

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