

MEMBER DEVELOPMENT PANEL

Venue: Wellington Room – second floor
Date: Monday 23 February 2009
Time: 2:00pm
Contact Officer: Clive Willoughby
Lead Officer: Tim Capper

- 1. Minutes of meeting held on 30 January 2009**
- 2. Apologies for Absence.**
- 3. Declarations of Personal and Prejudicial Interests in Agenda Items:**
Members to declare any Personal and Prejudicial Interests
- 4. Arrangement of Agenda**
- 4. Items for which the Press and Public will be Excluded:**

To consider which agenda items will be considered with the press and public excluded, on the grounds that there is likely to be a disclosure of confidential information in breach of an obligation of confidence, or exempt information as defined in Schedule 12A of the Local Government Act 1972.
- 5. Member Development Programme Update - attached**
- 6. North West Innovation Fund – Verbal Update**
- 7. Communities in Control White Paper - Verbal Update**
- 8. Personal Development Plans 2009**

Membership Councillors K Hitchen (Chairman); N Williams (Deputy Chairman); A Carroll; B Dixon; Mrs E Eastwood; P Watson and Mrs J Williams.

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MEMBER DEVELOPMENT PANEL

MINUTES OF MEETING HELD ON 30 JANUARY 2009

Present: Councillors K Hitchen (Chairman); Mrs E Eastwood and N Williams.

Apologies for absence were received from Councillors A Carroll and B Dixon.

Officers: T Capper, Democratic Services Manager and C Willoughby, Member Services Technical Support Officer.

MDP 53 Minutes

The minutes of the meeting held on 19 December 2008 were signed by the Chairman as a correct record.

MDP 54 Member Development Programme

The Panel reviewed the updated Member Development Programme and discussed the following items.

It was suggested that the Planning Day Workshop be arranged as soon as possible after the Annual Meeting on 15 May 2009 and before the first Planning Panel meeting of the 2009/2010 Municipal Year.

It was recommended that appointment to the Planning Panel be subject to attendance at the Workshop.

The Democratic Services Manager was requested to draft a letter to both political Group Leaders on behalf of the Chairman to this effect, requesting their support.

Section 17 (Crime and Disorder) training would now be delivered internally, therefore reducing the cost.

A half day session would be arranged for March 2009.

1:1 Mentoring had now been put in place for the Member that identified this need in their Personal Development Plan.

Contact had been made with Halton Borough Council, Cheshire, regarding a Member Development Panel visit. A number of suitable dates were identified and the Democratic Services Manager was requested to make the necessary arrangements.

Project Management software and training was still be investigate with the Projects and Contracts Manager and an update would be given at a future meeting.

A further training session on Managing and Chairing Meetings had been arranged for 11 February 2009.

AGREED That

- a) a letter to both political Group Leaders be drafted on behalf of the Chairman recommending that appointment to the Planning Panel be subject to attendance at the Planning Day Workshop in May 2009.
- b) Halton Borough Council, Cheshire, be contacted by the Democratic Services Manager and a suitable date be agreed for the Member Development Panel to visit.

MDP 55 North West Innovation Fund For Elected Members.

Members were updated on the submission that had been made to the North West Innovation Fund for Elected Members.

It was believed that that a meeting was held on 23 January 2009 to determine the awards and notification was expected in the week beginning 26 January 2009. To date, no notification had been received. The Democratic Services Manager was requested to chase up the response if it had not been received by 6 February 2009.

AGREED That the Democratic Services Manager be requested to chase up the response from the North West Innovation Fund, if it had not been received by 6 February 2009.

MDP 56 Feedback from Member Development Conference

The Panel discussed the Member Development Conference held on 16 January 2009 at the Castle Green Hotel, Kendal.

Although the day was interesting, it was thought there was not enough content specific to Member Development.

MDP 57 Meeting Dates for the 2009/2010 Municipal Year

The Member Services Technical Support Officer presented to the Panel the Draft Calendar including dates for Member Development Panel meetings in the 2009/2010 Municipal Year. Due to Accreditation renewal due to take place in September 2009, Members requested the provision of additional meetings from Mid June until September and where possible, these be on the same day as the OSC Management Committee.

AGREED That the Draft Calendar be amended to include additional meetings from Mid June until September and where possible, these be on the same day as the OSC Management Committee.

MDP 58 Project Plan

The Panel were advised that the Democratic Services Manager had begun to develop a Project Plan for Accreditation renewal and would update the Panel further at the next.

MDP 59 Communities in Control White Paper

This item was deferred to the next meeting.

MDP 60 Personal Development Plans

Members were advised that the Democratic Services Manager was investigating options for a PDP facilitator. Val Slater was a possibility and this would be discussed with her when she visits to conduct the Chairing and Managing Meetings Training on 11 February 2009.

MDP 61 Change of Meeting Date

Due to another engagement, the Chairman requested the meeting of this Committee due to take place on 20 February be re-scheduled.

AGREED That the meeting of this Committee due to take place on 20 February be re-scheduled to 23 February 2009 at 2:00pm.

The meeting closed at 3:00 pm.

Chairman.....

Date.....

Member Development Panel 230209
Item 5

COPELAND BOROUGH COUNCIL - MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2008/2009									
A. INDUCTION TRAINING									
SUBJECT	TOPIC	COMP/OPT	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR	CORPORATE PLAN OBJECTIVE	
INDUCTION	Module L1 Welcome, Meet & Greet	C	Coffee & meeting	Internal	Nil		New Members		2.6
	Module L2 Practical Workshop	C	Workshop 2/3 hours	Internal	nil		New Members		2.6
	Modern Councillor Intro to Local Govt	C	Web based module 30 mins	External Learning Pool	nil		New Members		2.6
	Modern Councillor Your Role As A Modern Councillor	C	Web based module 30 mins	External Learning Pool	nil		New Members		2.6
	Modern Councillor Community Leadership	C	Web based module 30 mins	External Learning Pool	nil		New Members		2.6
	Modern Councillor Overview and Scrutiny	C	Web based module 30 mins	External Learning Pool	nil		New Members		1.1

	Modern Councillor Code of Conduct Overview	C		Web based module 30 mins	External Learning Pool	nil	New Members	2.5
	Modern Councillor IT in Local Government	C		Web based module 30 mins	External Learning Pool	nil	New Members	2.5
	Modern Councillor Risk Management	O		Web based module 30 mins	External Learning Pool	nil	New Members	1.1
	Modern Councillor Public Speaking	O		Web based module 30 mins	External Learning Pool	nil	New Members	2.5
	Modern Councillor Working with the Media	O		Web based module 30 mins	External Learning Pool	nil	New Members	2.5
B. ESSENTIAL TRAINING								
Planning	Development Control Law and Practice			Day Workshop	External Trevor Roberts Associates	£1,500	May-09 Planning Panel	2.2

Audit	Final Accounts		2 hour workshop	External	£1,500	May/June 2008	Audit Committee	2.6
Code of Conduct	Code of Conduct for Members		30 minute Presentation	Internal	nil	Jan-09	All Members and Parishes	1.1
Policy Development			Day Workshop	Internal	nil	Jan/Feb 2009	All Members	
S17	Crime & Disorder		2 hour workshop	External	£600	Feb/Mar 2009	All Members	3.2
C. TRAINING TO MEET IDENTIFIED NEEDS								
PRIORITY								
Leadership			IdEA Leadership Academy	External IdEA	£1500 per programme (3 x 2days)	various by May 2009 (see IdEA LA programme)	As per PDP	1.1
			1:1 Mentoring	External NWEO	tbc	by May 2009	As per PDP	1.1
			Shadowing	External NWEO	tbc	by May 2009	As per PDP	1.1
			Visits to Other Councils	Internal	daily rate Expenses only	by Jan 2009	As per PDP	1.1
			Coaching	tbc	tbc	Ongoing	as per PDP	1.1
Local Govt Finance & Funding			Workshop Sub Regional or Local CIPFA Reference Manual	External NWEO	£700	Jan-09	All Members	1.1
				Internal	One-off £60	Ongoing	All Members	1.1

			CIPFA website	Internal	nil	Ongoing	All Members	
Project Management			Officer Briefing	Internal	Nil	Mar-09	All Members	1.3
Enhanced Public speaking			Local Workshop	External NWE/O	£700	Apr-09	Exec/OSC Chairs	1.1
Recruitment & Selection skills			Coaching	Internal	nil	tbc	Exec/ Pers Panel	
Leading & Chairing Meetings			Local Workshop	External	£700	Sep/Oct 2008	All Members	1.1
			Sub Regional Workshop	External IDeA/NW/E	nil	Oct-08	OSC Chairs	1.1
Interviewing/ Questioning Skills			Coaching	Internal/ External	tbc	Jan/Feb 2009	OSC Members	1.1
			Local/Sub Regional Workshop	External NWE/O	£700	Sept/Oct 2008	OSC Members	1.1
			CIPS web site	Internal	nil	Ongoing	All Members	1.1
Using IT Effectively			IT Trainer	External	£23.50 ph	Ongoing	As per PDP	2.3

				ECDL	External LearnDirect	£190 pp	Ongoing	As per PDP	2.3
Media Skills				Local Workshop	External NWE0	£1000 est	Feb/Mar 2009	Exec/OSC Chairs	2.3
				Coaching	tbc	tbc	Feb/Mar 2009	Exec/OSC Chairs	2.3
Overview and Scrutiny	Public & media engagement			Case studies from other LA's	External	tbc	Oct-08	OSC Members	2.4
				Officer Briefings	Internal	nil	Ongoing	OSC Members	
				CfPS website	Internal	nil	Ongoing	All Members	2.2
Update on LGPIHA 07				Local/Regional Workshop	Internal	nil	Mar-09	All Members	1.1
				IDEA/LGA/DCLG websites	Internal	nil	Ongoing	All Members	1.1
D. TRAINING TO MEET IDENTIFIED NEEDS									
NON PRIORITY									
CO Appraisals				External Briefings	External NWE0	tbc	Dec-08	As per PDP	1.1

Team Building				Local Workshop	External NWEO	£700	Feb-09	Executive	1.1
LAA Awareness				Officer briefing	Internal	nil	Jan-09	All Members	1.3
CAA Awareness				Officer Briefing	Internal	nil	Apr-09	All Members	1.3
Opposition Skills				Local Workshop	External NWEO	£700	Nov-09	As per PDP	1.1
Asset Management				Officer Briefing	Internal	nil	Dec-09	As per PDP	2.6
Risk Management				Officer Briefing	Internal	nil	Apr-09	As per PDP	2.6
CBC Accountability Structure				Structure Chart	Internal	nil	Sep-08	As per PDP	1.2
Understanding compulsory purchase				Officer briefing	Internal	nil	Jan-09	As per PDP	2.6
Understanding CBC partnerships/ funding				Officer Briefings	Internal	nil	Mar-09	As per PDP	1.3

[illegible]

[illegible]

COUNCILLOR PDP'S

LEAD OFFICER: Tim Capper
REPORT AUTHOR: Tim Capper

Summary: Presents proposals for external facilitation of 2009 Member PDP's.

Recommendation: To consider and agree proposed arrangements.

1. INTRODUCTION

- 1.1 As Panel Members are aware the Council is committed to retaining our accreditation to the NWEO Member Development Charter when it falls for renewal in 2009.

2. PROPOSALS

- 2.1 Margaret Martin who acted as external facilitator for Member PDP's in 2008, is not available at present. As it is essential that arrangements are put in place in good time to enable PDP's to be completed as soon as possible after the Annual Meeting in May, NWEO have been asked to look at alternative providers of this service in 2009.
- 2.2 Subject to agreement of the Panel agreement has been reached with NWEO that the facilitating service will be provided by Val Slater, who has already worked with us this year as provider of 3 development events. Val is an Associate of NWEO, is herself a serving Councillor with a metropolitan authority in Yorkshire, and is an experienced HR and training and development professional with considerable experience in local government working with both Members and officers. She has recently completed a similar PDP project at Allerdale BC.
- 2.3 Val will be on site conducting interviews on the following dates:

Wednesday 20 May

Thursday 21 May

Tuesday 27 May

Wednesday 28 May

Thursday 29 May

Friday 30 May

Monday 1 June

Tuesday 2 June

Wednesday 3 June

- 2.4 The Panel will recall that our re-accreditation in September requires, among other things, a take-up of PDP's by Members of at least 75%. (The remaining six criteria for accreditation also still apply for re-accreditation purposes.)

CHECKLIST FOR DEALING WITH KEY ISSUES

Please confirm against the issue if the key issues below have been addressed. This can be by either a short narrative or quoting the paragraph number in the report in which it has been covered.

Impact on Crime and Disorder	None
Impact on Sustainability	None
Impact on Rural Proofing	None
Health and Safety Implications	None
Impact on Equality and Diversity Issues	None
Children and Young Persons Implications	None
Human Rights Act Implications	None
Monitoring Officer comments	
S. 151 Officer comments	

List of Appendices: Nil

List of Background Documents:

List of Consultees:

Head of Legal & Democratic Services; Head of Finance & Business Development; Human Resources Manager; Portfolio Holder, Resources & Local Democracy