

MEMBER TRAINING REQUESTS

LEAD OFFICER: Tim Capper, Democratic Services Manager

Report Author: Clive Willoughby, Member Services Technical Support Officer

Summary: To consider requests for training received from Councillors.

Recommendation: That Members consider requests for training received from Councillors using the agreed procedure.
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1. INTRODUCTION

- 1.1 All 16 Members newly elected to Copeland Borough Council in May 2011 have been notified of an INLOGOV organised Summer School for Newly Elected Councillors being held from 20 to 22 July 2012 at the University of Birmingham. A copy of the Course Programme is attached at Appendix A.
- 1.2 At the request of the Member Development Panel on 16 March 2012, four places have been reserved on this course for Copeland members.

2. TRAINING REQUEST CONSIDERATION

- 2.1 In total, 4 completed Training Requests have been received from Members and these are attached as Appendix B.
- 2.2 Members are requested to consider each Request and assess them using the Panel's agreed procedure, a copy of which is attached as Appendix C.
- 2.3 The Outcome of each Request is to be communicated to the Member concerned and places on the course confirmed as appropriate.

List of Appendices

Appendix "A" – Copy of INLOGOV Summer School for Newly Elected Members Course Programme.

Appendix "B" – Completed Training Request forms received from Councillors Carole Woodman, Phillip Greatorex and Dave Riley.

Appendix "C" - Procedure for Assessing Training Requests.

List of Background Documents:

INLOGOV Summer School for Newly Elected Councillors

Date(s) Friday 20th (00:00) - Sunday 22nd July 2012 (00:00)

Venue: Priorsfield, University of Birmingham

Summer School for Newly Elected Councillors flyer

The Institute of Local Government Studies is pleased to invite nominations for our Summer School for newly-elected councillors. It provides a timely opportunity for those new to councillorship, following the elections this May, to develop and deepen their understanding of local government and their skills in helping to make a positive difference for their local authority.

New councillors will be joining local government at a time of unprecedented change and challenge. They will have the task of meeting ever-growing public expectations of our public services, while overseeing major spending reductions. They will need to work more closely than ever before with partner organisations in all sectors – public, private, voluntary and community – while having to make sure that their own councils deliver what local people want. They will need to engage constructively with their officers and with officials from various other organisations, with other community leaders and a diverse range of interest groups, and doing so at a time of considerable public scepticism about the role of politics and the integrity of politicians.

This three-day event has been designed to help new councillors play their part more successfully in this challenging arena. It will focus, in particular, on the following eight themes:

- How local government works, and how you might improve it
- Engaging with the new agenda for local government
- The community leadership role of councillors
- Working effectively with officers and other colleagues
- Providing a constructive challenge through oversight and scrutiny
- Setting priorities and contributing effectively to the council budget process
- Exploiting the opportunities created by the Localism Bill
- Helping to shape your council for changing times
- Managing difficult situations
- Managing your own personal development as a councillor

The Institute of Local Government Studies (INLOGOV) has been working with councillors throughout its fifty year history, and is the UK's leading academic centre for local government, with a world-wide reputation for excellence in research, consultancy, teaching, and executive and elected member development.

Outline programme

Friday 20 July 2012

13.30	Registration
14.00	Welcome and Introductions: exploring participants' aims for the Summer School
14.30	How local government works, and how you might improve it
16.00	Tea
16.15	Operating in a political environmen
17.30	Drinks reception
19.30	Working dinner - discussion topic 'the challenges for local leaders in difficult times'
21.30	Close

Saturday 21 July 2012

09.00	Welcome back and reflections on Day 1
09.15	The community leadership role of councillors
10.45	Coffee
11.00	An introduction to engagement

12.00	Making the best use of social media
13.00	Lunch
13.30	Helping to shape your council for changing times
14.15	Working effectively with officers and other colleague
15.30	Tea
15.45	Providing a constructive challenge through overview and scrutiny
17.30	Break
19.00	Restaurant Dinner
21.30	Close

Sunday 22 July 2012

09.00	Welcome back and reflections on Day
09.30	Setting priorities and contributing effectively to the council budget proces
10.30	Exploiting the opportunities created by the Localism agend
11.15	Coffee
11.30	Managing your own personal development as a councillor, standards and ethics
12.30	Lunch
13.30	Close

Summer School Fee

The fee per delegate for the Summer School (including tea and coffees, a light lunch each day and two programme dinners) is £350. For those authorities nominating three or more delegates, we are pleased to be able to offer a special discount fee of £275 for the third and each subsequent delegate. The programme is non-residential but three star hotel accommodation at the University Conference Centre may be booked separately by those who wish to stay close by.

www.birmingham.ac.uk/partners/conferences/accommodation.aspx

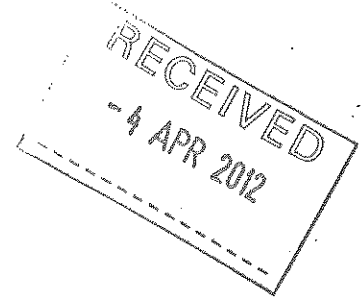
Learn more

[Summer School for Newly Elected Councillors flyer](#)

For further information about this Summer School, please contact:

Jeevan Shoker , Programme Manager, Tel: 0121 414 4980 Email: g.shoker@bham.ac.uk

COPELAND BOROUGH COUNCIL
MEMBER TRAINING AND DEVELOPMENT



COUNCILLOR TRAINING REQUEST

- Please complete this form if you wish to attend a training event, seminar or workshop
- Forward the completed application form to Democratic Services with any relevant course documentation
- Democratic Services will liaise with the Member Development Panel and will notify you if your request has not been agreed, and why. Otherwise it will be booked for you.

ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name... *CAROLE WOODMAN*

Title of Event... *Summer School for Newly Elected Councillors*

Date of Event... *20-22 July 2012*

How will attending this event support you in your role as a Councillor?

Improve my understanding of local government and provide me with the skills to be more effective in my local community

How does this event help achieve your personal development objectives?

Community leadership role, effective in localism agenda. Time to focus on challenging agenda learn how to be more effective as a Councillor.

How does this event help the Council in achieving its corporate objectives?

Helps new Councillors play their part more effectively, prepare for challenges, focus on effective working, community leadership, setting priorities. Help shape Council for difficult times.

Does this event meet a need identified in your PDP?

Yes/No

*Greater understanding of how Local Government works
Community Leadership
Engaging with social media*

Costs

Training Costs £350 / 275

Other Costs (please specify)

Taxi to venue

Course Requirements

Do you require Accommodation? Yes/No No
Hire Car Yes/No Train Ticket? Yes/No No

If you need accommodation, please give details of area and number of nights

Priorsfield, University of Birmingham 2 nights

Rail Tickets

Outward: From St Bees To Birmingham

Date: 20.7.2012 Time: 0800

Return: From Birmingham To ~~St Bees~~ PENRITH WHITEHAVEN

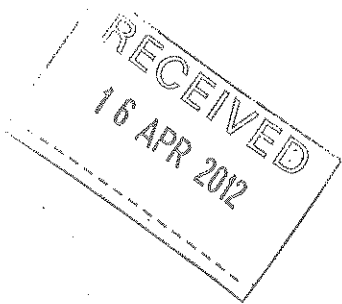
Date 22.7.2012 Time 1510

Any special requirement, e.g. access, dietary or other

Signature C Wood Date 3.4.2012

Clive Willaughby

COPELAND BOROUGH COUNCIL
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Councillor's Name..... PHILIP GRETOREX

Title of Event..... SUMMER SCHOOL FOR ELECTED CLLRS

Date of Event..... 20th - 22nd July 2012

How will attending this event support you in your role as a Councillor?

The event will provide a valuable insight into engaging with the public, providing community leadership, partnership working and determining strategic options, all valuable in my new role as a CLLR, Exec Member & Labour Grp Member.
How does this event help achieve your personal development objectives?

During my PD interview it was recommended I seek inclusion on a CLLR leadership programme in recognition of my aspirations.....

How does this event help the Council in achieving its corporate objectives?

The council is facing unprecedented pressures and understanding how other councils are prioritising objectives & work plans is fundamentally important to Copeland BC. It is important new Exec Members understand this

Does this event meet a need identified in your PDP? Yes

Costs

Training Costs..... ?
Other Costs (please specify)..... ?
.....

Course Requirements

Do you require Accommodation? Yes/~~No~~ Hire Car Yes/No Train Ticket? Yes/~~No~~

If you need accommodation, please give details of area and number of nights

UNIVERSITY ACCOMMODATION WOULD BE CONVENIENT

Rail Tickets

Outward: From CARLISLE To BIRMINGHAM UNIVERSITY
Date: 20/07/2012 Time After Before 07.00 HRS
Return: From BIRMINGHAM To CARLISLE
Date 22/07/2012 Time After 13.30 HRS

Any special requirement, e.g. access, dietary or other

NONE
Signature Phillip Creatorex Date 15/04/2012

COPELAND BOROUGH COUNCIL
MEMBER TRAINING AND DEVELOPMENT

RECEIVED
19 APR 2012

COUNCILLOR TRAINING REQUEST

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ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name..... *David Riley*

Title of Event..... *Summer School for Newly Elected Councillors*

Date of Event..... *20-22nd July 2012*

How will attending this event support you in your role as a Councillor?
Due to being a New Councillor this will help me to fill my role as a Councillor

How does this event help achieve your personal development objectives?
I need to understand more about Local Government and how to help my constituents as their Councillor

How does this event help the Council in achieving its corporate objectives?
This will help the Council to help with the changing the council through difficult times

Does this event meet a need identified in your PDP? Yes No

COPELAND BOROUGH COUNCIL
MEMBER TRAINING AND DEVELOPMENT

RECEIVED
23 APR 2012

COUNCILLOR TRAINING REQUEST

- Please complete this form if you wish to attend a training event, seminar or workshop
- Forward the completed application form to Democratic Services with any relevant course documentation
- Democratic Services will liaise with the Member Development Panel and will notify you if your request has not been agreed, and why. Otherwise it will be booked for you.

ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name PETER KANE

Title of Event INTROSOU SUMMERSCHOOL FOR NEWLY ELECTED COUNCILLORS

Date of Event 20/21 JULY 2012

How will attending this event support you in your role as a Councillor?
GIVE ME AN INSIGHT INTO HOW LOCAL GOVERNMENT WORKS

How does this event help achieve your personal development objectives?
HELP ME UNDERSTAND BETTER THE CABINET OR COMMITTEE SYSTEM

How does this event help the Council in achieving its corporate objectives?
BY GIVING THE COUNCIL BETTER TRAINED COUNCILLORS

Does this event meet a need identified in your PDP? Yes/~~No~~

Costs

Training Costs.....

Other Costs (please specify).....

.....

Course Requirements

Do you require	Accommodation?	Yes/No	Train Ticket?	Yes/No
	Hire Car	Yes/No		

If you need accommodation, please give details of area and number of nights

.....

Rail Tickets

Outward: From..... To.....

Date: Time.....

Return: From..... To.....

Date Time.....

Any special requirement, e.g. access, dietary or other

.....

Signature..... *P. Bone* Date *23.4.12*

MEMBER TRAINING AND DEVELOPMENT

ASSESSING TRAINING REQUESTS

The Member Development Panel has agreed a procedure for assessing requests for training and development courses and events for Councillors, where these are to be funded from the Member training and development budget.

1 Training and development courses or events which meet a need identified in the Member Development Programme agreed by the Panel do not need any further approval.

2 Other training and development courses or events will be assessed by the Member Development Panel using the scoring system explained below. Those which meet the required criteria will be agreed and funded from the budget. Those which are not can still be attended by Members, but will need to be funded from elsewhere. The Panel's decision will be final.

Making a Request

Any Member wishing to make a request to the Panel for approval for funding for a course or event should use the attached pro forma.

Scoring

This scoring system is intended to help the Member Training and Development Panel in assessing requests for funding for training and development courses and events for Councillors which are not in the agreed Member training and development programme. It links proposals for Councillor training and development to the themes in the Council's current Corporate Plan.

The following procedure will be followed:

1. To support the development of strong, healthy and engaged communities.

1.1 Contribute to reducing health inequalities between Copeland communities and others in the North West.

1.2 Support Copeland communities and community leaders in active participation and influencing local decisions.

1.3 Tackle disadvantage and inequality to build aspiration and improve life-chances.

1.4 Provide people with opportunities to build aspirations and to support their personal development.

2. To build a sustainable, modern, low carbon economy that delivers economic security to the whole community.

- 2.1 Support opportunities for work across the borough.
- 2.2 Promote opportunities for raising local skill levels.
- 2.3 Establish a vibrant, diverse and sustainable local economy.
- 2.4 Support the vitality and viability of our towns and rural communities.
- 2.5 Enable and support the development of low carbon projects and industry to deliver our Energy Coast aspirations.

3. To support Copeland becoming an attractive, safer and greener place to be.

- 3.1 Support the provision of high quality housing and a balanced housing market.
- 3.2 Reduce waste in Copeland- recycle and compost more.
- 3.3 Work with partners to achieve increased accessibility across the borough.
- 3.4 Work with partners and the Copeland community to reduce the impact of the Borough in climate change.
- 3.5 Work with our partners to make people feel safer in Copeland.
- 3.6 Enhance the local physical and natural environment.

4. Delivering excellent and value for money services.

- 4.1 Provide high performing services that are accessible and respond to customer needs.
- 4.2 Transform services through new models for service delivery with other public, voluntary and private sector partners.
- 4.3 Maintain a skilled, adaptable and productive workforce led by effective leading members and a strong and high performing management team.
- 4.4 Provide a transparent account of performance and efficient use of resources.

2 The proposal will be scored against each theme (A, B and C) on a 0-10 scale, where 0 is not relevant and 10 is very relevant

3 The scores will be added to give total out of 30

4 The proposal will be agreed if:

The score for any single theme is 6 or more OR

The total score is 12 or more

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ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name.....

Title of Event.....

Date of Event.....

How will attending this event support you in your role as a Councillor?
.....
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How does this event help achieve your personal development objectives?
.....
.....

How does this event help the Council in achieving its corporate objectives?
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