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Date of meeting	**Monday, 17th March, 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 29 January, 2014

3 VERBAL UPDATE ON TABLET TRIAL

To receive feedback on the progress from officers and trial participants.

4 Item for Information (Pages 5 - 6)

5 New Member Induction and Member Development Strategy 2014 - 2018 (Pages 7 - 28)

6 Verbal Update on Staffordshire County Council IT usage

7 Verbal Update on IT Training at Newcastle

8 Verbal Update on 'Licensing Online'

9 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 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 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

Wednesday, 29th January, 2014

Present:- Councillor David Becket – in the Chair

Councillors Miss Olszewski, Turner and Williams

1. DECLARATIONS OF INTEREST

2. APOLOGIES FOR ABSENCE

Apologies were received from Councillors' Mrs Heames, Kearon, Mrs Peers, Snell and White.

3. MINUTES OF A PREVIOUS MEETING

Resolved:- That the minutes of the meeting held on 7 November, 2013 be agreed as a correct record.

4. UPDATE ON ICT

Members received an update on the current position regarding ICT. The Council's ICT Operations and Development Manager advised Members that a programme was currently being prepared which could run on the screens at the beginning of meetings. It would list certain 'housekeeping' notes on how to operate the sound system for example.

Various Members had expressed a need for training on the Council's email/ Outlook system. It would consist of sessions of five attendees each and they could bring along their own laptops. It was reported that there were still five or six people who don't open up their emails and still had them printed off. The Chair would be happy to sign a letter to Members inviting them to the training session and to Group Leaders stating its importance.
Members queried how the County Council encouraged its Members to use IT equipment. The Council's Member Training and Development Officer would investigate this and report back to the next meeting.

It was reported that the ten mobile devices which had been acquired for the trial had arrived and were currently being set up with the security profiles etc.

The Chair confirmed that phase 1 of the trial could be carried out during Purdah as the Members on the trial would only be receiving the agendas etc on a different device other than their own or one loaned from the Council. It was brought to the Panel's attention that three Members who had been put forward for the trial were seeking re-election in May and it could therefore be appropriate to select a further three Members.

Finally, it was felt that a three month trial was insufficient time as, during to the run up to the elections, fewer meetings are held etc. The Panel therefore agreed that a six month period would be more beneficial.

Training sessions for the devices could be done in half hour durations, before attending one of the Members' scheduled meetings. Possible dates discussed were 25 February at 7pm and 27 February at 2.30pm and 7pm. The Panel agreed that the training should be arranged and that the Members participating in the mobile devices trial had to have the training.

Resolved:-

(i) That the information be received.
(ii) That a letter be written, and signed by the Chair, in respect of ICT training.
(iii) That the County Council be consulted on their Members' use of IT.
(iv) That the trial period be extended to six months.

5. **PEER ASSESSMENT FEEDBACK**

Consideration was given to a report giving progress on the Peer Assessment Feedback.

Members were advised that the loop system had now been extended into Committee Room 1 and that all Members had received instructions on how it was operated.

Planning Officers were currently in the process of reviewing the format of the Planning Committee.

Resolved:- That the information be received.

6. **REPRESENTATION ON OUTSIDE BODIES**

Members considered a report on the 'Representation on Outside Bodies'.

The list was examined and the following bodies required further investigation:

Friends of Madeley Pool – The Chair would check if this organisation was still in existence.

The Friends of Wolstanton Park had now merged with Wolstanton Residents Association. This would be amended on the list.

The Citizens Advice Bureau required clarification on the grant given by the Council.

Stoke on Trent andf North Staffs Theatre Trust required clarification of the grant given by the Council.

It was to be checked if The Lady Katherine and Sior Richard Leveson Charity, and the Trustees of Maddock, Leicester and Burslem Education Charity had amalgamated. In addition Area 1 had been split into two areas: Kidsgrove, Newchapel and Ravernscliffe and Butt Lane and Talke.

The Kidsgrove Town Centre Partnership needed to be added to the list

LAP's should be represented by the Ward Members.

A recent change in Portfolios could mean different representations.

Keele University Nominations Committee needed removing from the list.

Resolved:- That the information be received and amendments made to the current list.

COUNCILLOR DAVID BECKET
Chair

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Government move to allow councils to send agendas electronically welcomed

25 February 2014

#AskPickles: Clive Betts welcomes Government move to allow councils to send agendas electronically

Eric Pickles, Secretary of State for Communities and Local Government, has told the Communities and Local Government Committee that the Government plans to legislate to allow councillors to be sent agendas for council meetings electronically.

It was raised during the Committee's #AskPickles evidence session on 22 January that councils are currently required to send councillors meeting agendas in hard copy. A number of Twitter users submitted questions asking the Government to change the law so that councils could send agendas electronically.

Commenting, Clive Betts MP, Chair of the Communities and Local Government Committee, said:

"This is precisely why the Committee decided to hold #AskPickles. We asked people working in local government to tell us the most pressing concerns they wanted the Secretary of State to be asked about. They did so and, as a result, an issue that would otherwise have gone unnoticed will now be dealt with by the Government.

"Both the Secretary of State and I were surprised to learn that councils in the 21st Century are prevented by law from sending out electronic copies of their agendas. Judging by the number of tweets we received, however, this is certainly a matter of concern for those working in local government. As a result of #AskPickles, it is now not only an issue that the Government is aware of, but something it plans to rectify.

"We hope to run another #AskPickles session within a year."

--END—

Notes to Editors

Ahead of a planned evidence session with Eric Pickles, the Committee asked people involved in local government to suggest questions for the Secretary of State via Twitter using the hashtag #AskPickles.
Between 28 November and 4 December 2013 the hashtag #AskPickles appeared in 1600 tweets. A selection of these questions was put to Mr Pickles on 22 January 2014 (the session was originally planned for 9 December but had to be postponed because the Secretary of State was unwell).

Watch the full #AskPickles session

Read the transcript

The Secretary of State confirmed his intention to legislate in a letter to the Committee dated 13 February 2014

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE MEMBER DEVELOPMENT PANEL

10 March, 2014

NEW MEMBERS INDUCTION AND STRATEGY FOR ELECTED MEMBER DEVELOPMENT

Submitted by: **Member Training and Development Officer**

Portfolio: **Finance an Resources**

Ward(s) affected: **Non-specific**

Purpose of the Report

To comment upon, amend and approve two documents for inclusion in the New Members Induction Programme.

Recommendations

(a) That the New Members Induction Programme for 2014 be approved.

(b) That the Strategy for Elected Member Development be agreed for distribution to all Members in May. .

Reasons

To ensure that the Council's New Members Induction Day is informative and the Strategy is adopted for 2014 - 2018.

1. Background

1.1 Following an election, new and returning Members are given a brief overview of the Council and its workings. A copy of the Programme is appended to this report (Appendix 1).

1.2 Following the granting of the Primary Level of the West Midlands Member Development Charter in 2010, Newcastle produced a Strategy for Elected Member Development. This has been amended and updated as a four year strategy (Appendix 2).

2. Issues

2.1 The Induction Programme only briefly touches upon the subject areas. More in-depth training will be arranged throughout the Municipal Year. The Panel are asked to agree the Programme or to recommend changes.

2.2 The Strategy for Elected Member Development contains information on training etc and will now be a four-yearly publication. Again, Members are asked to discuss/amend and agree the document for publication.

2.3 The New Members Induction Handbook is currently being updated and this has been changed to a 'Member's Handbook' and will be available for all Members on the Members Web page and hard copy if required.

3. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

3.1 Better informed Members 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. Appendices

Appendix 1: New Members' Induction Programme

Appendix 2: Strategy for Elected Member Development.

10. Earlier Cabinet/Committee Resolutions

29 January, 2014

New Members' Induction Day
Date 28 May 2014 – Council Chamber

08.45	Coffee/Tea on Arrival. Distribution of handouts / forms for completion etc.
09.00	Welcome and Introduction (including responsibilities of the Chief Executive's Department) by the Chief Executive, Mr John Sellgren
09.15	Introduction to Services by: Mr Dave Adams – Executive Director, Operations (15 min) Mr Neale Clifton – Executive Director, Regeneration and Development (15 min) Mr Kelvin Turner – Executive Director, Resources and Support Services (15 min)
10.00	Guide to being a Councillor - Councillors' J Williams & Loades • What is your role as a Councillor? • What things you have to do? • How will you spend your time as a Councillor? • What support is available to you? • What else do you need to know? • Communicating with officers
10.20	Councillor Mike Stubbs or Gareth Snell. (The work of the Council – a perspective & the role of the Cabinet)
10.35	Break
10.45	Computers and Information Technology Head of Customer and ICT Services– Mrs Jeanette Hilton
11.00	An Introduction to the Case Management Policy for Members – Chief Executive – Mr John Sellgren
11.15	'Rules of the Road' / Councillors and the Law Mr Mark Bailey - Head of Business, Improvement and Partnerships??
11.30	Dealing with the Media. Phil Jones – Head of Communications
11.45	Civil Contingencies – Ellie Gattrell-Smith
12.00	Informal lunch where you will have the opportunity to meet the Mayor and chat with Officers

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12.30 New Members will be taken to Human Resources to have their photographs taken for their ID card. A tour of the building can also be arranged for those who require it. This could take place at 4pm. In addition, I will inform New Members about expenses and training.

The following will be a rotation of small groups operating half hourly sessions (depending on attendance figures)? Or all Members together??

1pm	A guide to Planning – Mr Guy Benson
1.30pm	Finance – Mr Dave Roberts & Mrs Elizabeth Dodd
2pm	The Councillors 'Relationship with the Police – Sergeant Hughes?
2.30pm	Safeguarding Children and Vulnerable Adults – Catherine Fox
3pm	Health and Safety – Claire Dodd
3.30pm	Close / Tour of the building

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Member Training and Development Strategy

2014 - 2018

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Adopted May, 2009
Amended January 2014

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1. Introduction

One of Newcastle's Corporate Priorities is 'Transforming our Council to Achieve Excellence'. In order to fulfil this, it is important to ensure that our Councillors' have the necessary skills and knowledge to carry out their role effectively.

All Councillors, even those of more experience, require an element of training throughout their term with legislation etc changing constantly. Continuous Member Development is highly important as Councillors' have a duty to those who elected them and to the Council on which they serve.

Members will be encouraged to take responsibility for their own training and development needs by identifying areas in which they require further assistance. The aim is to ensure that every Member has the opportunity to acquire the skills required to perform their duties.

Members are **strongly encouraged** to be IT literate as it will make your life as a Councillor so much easier when it comes to receiving urgent information via e-mails. Newcastle is also moving towards the 'Paperless Member' whereby everything, including agendas will be sent electronically. If you are not fully confident with using IT equipment, our IT Section would be happy to assist and training will be given.

Members are asked to refer to the Constitution for the roles and responsibilities of Councillors, Members Code of Conduct and the remits of Committees.

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2. West Midlands Member Development Charter

Newcastle-under-Lyme Borough Council signed up to the Charter in February, 2008 and was awarded the Primary Level in October 2010.

Working towards the Charter helped the authority to build upon its' programme to ensure that Members' Training and Development is seen as a key component in the success of the Organisation, thus enabling the Council to deliver high quality services that are valued by its customers. It has also helped in achieving targets within the Council's Corporate Priorities, notably, 'Transforming our Council to Achieve Excellence' as mentioned in the Introduction. The experience gained, through the establishment of Personal Development Plans has given Members the opportunity to identify the skills and knowledge which are required to ensure that they are trained to a level appropriate to their roles and responsibilities.

3. A Strategic Approach

I. Research carried out by the West Midlands LGA has identified three specific areas that constitute key drivers behind any strategic member development plan.

- Requirements placed upon Elected Members by the Local Authority
- Personal aspirations of Elected Members
- Requirements placed upon Elected Members by their constituents and community organisations.

II. The models attached at Appendix A show some of these key drivers, the possible outcomes that can be achieved from them and the areas of development and training that could help to achieve these outcomes.

III. The models can help Elected Members to identify areas where they might like to concentrate their training and development and focus their attention. They can also act as a check list to ensure that all key aspects of Member Development are being explored.

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4. Objectives:

I. To establish a culture whereby Elected Member development is seen as a key component in the success of the Organisation.

II. To equip Elected Members with the skills and knowledge necessary to enable the Council to deliver high quality services that are valued by their customers.

III. To ensure that all Elected Members are trained to a level appropriate to their roles and responsibilities.

5. How these objectives will be achieved:

I. By ensuring that the training strategy derives from and contributes to the Council's Corporate Priorities.

II. By providing training opportunities in response to organisational, individual and statutory needs that will be assessed on an annual basis through the use of Personal Development Plans (PDPs).

III. By utilising external training facilitators where necessary and from in-house or electronic sources when required.

IV. By monitoring and evaluating all training and development activities to ensure that value for money is obtained and that the benefits to individuals and the Council are measurable.

V. By making all training equally available to all Elected Members.

6. Member Development Panel -

Terms of Reference

- To identify and implement the requirements of the West Midlands Member Development Charter and to develop and implement a Member Development Strategy.
- To identify a process for the implementation of Personal Development Plans and offer all Members the opportunity to participate.

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- To ensure that all Member development and training opportunities relate to Newcastle under Lyme Borough Council's corporate priorities.
- To engage all elected members in the process of member development and training.
- To establish a mechanism to evaluate overall effectiveness of Member Development.
- Identify financial resources required to deliver development needs.
- To address issues relating to the provision of ICT for elected members.
- To help promote the members website and to encourage members and officers to use the site on a regular basis.
- To monitor the provision of member support.

7. Induction Process for Newly Elected Members

I. An induction process will be completed by all newly Elected Members and will include a tour of the Borough, presentations from Chief Officers, some basic training and an induction pack including a Members' Handbook and the Constitution. Re-elected Members will also be invited to attend the induction session to share their knowledge with those who have been newly elected.

II. All newly elected Members will be offered mentoring from an individual council officer or member of a political group for the first six months following their election.

8. Member Development Annual Training Plan

I. An Annual Training Plan will be compiled by the end of June each year. (Appendix B).

II. Following the receipt of completed Personal Development Plans (PDP's) an Annual Training Plan will be compiled from a number of sources including requests from individual Members, learning needs analysis questionnaires, the PDPs, new legislation, Central Government initiatives and any other external influences.

III. All training undertaken will be evaluated, reviewed and the outcomes fed back into all future training strategies, plans and policies.

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9. Training Courses

I. Please complete your PDP as this will ensure that the correct training courses are provided throughout the year and those most requested can be sourced.

II. Training courses should be interesting and informative and in some cases, fun. Methods of delivery will include:

- Internal courses
- Informal in-house briefings / workshops
- External conferences / seminars
- Written learning materials
- Peer Mentors
- E-learning packages
- Visits to other local authorities / shared learning
- DVD's

III. All Members are strongly encouraged to identify and request training courses which relate to their individual role / Portfolio / Committees etc. Training request forms are available from Geoff Durham in Member Services. As there is a limited training budget, Members will need to demonstrate the relevance and benefit to the Council prior to payment being authorised.

IV. All Chairs and Vice Chairs of Committees will be strongly encouraged to attend a chairing skills course.

V. Elected Members sitting on quasi-judicial committees such as Planning and Licensing will be required to undertake committee specific training prior to attending their first meeting. Similarly for Public Protection.

VI. Members sitting on Audit and Risk, Scrutiny and any other specialised committees will be strongly encouraged to attend related training courses prior to attending the first meeting of the committee.

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VII. All Elected Members will be encouraged to undertake ICT training in order to fully contribute to the work carried out by the Council and in particular any Committees to which they are appointed.

VIII. Where possible, the Council will aim to undertake shared learning with neighbouring authorities.

IX. All Elected Members are expected to undertake a minimum of 24 hours training per year. Individual records of training undertaken by Members are kept to evaluate which Members reach their training quota.

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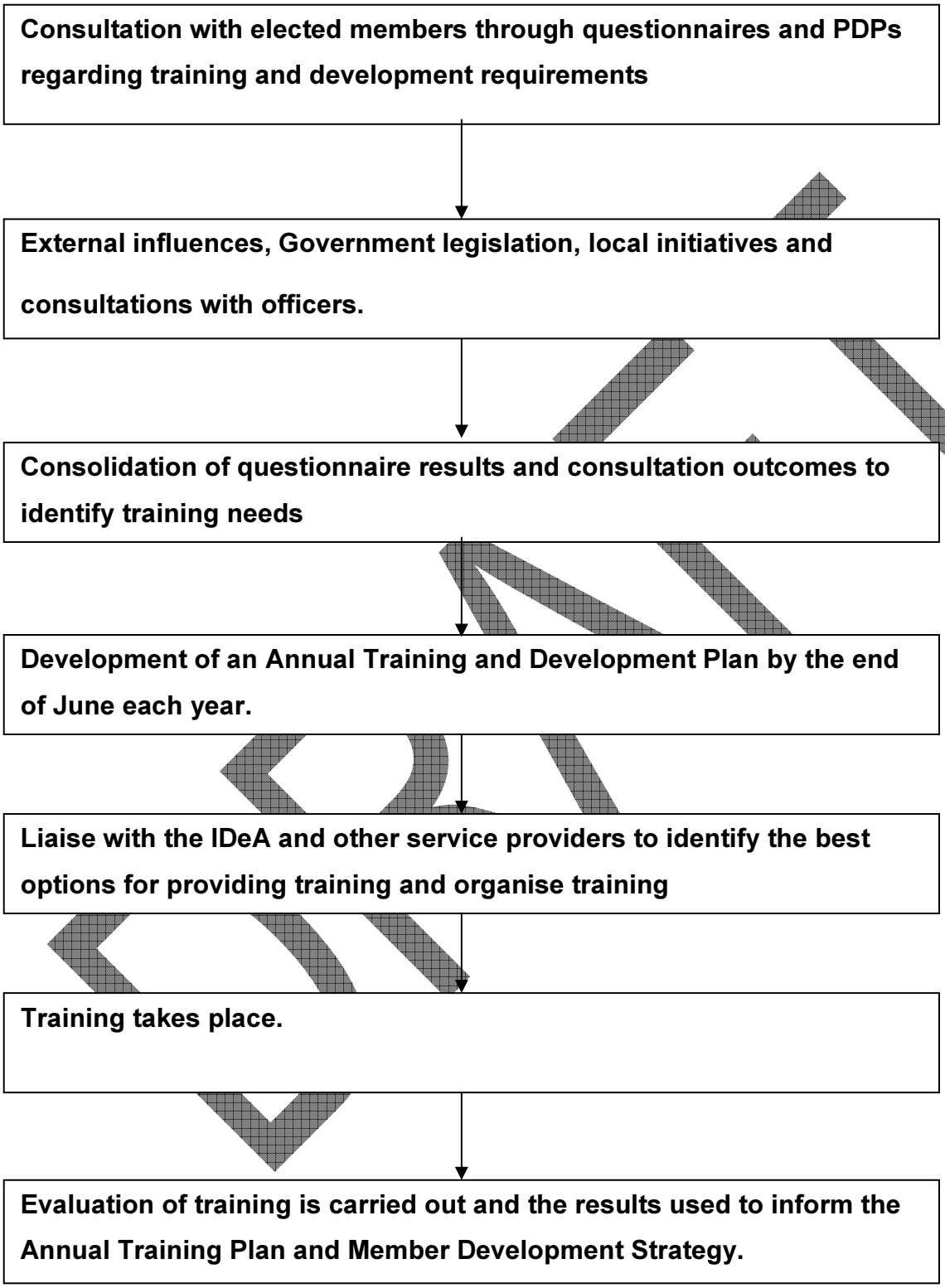
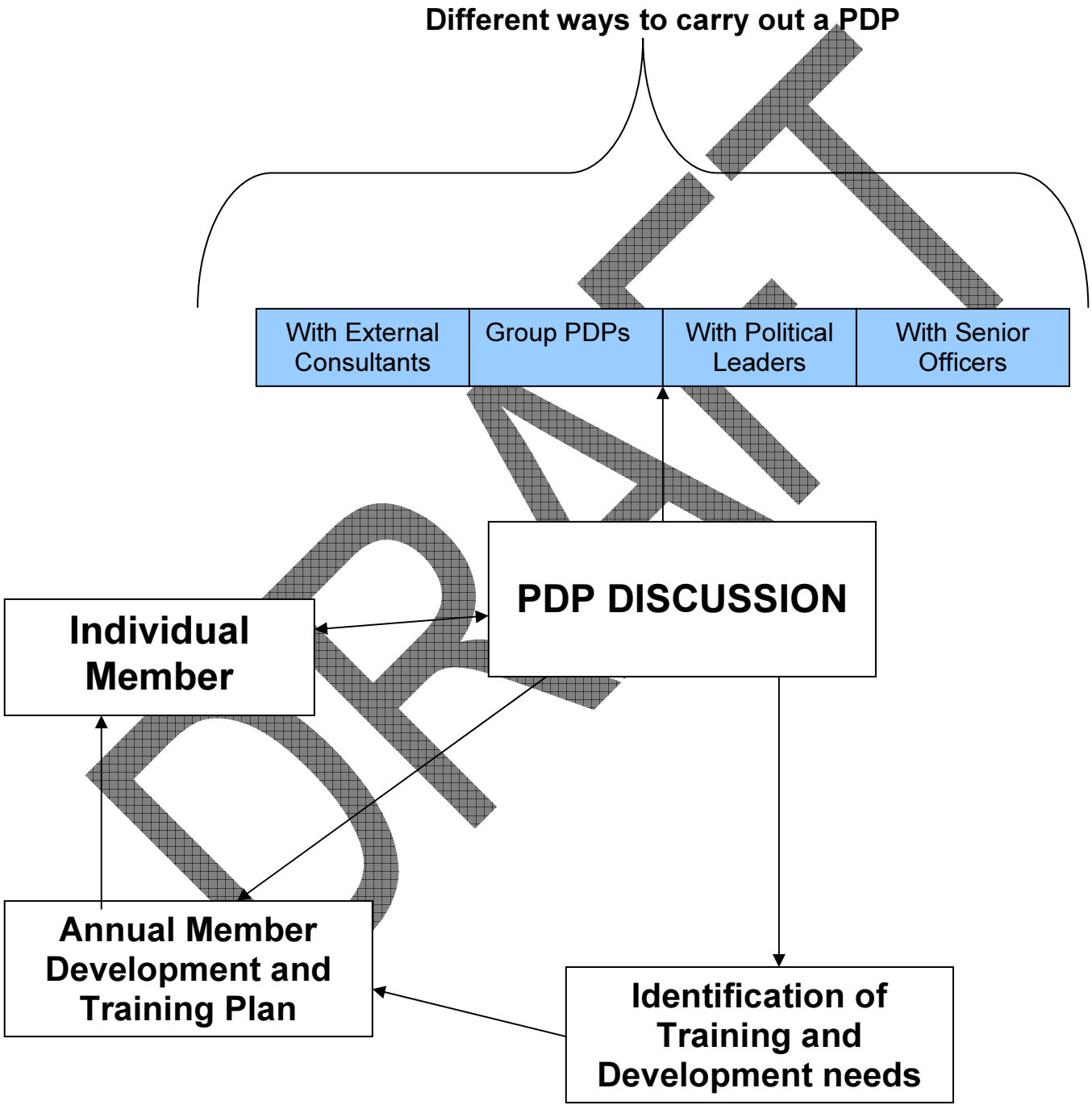
10. Process for Elected Member Training and Development



11. Personal Development Plans

I. Each Elected Member will be asked to complete an annual Personal Development Plan (PDP) which will help to identify individual training needs that can then be fed into the annual training plan.



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- **Commitment from political leadership**

  Group Leaders will be required to carry out PDP discussions with their political parties thus demonstrating commitment to the Members' Training and Development Programme.

- **Member led strategy approach**

  The way in which PDPs are carried out will be agreed within each group for their preferred way to identify training and development needs. These plans will then provide officers with the information needed to produce a training programme for Elected Members. It will be a completely Member-led process with Officers available as facilitators.

- **The Creation of an Annual Member Development Plan**

  The feedback from the PDP discussions will help officers to produce an Annual Member Development Plan that will detail how the authority will address development priorities including how, when, and who is responsible, including responsibility for implementing, monitoring and evaluating the plan. The PDP process will be available to all Elected Members.

- **Monitoring of progress against the Member development Plan**

  Completion of Annual PDPs will ensure that progress is being made and that member development needs are being successfully addressed.

- **Evaluation**

  Feedback from elected Members at PDP discussions can help to form part of the evaluation process which will then help to inform improvement.

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12. Summary

Through the implementation of this strategy we hope to ensure the provision of identified training and development needs for all elected Members.

Training needs will be identified based upon the needs of elected Members, the Councils Corporate Priorities and external local and national influences. Any training undertaken will be continuously evaluated and the results used to modify and inform the Annual Training Plan.

Member training and development will be a Member led strategy and will result in:

- A member led PDP process to identify individual training and development needs.
- A strategy for transforming these needs into an annual member development plan.
- The identification of resources (external, in-house or electronic) to ensure that this plan can be implemented.
- A continuous process of feedback and evaluation from members and officers.
- The use of this evaluation to feedback into the next publication of the member development plan.

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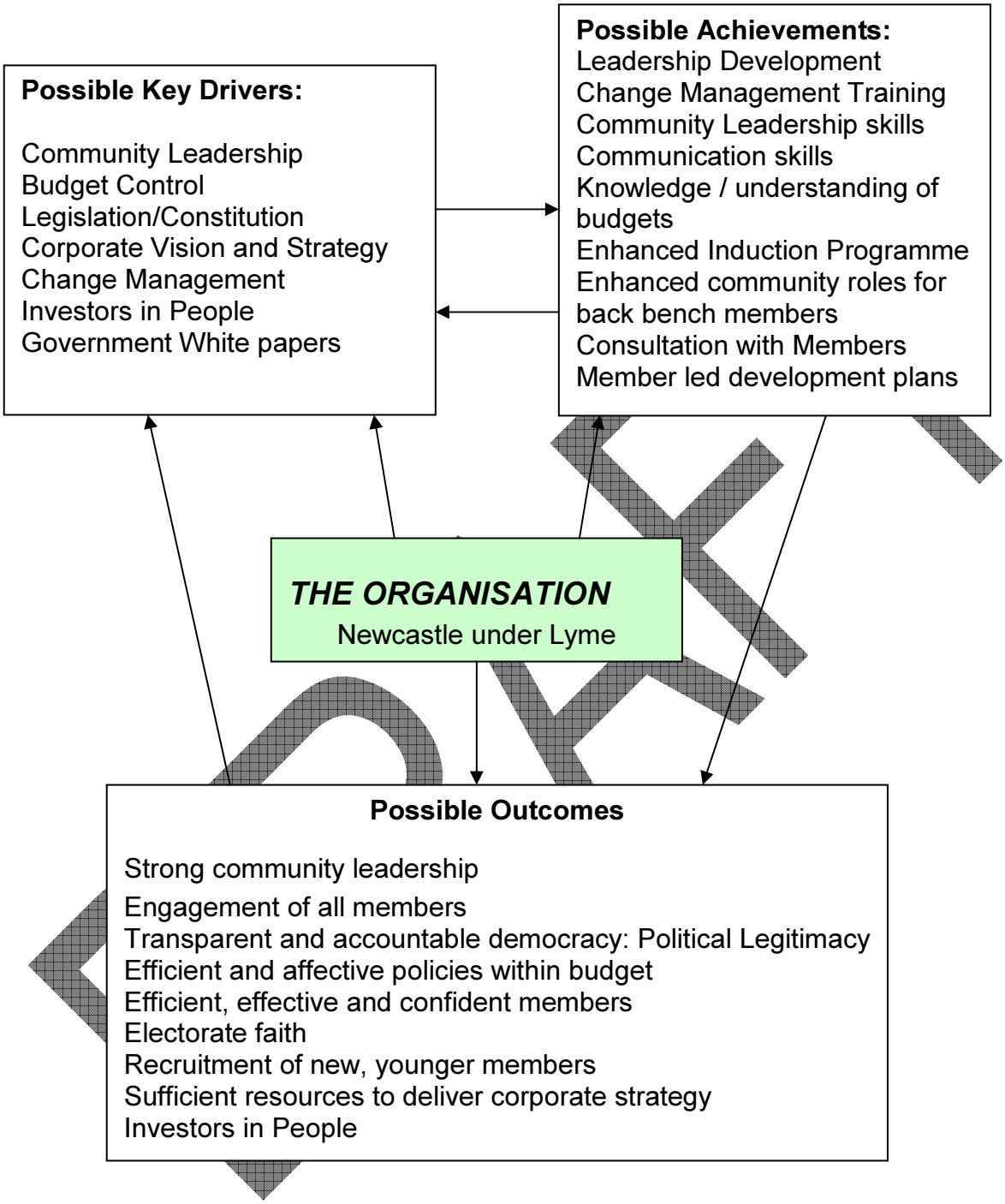
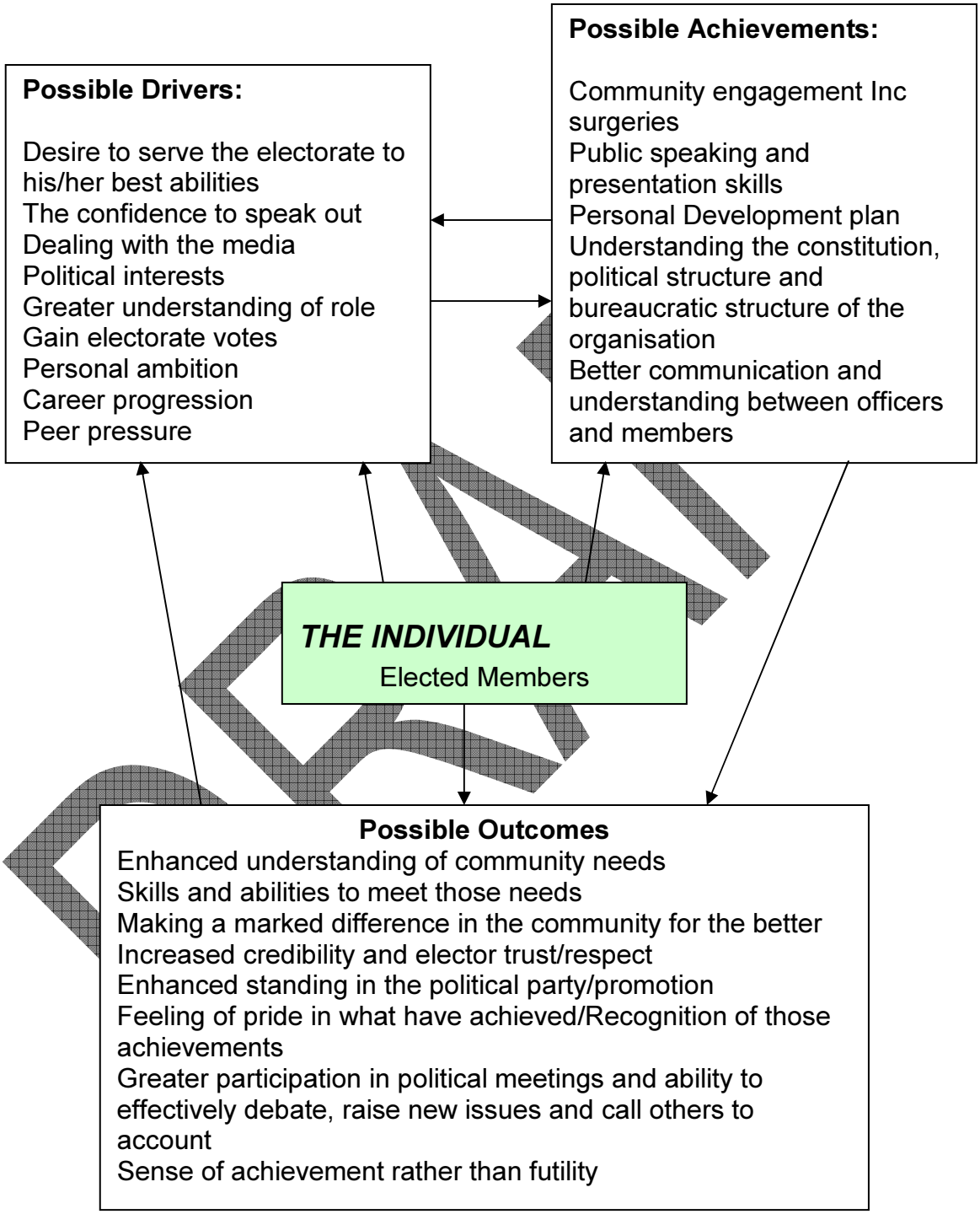
Member Development Strategic Model

Key Driver = The Organisation



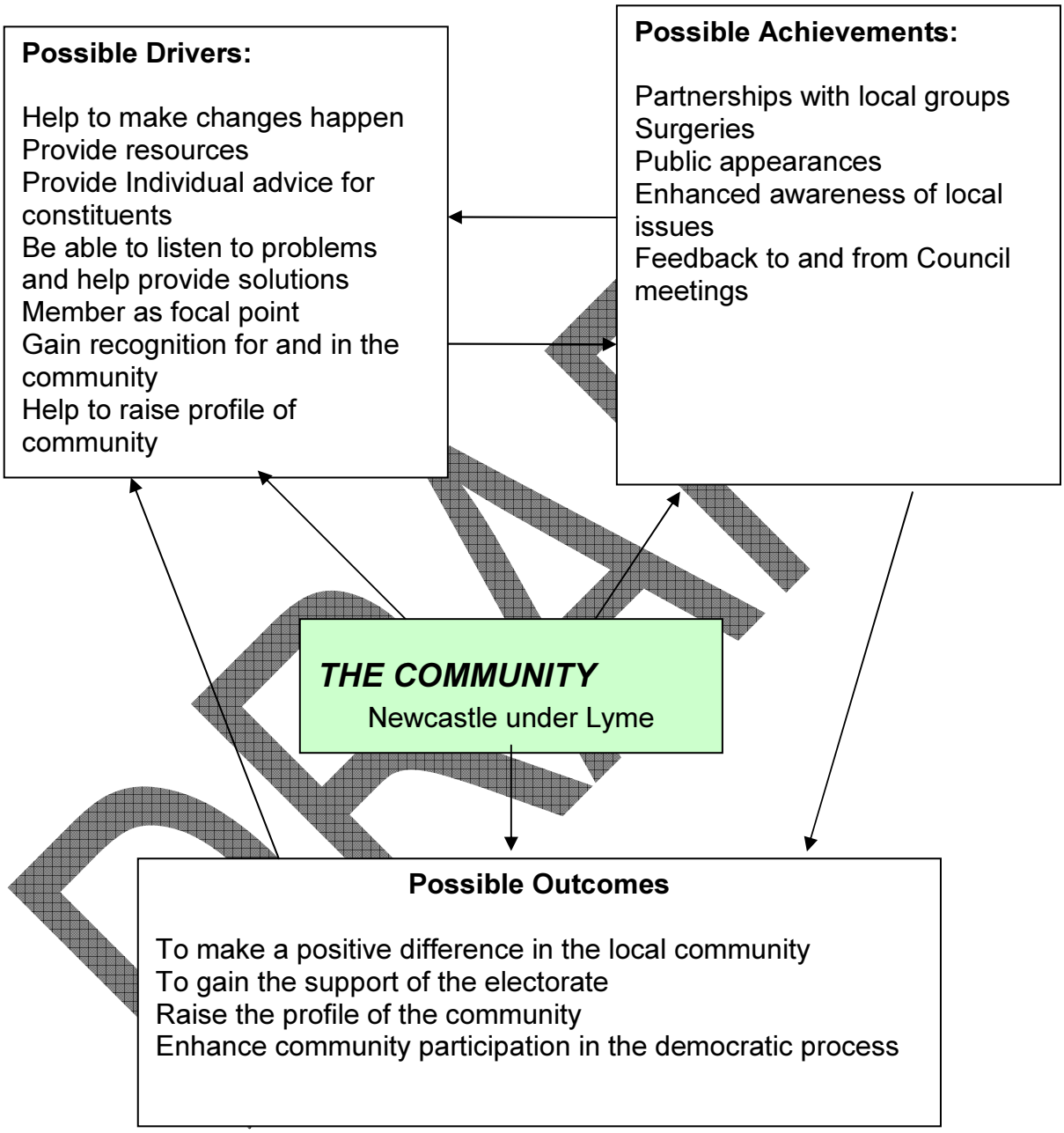
Member Development Strategic Model

Key Driver = The Individual



Member Development Strategic Model

Key Driver = The Community



Elected Member Training and Development Plan 2014/15

Month	Events	Training Event	Training Event
May	Newly Elected Members	New Members Induction packs	New Members Induction Day
	Specific Training for quasi-judicial committees*.		PDP/ questionnaires sent/advised new Members website
June			IT Training for new members – given usernames etc.
July	Analysis of feedback from all questionnaires by Member Development Working Group	Sessions by Executive Management Team giving a broad overview of their Service	
August	Sourcing of training events by Officers		
September		2 training days to be arranged	
October		2 training days to be arranged	
November		2 training days to be arranged	
December		1 training day to be arranged	
January		1 training day to be arranged	
February	Info for prospective candidates	2 training days to be arranged	Open Event for prospective candidates
March		2 training days to be arranged	
April	Nomination packs sent to prospective Councillors		

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***Training Session prior to 1st Audit and Risk meeting**
Training Session prior to 1st Planning meeting
Training Session prior to 1st Licensing Meeting
Training Session prior to 1st Public Protection meeting

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