

Public Document Pack

Date of meeting	Wednesday, 29th January, 2014
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 7 November, 2013.

3 UPDATE ON ICT

- (a) To receive a verbal update from the Council's ICT Operations and Development Manager in respect of ICT, the trialling of mobile devices and to agree to extend the trial period from three to six months.
- (b) To identify any Members who are standing at the next Election who have been selected for the trialling of mobile devices.

4 Peer Assessment Feedback (Pages 5 - 8)

5 Representation on Outside Bodies (Pages 9 - 18)

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 D Becket (Chair), Mrs Heames, Kearon, Miss Olszewski, Mrs Peers, Snell, Turner, White and Williams

PLEASE NOTE: The Council Chamber is 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 upon request.

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

Thursday, 7th November, 2013

Present:- Councillor David Becket – in the Chair

Councillors Mrs Heames, Kearon, Miss Olszewski, Snell, Turner and Williams

1. DECLARATIONS OF INTEREST

There were no Declarations of Interest stated

2. MINUTES OF A PREVIOUS MEETING

Resolved:- That the minutes of the meetings held on 11 July and 15 August be agreed as correct records subject to the inclusion of Councillor Mrs Heames' apologies on both sets.

3. UPDATE ON ICT

ICO

Members were advised that registration with the Information Commissioners Office had been carried out with all sixty forms having now been sent. The form and a certificate would be sent back to Member Services and any details would be updated by that Section.

DIGITAL MEMBER SERVICES

Eighty five thousand pages had been printed off form Members during a recent survey. This figure would be used to generate the printing costs as part of the study into issuing tablets to Members.

A new ipad was released on 1 November and an order had been placed for ten devices for the trial. It was expected for them to arrive in mid December. Once security proofing had been loaded onto the tablet, training would be arranged for the ten trial members.

Resolved:- That the information be received.

4. MEMBERS MAIL

The Chair gave an update on the current situation regarding Members mail. Approximately ten Members did not use the courier service and no further change was envisaged until the trial with the tablets begins.

Members were advised that access to the Post Room for collection of mail had improved.

There were still items, other than agendas that needed to be delivered by the Courier. Members suggested that, where possible, magazines and similar literature could be sent by email.

Resolved:- That the information be received.

5. PEER ASSESSMENT FEEDBACK

Consideration was given to a report outlining findings from the Peer Assessment Team. Members went through the recommendations, commenting on the following:

Loop System:

Chairs should be made aware of the loop system available in the Council Chamber. A portable one was available from Reception if required.

The fact that there was a volume button on the microphones in the Chamber should be brought to the attention of attendees. In addition, a note should be added to agendas asking people to make any hearing /visual impairments known.

Venues for Meetings:

Members agreed that a list of alternative venues should be drawn up and brought back to the next meeting.

Member Access to Technology:

This is already in operation to an extent with a further programme being trialed with the use of tablets.

Overly Long Officer Presentations:

Members suggested that a time limit could be given for presentations and a comment included in the Employees Code of Conduct.

Structure of Reports:

Not all reports had paragraphs numbered on the agendas. Member Services should request this of all report writers for future agendas

Report taken with no officer to present or answer questions:

If an officer had submitted a report for an agenda, they should be in attendance at that meeting or send a substitute officer in order to discuss or answer any questions.

Officers should outline plans, pictures, rationale for recommendations prior to anyone speaking on an item:

This comment appeared to have come from a meeting of the Planning Committee. The Portfolio, Chair of Planning Committee and Head of Planning and Development should be asked to discuss the matter and look at the format of the Committee.

Manage the loud voices and encourage all to contribute:

Member Services were asked to source any literature on hints for Public Speaking and Group Leaders to encourage the quieter Members to participate.

Chairs' Training:

Comments had been raised regarding the clarity of the matter in hand at a meeting. The order of agenda items, giving clear timelines, outcomes and recommendations should be addressed in a Chair's Training Session.

- Resolved:-**
- (i) That the information be received and the comments noted.
 - (ii) That any actions listed above from the Peer Assessment Review be taken accordingly.

6. UPDATE ON MEMBER DEVELOPMENT

An update was given on the work carried out by Member Services with regard to Member training. Various training sessions had been given including the necessary quasi judicial ones.

Personal Development Plans had been sent out with thirty five replying.

From the information provided, Members agreed that training be offered for:

Modern.gov
Dealing with the media
Stress Management.

Members also requested that alternative ways of learning be looked into for future delivery.

- Resolved:-**
- (i) That the information be received and the comments noted
 - (ii) That the above training courses be arranged.

7. UPDATE ON REPRESENTATION ON OUTSIDE BODIES

A report was submitted updating Members on the current position regarding the list of Representations on Outside Bodies.

A table was passed round showing which Members sat on each organisation, regularity of meetings and whether a grant was given by the Council.

Quite a few organisations had still not responded and Members requested that a global email be sent to all Members asking them which organisations they attended.

Councillor John Williams would liaise with Member Services with regard to further populating the report and bringing it back to a future meeting.

Resolved:-

- (i) That the information be received.
- (ii) That a report be brought to a future meeting

COUNCILLOR DAVID BECKET
Chair

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

29 January, 2014

PEER ASSESSMENT FEEDBACK

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 work carried out by Central Services in relation to the Peer Assessment Feedback.

Recommendations

(a) That the information be received.

Reasons

To ensure that meetings are performed effectively.

1. **Background**

1.1 At the last meeting of the Panel a number of issues were raised in respect of feedback from assessors who carried out the Peer Review in August 2013.

2. **Issues**

2.1 The Member Development Panel considered their recommendations and made observations comments on their findings:

2.2 **Loop System**

The loop system has now been extended into Committee Room 1 as well as the Chamber. A portable system is available at Main Reception. It is operated by the flicking of a switch in the control boxes in the rooms. Instructions would be sent to all Members.

In addition, an advisory note has been added to the front of agendas.

2.2 **List of Venues**

Consideration has been given to a list of alternative venues for meetings. Those identified are:

- Ebenezer House

- J2
- Kidsgrove Town Hall
- St Giles' Church Hall
- Keele University Science Park

All of these venues have been used before and if Members wish, enquiries can be made as to costings and a formal list created.

2.3 Reformatting Planning Committee

The Chair, Head of Planning and the Portfolio Holder for Economic Development, Regeneration and Town Centres have been contacted requesting that the format of the Planning Committee be assessed.

2.4 Member Training

Media training took place on 23 January. Members had been emailed regarding Stress Management literature etc being available in Human Resources.

Modern.gov training could be arranged during the trial with mobile devices.

3. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

Performing effective meetings will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan.

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**

7 November, 2013

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

29 January, 2014

REPRESENTATION ON OUTSIDE BODIES

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 work carried out by Central Services in relation to the Council's representation on outside bodies.

Recommendations

- (a) That the information be received.
- (b) That Members decide how to further use the information
- (c) That a request be made to amend the Constitution with regard to attendance.

Reasons

To ensure that the Council is adequately represented with outside organisations.

1. **Background**

- 1.1 At the last meeting of the Panel a number of issues were raised in respect of the list of Outside Bodies held by the Council (and appended to this report). The Council's Member Training and Development Officer and the Portfolio Holder for Stronger and Healthier Neighbourhoods have met since the last meeting and completed the research.

2. **Issues**

- 2.1 There are a number of Groups which receive grant funding from the Council. Information received back revealed a few organisations that stated that they no longer met. Those who did reply did state that it was a big advantage to have a Council representative in attendance.
- 2.2 It is important for Members to attend the meetings of the Groups who are awarded a grant by the Council and to report back on a regular basis on how the money is being spent. At present this is not a requirement, however, authorisation could be sought from the relevant Committee to make an amendment to the Constitution to ensure that Councillors attend such meetings and if there is no attendance over a six month period, that they be replaced.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 3.1 Performing effective meetings will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan.

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.

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- 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.

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- 7.1 There are no major risks associated with this report.

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- 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**

7 November, 2013

Outside Bodies – Community Groups

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
1.	Acre Allotment Association	2	Community	Cairns Mrs Rout	No grant
2.	Audley Community Centre Management Committee	3	Community	Mrs Beech Mrs Cornes Wilkes	£400 PER YEAR
3.	Bradwell Community Centre Management Committee	2	Community	Cooper Mrs Hambleton	£400 PER YEAR
4.	Bradwell Residents Group	3	Community	Mrs Hambleton Hambleton Plant	No grant
5.	Butt Lane Community Centre Management Committee	3	Community	Mrs Burgess Robinson Taylor	£400 PER YEAR
6.	Chesterton Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson	£400 PER YEAR
7	Clayton Community Centre Management Committee	2	Community	Mrs Heames Sweeney	£400 PER YEAR
8.	Crackley Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson	£400 PER YEAR
9.	Harriet Higgins Community Centre Management Committee	3	Community	Jones Miss Reddish Miss Walklate	£400 PER YEAR
10.	Kidsgrove Youth Parliament	2	Community	Robinson Stringer	No grant
11.	Knutton Community Centre Management Committee	2	Community	Eagles Snell	£400 PER YEAR
12.	Marsh Hall Community Centre Management Committee	3	Community	Bannister Matthews Tagg	£400 PER YEAR
13.	Park Road Allotment Association	2	Community	Cairns Mrs Rout	No grant
14.	Park Road, Silverdale Community Centre Management Committee	2	Community	Cairns Mrs Rout	£400 PER YEAR

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
15.	Ramsey Road Community Centre Management Committee	3	Community	Winfield Williams Mrs Williams	£400 PER YEAR
16.	Red Street Community Centre Management Committee	3	Community	Boden Mrs Johnson Mrs Simpson	£400 PER YEAR
17.	Silverdale Social Centre Community Centre Management Committee	2	Community	Cairns Mrs Rout	£400 PER YEAR
18.	Whitfield Community Centre Management Committee	13	Community	Jones Miss Reddish Miss Walklate	£400 PER YEAR
19.	Wye Road Community Centre Management Committee	3	Community	Fear P Hailstones Miss Mancey	£400 PER YEAR
20.	Wolstanton Residents Group	3	Community	Eastwood Olszewski Miss Olszewski	No grant
21.	Bateswood Park Friends*	1	Community	Mrs Beech	No grant
22.	Friends of Bathpool Park*	1	Community	Mrs Astle	No grant
23.	Friends of Brampton Museum*	1	Community	M Taylor	No grant
24.	Clough Hall Park Friends*	2	Community	Mrs Burgess Robinson	No grant
25.	Icky Picky Friends*	3	Community	Mrs Williams Williams Mrs Winfield	No grant
26.	Friends of Lyme Valley *	1	Community	M Taylor	No grant
27.	Friends of Madeley Pool*	1	Community	White	REPLY STATED THAT THEY NO LONGER MEET
28.	Porthill Dingle Friends*	1	Community	Miss Cooper	No grant
29.	Friends of Thistleberry Park*	1	Community	Jones Miss Reddish	No grant

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
30.	Friends of Wolstanton Park*	1	Community	M Olszewski	REPLY STATED THAT THEY NO LONGER MEET?

* It should be noted that the Council will offer councillor representatives to become part of these groups, however it is a matter for these groups to determine whether to accept the offer of councillor representation.

Outside Bodies – Third Sector

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
31.	Age Concern North Staffordshire	1	Third Sector	Mrs Hambleton	No grant
32.	Citizens Advice Bureau Management Committee	1	Third Sector	Turner	(Staffs North and Stoke on Trent) £37500
33.	Community Council for Staffordshire	1	Third Sector	Boden	REPLY STATED THAT THEY NO LONGER MEET
34.	Newcastle-under-Lyme Almshouses Charity Trustees	3	Third Sector	Mrs Williams Williams Winfield	No grant. The Council owns the land on which the almshouses are built.
35.	Newcastle-under-Lyme Community & Voluntary Support	2	Third Sector	Miss Baker Vacancy	No grant
36.	Newcastle-under-Lyme Barracks Trust	2	Third Sector	ORGANISATION NO LONGER USES SERVICES OF THE BOROUGH COUNCIL	
37.	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	Approx £23,000 to be distributed to Clubs and Individuals.
38.	Newcastle Chamber of Trade – Executive Board	1	Third Sector	Boden	No grant
39.	North Staffs Special Adventure Playground for the Handicapped	1	Third Sector	Mrs Hambleton	No grant
40.	North Staffs Relate	1	Third Sector	Miss J Cooper	No grant

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
41.	North Staffs Victim Support	1	Third Sector	Kearon	No grant
42.	Sir John Offley Almhouses Trust	1	Third Sector	Welsh	No grant
43.	Stoke-on-Trent and North Staffordshire Theatre Trust Limited (New Victoria Theatre)	1	Third Sector	M Clarke	£97.62 PER YEAR
44.	The Lady Katherine and Sir Richard Leveson Charity	1	Third Sector	Vacant	No grant
45.	The United Charities Trust	4	Third Sector	Snell Miss Walklate Mrs Williams Mrs Winfield	No grant
46.	Trustee of Maddock, Leicester and Burslem Education Charity	1	Third Sector	Vacant	No grant
47.	Wenger House Committee	1	Third Sector	Mrs Shenton	No grant

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
48.	Aspire Housing Board	3	Local Body	Cairns Williams Mrs Beech	No grant
49.	Alliance, The (formerly the Coalfield Communities Campaign)	1	National Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)	No grant paid but we pay an annual subscription
50.	Campaign to Protect Rural England	1	Regional Body	Loades	No grant
51.	Keele University Court	3	Local Body	Snell Kearon	REPLY STATED THAT THEY NO LONGER MEET
52.	Local Government Association – Annual Conference	2	National Body	Leader and Deputy Leader (Snell and Stubbs)	No grant
53.	Local Government Association – General Assembly	1	National Body	Leader of the Council (Snell)	No grant
54.	Local Government Association – Rural Commission	1	National Body	Leader (Snell)	No grant
55.	Local Government Association – Urban Commission	1	National Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)	No grant
56.	Locality Action Partnership – Area 1 (Kidsgrove, Butt Lane, Newchapel, Ravenscliffe and Talke	1	Local Body	Vacant	No grant
57.	Locality Action Partnership – Area 2 (Audley, Bignall End and Halmer End)	1	Local Body	Mrs Cornes	No grant
58.	Locality Action Partnership – Area 3 (Balterley, Betley, Wrinnehill and Madeley)	1	Local Body	Becket	No grant
59.	Locality Action Partnership – Area 4 (Chapel & Hill Chorlton, Loggerheads, Maer and Whitmore	1	Local Body	Loades	No grant

Outside Bodies – Other Groups

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
60.	Locality Action Partnership – Area 5 (Keele, Silverdale AND Parksite)	1	Local Body	Vacant	No grant
61.	Locality Action Partnership – Area 6 (Chesterton and Holditch)	1	Local Body	Mrs Johnson	No grant
62.	Locality Action Partnership – Area 7 (Bradwell, May Bank, Porthill and Wolstanton)	1	Local Body	S Tagg	No grant
63.	Locality Action Partnership – Area 8 (Knutton and Cross Heath)	1	Local Body	Mrs Williams	No grant
64.	Locality Action Partnership – Area 9 (Poolfields, Thistleberry and Town)	1	Local Body	Miss Reddish	No grant
65.	Locality Action Partnership – Area 10 (Clayton, Seabridge and Westlands)	1	Local Body	Sweeney	No grant
66.	Newcastle Town Centre Partnership	1	Local Body	Turner	£1500
67.	Newcastle under Lyme Local Strategic Partnership Board	2	Local Body	Snell Stubbs	No grant
68.	North Staffs LIFT Strategic Partnership Board	1	Local Body	Portfolio Holder – Stronger & Active Neighbourhoods (Williams)	REPLY STATED THAT THEY NO LONGER MEET
69.	RENEW Transition Group	1	Local Body	Portfolio Holder for Regeneration, Planning and Town Centres (Turner)	REPLY STATED THAT THEY NO LONGER MEET
70.	Staffordshire County Council Health Scrutiny Committee	1	Local Body	Eastwood	No grant
71.	Staffordshire Health and Wellbeing Board	1	Local Body	Mrs Bates	No grant
72.	Staffordshire LGA –Joint Waste Board	1	Local Body	Mrs Beech	No grant
73.	Staffordshire LGA – Planning Forum	2	Local Body	Clarke Turner Mrs Hambleton (substitute)	No grant
74.	Staffordshire LGA _ Staffs Connects	1	Local Body	Snell	£28,000 approx

	Organisation or Partnership	No of seats	Status of Body	Representative	GRANT FROM THE COUNCIL
75.	Staffordshire Playing Fields Association	1	Local Body	Vacant	Usually a member of Sports Council
76.	Staffordshire Police and Crime Panel	1	Local Body	Kearon	No grant (Statutory required Panel)
77.	Staffordshire and Stoke-on-Trent Local Enterprise Partnership	1	Local Body	Snell	No grant
78.	Stoke on Trent and Staffordshire Strategic Partnership	1	Local Body	Snell	No grant
79.	Police Authority Community Consultation Committees	2	Local Body	Mrs Astle and Ann Beech	REPLY STATED THAT THEY NO LONGER MEET POLICE AUTHORITY CEASED
	Kidsgrove and Newcastle North Newcastle South	2		Kearon and Williams	
80.	West Midlands Employers	1	Regional Body	Stubbs	No grant
				Mrs Hambleton (substitute)	
81.	West Midlands Leaders Board	1	Regional Body	Leader of the Council (Snell)	No grant
82.	West Midlands Regional Forces	1	Regional Body	Former Councillor D Clarke	No grant (Statutory required Panel)
83..	Keele University Nominations Committee	1	Local Body	Kearon	No grant
84.	Aspire Group Board	1	Local Body	Mrs Hambleton	No grant