

**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