

MEMBER DEVELOPMENT TRAINING EVENTS - UPDATE

EXECUTIVE MEMBER: Cllr Gillian Troughton

LEAD OFFICER: Lindsay Tomlinson

REPORT AUTHOR: Lindsay Tomlinson

WHY HAS THIS REPORT COME TO THE MEMBER DEVELOPMENT PANEL?

To update the Panel on training events that have been offered or requested.

RECOMMENDATION:

- 1. That the outcome of the training requests be noted.**
- 2. That a procedure be agreed for future training requests where they arise outside of the normal reporting timescales**
- 3. That officers be asked to amend the training request scoring document to make it an easier to manage, fairer process**

1. INTRODUCTION

1. On 27 August 2014 the panel was asked to consider a request from an individual member for the part funding of a training course. As the course deadline was imminent there was not time to bring a report to the Panel therefore an informal meeting was held on 3 September 2014 to which all Panel members were invited. Four members attended and considered the request in detail, scoring the aims and objectives of the training event in line with the current scoring procedure.

The result of the process was that the training request was not approved, and a decision letter was sent to the member in question setting out the Panel's reasons for the decision. It was noted during the meeting that the scoring process had some weaknesses and flaws and members suggested that they might like to see it amended.

2. On 4 September 2014 the Policy and Scrutiny Officer was offered up to two places on an Overview and Scrutiny training course to be run by John Cade from INLOGOV on behalf of Carlisle City Council. An email was sent to the Panel members with details of the course and seeking approval to offer the places to Copeland Borough Council members. As no objections were received the places were offered, however none was taken up, partly as the date clashed with a Task and Finish Group meeting.

List of Appendices

Appendix A – Member Development Training Request form and Scoring Process

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 Training and 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.....

Title of Event.....

Date of Event.....

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

.....

.....

How does this event help achieve your personal development objectives?

.....

.....

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

.....

.....

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.....Date.....

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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