Title of Report:	**Member Training and Development Needs Analysis 2004**	**Item 10**
Report to be considered by:	**Executive**	
Forward Plan Ref:	EX0811	

Corporate Plan Priority:	**DT2 : Building Capacity**
	CP1: Providing strong community leadership

The proposals contained in this report will help to achieve the above Corporate Plan priority by:
Building capacity amongst Members and helping to promote Community Leadership across the District.

Purpose of Report:

To propose a way forward in relation to the formulation of the 2004/05 Member Development Programme.

Recommended Action:

To agree the recommendations set out in Paragraph 2.0 of this report.

Reason for decision to be taken:

- To agree a way forward in relation to developing and implementing the 2004/05 Member Development Programme.

List of other options considered:

- None

Key background documentation:

- Part 2 report produced by Julia Wright on Member Training and Development Needs Analysis

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Implications

Policy:	The 2004/05 Member Development Programme
Financial:	The 2004/05 Member Development Programme will be delivered in accordance with the approved Budget.

1. Background

1.1 At its meeting on 30 April 2004, the Learning and Development Group received a presentation from Julia Wright, a Training Consultant, on the results of the Training and Development needs analysis exercise undertaken with Members. 48 out of 52 Members took part in the process.

1.2 The Learning and Development Group, at its meeting on 18 May 2004, considered this report which looked at the recommendations made as part of the presentation and makes various proposals for taking these forward. The Group agreed that the Member Development Programme should be developed on the basis of "core competencies" and service grouping/themed development sessions. The Group also agreed that given the nature and detail of Julia Wright's report that this should remain confidential.

1.3 In relation to the proposed list of "core competencies", these have been developed arising from comments made by Members as part of the interview process. These do mirror those sessions delivered in 2003/04 but supports the comments made by a number of Members on the need to run repeat sessions throughout the year.

1.4 In relation to the "Community Councillor" job profile (copy attached) the Group supported this profile although it is accepted that the core competency element of the profile will need to be amended to take account of the approved 2004/05 "Core" Programme.

1.5 This report has also been the subject of discussion at meetings of both Political Groups who have supported the contents and direction for future Member development.

2.0 Recommendations from Exercise

2.1

Recommendation	Resolution/Comment
1. The Council establishes a Members' Steering Group responsible for drafting the 2004/05 Member Development Programme (MDP).	1. The Learning and Development Group (LDG to be responsible for co-ordinating 2004/05 MDP.
	2. The LDG agree that the MDP should be based on core competencies and service grouping/partnership themed sessions.
	3. The appropriate Portfolio Holders, Select Committee Chairmen, Corporate Directors and Heads of Service (Partnership Director and Director's of PCT where appropriate) develop the service grouping/partnership themed sessions and report to the Learning and Development Group from a co-ordination perspective.
2. The MDP be based on Core Competencies and service grouping/partnership themed sessions.	1. Based on Members' comments the Core Competency Programme be based on the development of skills and the sharing of

knowledge and information. The Programme should include:

- Code of Conduct and Structure
- Members Roles and Responsibilities (including Corporate Parenting)
- Planning process, Planning Code of Conduct and working as a Committee.
- Licensing
- Local Government Finance
- Overview and Scrutiny
- Media Training
- ICT
- Strategic Partnerships
- Corporate Plan and Community Plan
- Equalities
- Chairing Meetings

3. The core competency sessions should run throughout the year to give all Members the opportunity to attend.

1. The MDP be developed with core competency/foundation level knowledge sessions being run throughout the year.

4. The Council should consider holding specific planning sessions for each Area Planning Sub-Committee to promote effective working within the Committee.

1. See proposal under recommendation 2.

5. The Council should consider establishing an accreditation scheme for all Members undertaking core competencies.

1. The Policy Manager and Members' Services Officer be requested to investigate this matter further and report to the Group on the various options and costs associated with each. Any accreditation scheme to become effective from May 2005.

6. The relevant Portfolio Holders and Select Committee Chairman be asked to work with the Corporate Director/Heads of Service to draft the service grouping and partnership themed development sessions.

1. See proposal 3 under recommendation 1.

7. The MDP should provide a mix of external and Internal providers using different methods of delivery.

1. The LDG to provide some guidance on those development sessions it would wish to have external provider support for so that appropriate budgetary provision can be made.

2. Views from each Group are requested in relation to whether grouping/partnership themed sessions should be held prior to meetings of Select Committees so as to assist Members.

8.	The Learning and Development Group be appraised of the work of the IT Working Group given the synergy between their two areas of work.	1.	The Policy Manager/Members' Services Officer provide an update of progress in relation to the roll out of Phases 2/3 of the ICT project.
		2.	That in relation to the core competency on ICT, Members of the ITWG be asked to shape this element of the Programme.
9.	The Council consider using the information gained from this exercise to develop more comprehensive and interactive web pages for Members.	1.	Discussions with Amey ICT are already underway in relation to the development of new interactive web pages for Members.
		2.	Developing interactive web pages for Members' will provide an opportunity for Members to be able to provide feedback to WBC and WBC residents on their outside body activity.
		3.	Clear Protocols will be developed in order to manage the interactive element of the web pages.
10.	The MDP for 2004/05 be located within the Members' Portal and each development session, delivered via powerpoint, to be accessible on line.	1.	As part of developing the Members' Portal it is proposed to develop an E version of the Member Development Programme.
11.	The Council considers establishing a formal buddy/mentoring scheme in time for the next District Elections in 2007, or earlier for those Members joining the Council following a by-election.	1.	The Learning and Development Group support this recommendation and will formulate a formal scheme.
12.	The Council considers issuing pre-election information to prospective candidates, to publicise the MDP and possible diary dates.	1.	The LDG supported this proposal and agreed that the Council should hold a briefing evening for prospective candidates prior to the selection process.
13.	The information ascertained from the interview process to be used to establish a database of Councillors information, including their areas of expertise.	1.	It is proposed to establish a database of Members information and expertise primarily for internal consumption.
		2.	The database could be used to introduce the concept of Advisory Members and to select Task Groups when carrying out specific reviews.

14.	The Council considers development through informal opportunities.	1.	Linked to recommendation 11 and "shadowing" opportunities.
15.	The Council considers a corporate approach to Plain English in reports and public Documents.	1.	It is suggested that this matter be referred to Corporate Board for determination.

2.2   The Learning and Development Group, in agreeing the above recommendations, also considered that, where possible, development sessions on cross cutting issues should also be delivered as part of the Member Development Programme. Furthermore staff from the four Service Groupings have indicated that they would be prepared to arrange for Members to visit other Council establishments where important services are delivered to the residents of West Berkshire. This again would provide an important opportunity and form an essential part of the Member Development Programme particularly for those Members elected in 2003.

Appendices

Appendix 10– Community Councillor Job Profile

Consultation Responses

Local Stakeholders: None

Officers Consulted: Corporate Directors, Sarah Johns, Malcolm Burch, Pam Robinson, Chris Emerson

Trade Union: None