

Title of Report:	Proposed Member Development Programme for 2014 to 2015
Report to be considered by:	Council
Date of Meeting:	12 December 2013
Forward Plan Ref:	C2672

Purpose of Report: To agree the Member Development Programme for 2014/2015.

Recommended Action:

1. Council is asked to consider and agree a Member Development Programme for 2014/15.
2. The two Leaders are asked to nominate three Members from each group to join an E learning pilot group.

Reason for decision to be taken: To allow the future delivery of the Member Development Programme until May 2015.

Other options considered: None

Key background documentation: None

The proposals will help achieve the following Council Strategy principle:

CSP9 - Doing what's important well

The proposals contained in this report will help to achieve the above Council Strategy principle by:

Ensuring that Members are adequately trained and briefed for their roles.

Portfolio Member Details	
Name & Telephone No.:	Councillor Roger Croft - Tel (01635) 868638
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Date Portfolio Member agreed report:	12 November 2013

Contact Officer Details	
Name:	Jude Thomas/Jo Watt
Job Title:	Member Services Officers
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Implications

- Policy:** The programme has been developed taking the principles of the previously agreed strategy agreed at the Council meeting on 06 December 2011 into consideration.
- Financial:** A budget of £2k has been set aside for Member training. Wherever appropriate, training will be delivered in-house to ensure that costs are kept as low as possible.
- Personnel:** N/A
- Legal/Procurement:** N/A
- Property:** N/A
- Risk Management:** N/A

Is this item relevant to equality?	Please tick relevant boxes		Yes	No
Does the policy affect service users, employees or the wider community and:				
• Is it likely to affect people with particular protected characteristics differently?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)				
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Summary and Report

1. Introduction

- 1.1 The Member Development Group (chaired by the Chief Executive and attended by Councillors Paul Bryant and Roger Hunneman) met on 14th October 2013 to propose a programme for the delivery of Member Development Sessions until the next Election in May 2015.
- 1.2 The Member Development Strategy was agreed at the Council meeting held on 6 December 2011. The strategy outlined that no more than three service-based sessions should be held per year and Members should have the options to seek inclusions in the programme where there were vacancies. In addition it was recommended that the Chief Executive should provide a joint policy/finance session to Members every six months. The strategy also suggested that Equalities Training was held every three years, hence its inclusion in the 2014/15 programme.
- 1.3 The Group agreed that the principle of holding Member Development sessions should continue, with repeat daytime sessions being offered where possible as this had significantly improved attendance levels.
- 1.4 Members were surveyed over the summer regarding the current Member Development arrangements and future training requirements. Although response levels were low, a number of Members did put forward suggestions that were considered by the Member Development Group. These suggestions have been incorporated into the programme, where possible. Those sessions resulting from Member feedback are asterisked on the programme table in 2.3.
- 1.5 E-learning was also discussed as an option for the provision of future Member training and it was agreed that the officers should pursue the opportunity of delivery via Learning Pool (the company with whom the Council currently holds a licence for staff training). If the principle of e-learning is agreed, Officers would organise a pilot for a small group of Members prior to e-learning being built into the post 2015 programme more substantially.

2. Proposals

- 2.1 Those Members who are appointed to Planning and Licensing Committees should receive training on an annual basis, before one of their scheduled meetings, and in line with any significant policy changes.
- 2.2 The two Group Leaders are asked to nominate three Members to participate in an e learning pilot.
- 2.3 The following Member Development programme is proposed by the Member Development Group for the period up until 2015:

2014/2015	
Public Health Update - to include the Health Economy	31 March & 3 April 2014
Six monthly Policy/Finance Update - to include Troubled Families* and Safeguarding*	29 April & 7 May 2014

Local Authority Role of Education and Schools' Update	9 & 13 June 2014
West Berkshire Council's Power to Enforce Issues that Annoy Residents - to include dog fouling, graffiti, litter dropping, noise, breaches of planning and parking on pavements*	7 & 10 July 2014
Equalities (three yearly requirement)	TBC
Annual Planning and Licensing Updates	TBC
Economy - to include the LEP Perspective and what businesses expect from the council*	29 September 2014
Six monthly Policy/Finance update with Nick Carter	13 & 16 October 2014

2.4 The following sessions are scheduled for the current year:

2013/2014	Session date	No of members attending the session
The Changing Face of Education	8 April 2013	12
Policy/Finance update with Nick Carter/Andy Day	22 April 2013	15
Policy/Finance update with Nick Carter/Andy Day	1 May 2013	11
Community Infrastructure Levy	29 May 2013	16
Community Infrastructure Levy	30 May 2013	7
Adult Social Care	3 June 2013	15
Adult Social Care	4 June 2013	9
Chairing Skills (limited invitation)	30 July 2013	7
Public Health Update	9 September 2013	15
Scrutiny Training (limited invitation)	10 September 2013	15
Public Health Update	16 September 2013	9
Policy Finance Update	21 October 2013	11
Policy Finance Update	30 October 2013	15
Children's Services	27 January 2014	
Children's Services	3 February 2014	
Partnership & Visions	24 February 2014	

Partnership & Visions	5 March 2014	
Annual Planning & Licensing Update	TBC	
Annual Planning & Licensing Update	TBC	

3. Equalities Impact Assessment Outcomes

3.1 This item is not relevant to equality.

4. Conclusion

4.1 Members are asked to agree the proposed Member Development Programme and the setting up of a pilot e-learning group to trial e-learning for Members.

Appendices

There are no Appendices to this report.

Consultees

Local Stakeholders: Councillors Paul Bryant, Gwen Mason and Roger Hunneman

Officers Consulted: Moira Fraser, Democratic Services Manager
Corporate Board

Trade Union: Not consulted