for this process to go ahead but by an independent body. There is sufficient funding in the Member training budget. This can now be progressed for the new Municipal Year.

2.4 What is a Member

This was discussed at the last meeting. Your officers are seeking further clarification of the item.

2.5 Training Days

Concerns have been raised regarding training days which have been scheduled for Mondays and Thursdays in 2013/14. A copy of the timetable is attached as Appendix A. The affected days are highlighted for Members to look at alternatives.

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

10. **Appendices**

Appendix A – Proposed Timetable of Meetings

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2013	2013/2014		
	APRIL	MAY (continued)	
Monday	1 EASTER MONDAY	20 Public Protection Training	8 Group Meetings
Tuesday	2 Conservation Advisory WP	21 Planning Training	9 Conservation
Wednesday	3 Cabinet	22 Cabinet	10 COUNCIL
Thursday	4	23 Member Development Panel / Sports Council Awards Evening	11 Member Development Panel
Friday	5	24	12
Monday	8 Public Protection Cttee	27 BANK HOLIDAY	15 Standards Cttee
Tuesday	9	28 BANK HOLIDAY ?	16 Planning
Wednesday	10	29 Conservation	17 Cabinet
Thursday	11 Staffing Cttee	30 Scrutiny Training	18 Licensing Training
Friday	12	31	19
		JUNE	
Monday	15 Audit & Risk Cttee	3 Public Protection Cttee	22 Joint Parking Cttee
Tuesday	16 Planning Cttee	4 Planning Committee	23
Wednesday	17 Health Scrutiny Cttee	5 Cleaner, Greener and Safer Overview & Scrutiny Cttee	24
Thursday	18	6 Chairs Training	25
Friday	19	7	26
Monday	22 Group Meetings	10 Grants Assessment Panel	29
Tuesday	23 Conservation	11 Transformation & Resources Overview & Scrutiny Cttee	30 Conservation
Wednesday	24 COUNCIL	12 Health Scrutiny Cttee	31
			AUGUST
Thursday	25 Member Development Panel	13 Sports Council	1
Friday	26	14	2
Monday	29	17 Employees Joint Consultative Cttee (10am) Active and Cohesive Overview and Scrutiny Committee	5 Public Protection Cttee
Tuesday	30	18 Conservation	6 Planning Committee
	MAY		
Wednesday	1	19 Cabinet	7
Thursday	2 COUNTY ELECTIONS	20 Economic Development & Enterprise Overview & Scrutiny Cttee	8
Friday	3	21	9
Monday	6 BANK HOLIDAY	24 Overview and Scrutiny Co-ordinating Cttee	12
Tuesday	7 Planning Committee	25 Planning	13
Wednesday	8	26	14 Health Scrutiny Cttee
Thursday	9	27 Audit & Risk Training	15 Member Development Panel
Friday	10	28	16
		JULY	
Monday	13 Group Meetings	1 Audit and Risk Cttee	19
Tuesday	14 Conservation Advisory WP	2 Standards Cttee	20 Conservation
Wednesday	15 ANNUAL COUNCIL	3 Licensing Cttee	21
Thursday	16	4 Staffing Cttee	22
Friday	17	5	23

2013	AUGUST (continued)	OCTOBER (continued)	DECEMBER
Monday	26 BANK HOLIDAY	14	2 Public Protection Cttee (7pm)
Tuesday	27 BANK HOLIDAY ???	15	3 Conservation
Wednesday	28 Planning Committee	16 Cabinet	4 Cleaner, Greener & Safer Overview & Scrutiny Cttee
Thursday	29	17	5 Licensing Cttee
Friday	30	18	6
	SEPTEMBER		
Monday	2 Joint Parking Cttee (6pm) Transformation & Resources Overview & Scrutiny Cttee	21	9 Grants Assessment Panel
Tuesday	3 Licensing Cttee	22 Conservation	10 Planning
Wednesday	4 Finance Training	23 Health Scrutiny Cttee	11 Cabinet
Thursday	5 Active and Cohesive Overview and Scrutiny Cttee	24	12 Member Development Panel Sports Council
Friday	6	25	13
Monday	9 Group Meetings	28 Joint Parking Cttee	16 Member Training Day
Tuesday	10 Conservation	29 Planning	17 Staffing Committee
Wednesday	11 COUNCIL	30	18 Economic Development & Enterprise Overview & Scrutiny Cttee
Thursday	12 Economic Development and Enterprise Scrutiny	31	19 Active and Cohesive
		NOVEMBER	
Friday	13	1	20
Monday	16 Employees Joint Consultative Cttee(10am) Grants Assessment Panel (7pm)	4 Member Training Day	23
Tuesday	17 Planning Committee	5	24
Wednesday	18 Cabinet	6 Transformation and Resources	25 CHRISTMAS DAY
Thursday	19 Cleaner , Greener, Safer	7 Member Development Panel	26 BOXING DAY
Friday	20	8	27 HOLIDAY
Monday	23 Audit and Risk Committee	11	30 HOLIDAY
Tuesday	24 Overview and Scrutiny Coordinating	12 Conservation	31 HOLIDAY
			JANUARY 2014
Wednesday	25 Code of Conduct Training	13 Cabinet (7pm)	1 BANK HOLIDAY
Thursday	26 LAPs/Localism Training	14	2 Conservation
Friday	27	15	3
Monday	30 Standards Cttee	18 Employees Joint Consultative Cttee (10am) Audit and Risk Committee	6 Standards Cttee
	OCTOBER		
Tuesday	1 Conservation	19 Planning	7 Conservation Advisory WP
Wednesday	2 Staffing Cttee	20 Health Scrutiny Cttee	8
Thursday	3 Member Training Day	21 Member Training Day	9
Friday	4	22	10
Monday	7 Public Protection Cttee	25 Group Meetings	13
Tuesday	8 Planning Committee	26	14
Wednesday	9 Member Training Day	27 COUNCIL	15 Cabinet
Thursday	10	28	16 Scrutiny Cafe
Friday	11	29	17

2014	JANUARY (continued)	MARCH (continued)	APRIL (continued)
Monday	20 Employees Joint Consultative Committee (10am)	10 Standards Cttee	28
Tuesday	21 Conservation	11 Planning	29
Wednesday	22 Transformation and Resources	12 Economic Development Overview & Scrutiny Cttee	30
			MAY
Thursday	23 Member Training Day	13 Member Training Day	1 BOROUGH ELECTIONS
Friday	24	14	2
Monday	27 Overview and Scrutiny Coordinating	17 Joint Parking Cttee	5 BANK HOLIDAY
Tuesday	28 Planning Committee	18 Member Training Day	6
Wednesday	29 Member Development Panel	19 Cabinet	7
Thursday	30	20 Licensing Cttee	8
Friday	31	21	9
	FEBRUARY		
Monday	3 Public Protection Cttee	24 Employees Joint Consultative Cttee (10am)	12 Group Meetings
Tuesday	4 Staffing Cttee	25 Conservation	13 Conservation Advisory WP
Wednesday	5 Cabinet (Budget)	26 Transformation and resources Overview & Scrutiny Cttee	14 ANNUAL COUNCIL
Thursday	6	27 Cleaner Greener	15
Friday	7	28	16
Monday	10 Member Training Day	31 Public Protection Cttee	19
		APRIL	
Tuesday	11 Conservation	1 Overview & Scrutiny Co-ordinating Cttee	20
Wednesday	12 Health Scrutiny Cttee	2 Cabinet	21
Thursday	13	3 Planning	22
Friday	14	4	23
Monday	17 Audit & Risk Cttee	7 Audit & Risk Cttee	26 BANK HOLIDAY
Tuesday	18 Planning	8 Staffing Cttee	27 BANK HOLIDAY ???
Wednesday	19	9 Health Scrutiny Cttee	28
Thursday	20 Member Training Day	10	29
Friday	21	11	30
			JUNE
Monday	24 Group Meetings	14 Group Meetings	2
Tuesday	25	15 Conservation	3
Wednesday	26 Council (Budget)	16 COUNCIL	4
Thursday	27	17 Member Development Panel	5
Friday	28	18 GOOD FRIDAY	6
	MARCH		
Monday	3 Grants Assessment Panel	21 EASTER MONDAY	9
Tuesday	4 Conservation	22 Planning Committee	10
Wednesday	5 Cabinet	23	11
Thursday	6 Active & Cohesive Overview & Scrutiny Cttee	24	12
Friday	7	25	13

All Meetings to start at 7pm unless stated

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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 At the beginning of the current Municipal Year, the Member Development Panel had agreed that all Members carry out a minimum of 24 hours training per year.

1.2 Circumstances had occurred which may have affected the training programme and therefore had affected training figures for the year, which were:-

- 13 members had undertaken no training at all
- 5 Members had achieved 50% of their required training hours
- The remainder of Members had undertaken a minimum of between 1.5 and 11 hours training.

2. **Issues**

2.1 Personal Development Plans would be sent to Members again in May to set up training events for the next year. The findings from these would be brought to a future meeting for this Committee to agree a training schedule.

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.

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9. **Earlier Cabinet/Committee Resolutions**

18 December, 2012

10. **Appendices**

None