



RESOURCES OVERVIEW AND SCRUTINY PANEL

Panel Report

Public

Date of Meeting: 21 February 2013

Title: MEMBERS TRAINING REPORT 2011 - 2012

Report of: Organisational Development Manager

Report reference: CE 19/12

Summary:

The Member Learning and Development Framework approved by Council in August 2004 requires that progress reports be presented for scrutiny to the appropriate Overview and Scrutiny Panel. This is the report for 2011 - 2012.

Recommendations:

To note the report.

Contact Officer: Emma Titley

Ext: 7597

Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

Introduction

Appendix 3 paragraph 4.10 of the Members Learning and Development Framework approved by Council in August 2004 requires that:

*Progress reports would be presented to the Executive and to Corporate Resources Overview and Scrutiny Committee at intervals (at least annually) by the Head of MSES * on behalf of the Steering Group with regard to the Member Learning and Development Programme (MLDP), and by Group Leaders respectively with regard to the usage of their sub-budgets.*

- * Member learning and development is now the responsibility of the Organisational Development Manager

The overall purpose of this report is to describe Member learning and development activity in 2011 - 2012, including how the budgets have been spent. The Group Leaders have a delegated budget and this report shows how they have spent it. The Leader of the Council also provides a report on the Executive budget.

This report has been shared with the Member Learning and Development Working Group (MLDWG).

Format

This report takes the form of a corporate report on Member learning and development, followed by specific reports on the four devolved Member Training Budgets.

- Report by Organisational Development Manager about the Framework and the activities of the MLDP
- Annex A: Report by Leader of the Council about the activities of the Executive devolved budget
- Annex B: Standing conferences
- Annex C: Report by the Conservative Group Leader about the activities of the Conservative devolved budget
- Annex D: Report by the Labour Group Leader about the activities of the Labour devolved budget
- Annex E: Report by the Liberal Democrats and Independent Group Leaders about the activities of the Liberal Democrat devolved budget (this includes Independent Members).

Recommendation

To note the report.

Corporate report

Member Learning and Development Working Group (MLDWG)

The MLDWG is made up of the Portfolio Holder as Chair and Member Training Champions. The Labour and Conservative Groups usually nominate one Member each. The Liberal Democrat and Independent Group usually nominate one Member to represent both Groups. In addition, substitutes were identified for each Group who were also welcome to attend meetings, and some did. The MLDWG continued to meet in accordance with the Framework, approximately once a quarter. All decisions/recommendations made by this group are agreed unanimously.

Member Champions

The Group Champions continued their role throughout the year which included attendance at meetings of the MLDWG and the mentoring of newly elected Members.

Member/Leader Reviews

The formal scheme whereby individual Members are assisted to identify their training needs now consists of a new Member / Leader Review. This is more user friendly than the previous Personal Development Review process and ensures details of support needed, including training requests, are passed to the Organisational Development Team which will help to develop a more effective MLDP in the future.

Member Learning and Development Programme (MLDP)

This is the corporate programme of learning and updating opportunities organised by the Organisational Development Team. Participation in the MLDP has dropped significantly in 2011/12 with Members taking part in 116 activities (compared to 208 in 2010/11). This has been a combination of specific Member training, the ethical governance programme and joint staff and Member training.

Funding

In 2011/12 the total budget for Member training was £17,300. This consisted of £9,500 in 'devolved' budgets to the Groups based on the number of Members in each Group and a MLDP budget of £7,800. The 'devolved' budgets include one for the Executive (for Standing Conferences) and one each for the three main political Groups (the budget for the Liberal Democrat Group also included the Independent Members). Overall, the Member learning budget was under-spent at the end of the year by £3952. The MLDP budget was overspent by £511 but the 'devolved budgets' were collectively under spent by £3633. Members from other Councils attending our courses contributed £830 to the budget.

The total spent on Member training during 2010/11, excluding travel and subsistence, was £14,178 (compared to £12675 in the previous year). This amounts to £273 per Member (it was £244 per Member in the previous year). This is a slight increase from the previous year with training for Members specifically geared towards workshops that relate to their role as a Member.

Learning Targets

The City Council records the percentage of Members taking part in learning and development as a performance indicator. MI 905a (formerly LP 80) embraces all learning activity, including the MLDP and learning organised by the Groups with their delegated budgets. The target is set at 100% and in 2011/12 all Members took part in some form of learning activity.

E-learning

The City Council has signed up to the Learning Pool e-learning package which includes courses for both staff and Members. Members are able to access any of the modules they feel will be of use to them on any computer that has access to the internet.

Emma Titley
Organisational Development Manager
November 2012

Annex A - Executive Budget Report 2011 - 2012

This budget funds attendance at Standing Conferences for a specified number of delegates.

Delegates can be from any of the political parties including the Independent Members.

During the 2011 – 2012 financial year, this budget funded attendance at four different conferences and the total places taken was six.

This includes:-	COST
L.G.A. Conference X 2	£ 990
Planning Summer School X 2	£ 1558
LGA Rural Commission Annual Meeting X 1	£ 229
NAC AGM X 1	£ 350

	£ 3127

Executive Training Budget

ALLOCATION	£ 3800
EXPENDITURE	£ 3127
REMAINING	£ 673

The budget for these conferences was agreed by the previous Leader of the Council. As the current Leader of the Council my view is that the budget should continue as it is for the current year and then be reviewed.

J D Hendry
Leader of the Council

Annex B - Standing Conferences 2011 - 2012

Below is a list of conferences which were approved by the Leader of the Council to be paid for from the devolved Executive Training Budget.

Members wishing to attend any other conferences would need to be funded from other sources e.g. devolved Group budgets.

The figure in brackets indicates the maximum number of approved places at each event.

LGA Annual Conference (3)	Attended by Cllrs Mitchelson and Hendry
LGA General Assembly (London) (1)	Non-attendance
CIPFA (1)	Non-attendance
Northern Personnel Briefing (1)	Non-attendance
4 N/W AGM & Conference (2)	Non-attendance
RTPI Planning Summer School (2)	Attended by Cllrs McDevitt and Craig
National Association of Councillors AGM & Conference (1)	Attended by Cllr Mrs Geddes
National Association for Areas of Outstanding Natural Beauty (1)	Non-attendance
Centre for Local Economic Strategies (1)	Non-attendance
LGIU AGM & Conference (1)	Non-attendance
Chartered Institute of Housing (1)	Non-attendance
LGA Rural Commission (2)	Attended by Cllr Bainbridge
LGA Urban Commission (2)	Non-attendance
NWEO Charter Event (1)	Non-attendance
Apse National Annual Conference (1)	Non-attendance

Annex C - Conservative Group Budget Report 2011 - 2012

In total, 13 courses or conferences were attended by eight Members. The courses and conferences attended were all relevant to the work of the City Council and the individual responsibilities of Members.

Areas covered included:

- LGA Planning for Growth
- Overview and Scrutiny Chair Training
- Ageing Well
- RTPI Councillors Planning Briefing
- LG Conference
- Making the Green Deal a Fair Deal
- Sustainable Development
- A New Planning Regime

Information and learning from courses or conferences is shared with the whole group to ensure full value is gained from attendance.

Members also attended 60 places of in-house training.

GROUP TRAINING BUDGET 2011/12

ALLOCATION	£2200
EXPENDITURE	£1239
REMAINING	£961

Cllr John Mallinson

Conservative Group Leader

Annex D - Labour Group Budget 2011 - 2012

The budget for Member Development and Training allocated to the Labour Group for 2011 - 2012 was used for a variety of development purposes.

At a regional and local level Members have been involved in a range of courses such as new Member induction, Licensing and Regulatory Panel training, IT, Development Control, Audit and Appeals Panel, Speed Reading, Scrutiny, Health and Safety for Members and Holding Effective Surgeries and Managing Casework.

The group was also represented at several national events.

It is intended to continue personal development discussion and informal interviews with all members of the group who would like to be involved in this process. This will then inform the appropriate group officers of the needs of individual members of the group.

Members also attended 38 places of in-house training.

GROUP TRAINING BUDGET 2011/12

ALLOCATION	£2600
EXPENDITURE	£1230
REMAINING	£1370

J D Hendry
Group Leader

Annex E - Liberal Democrat and Independent Group budget 2011 - 2012

During 2011 – 2012, the Liberal Democrat and Independent Group budget initially supported six Members. The budget was £900 and £150 was spent.

Three out of the six Members participated in training in 2011/12 across a broad spread of subjects:

- Award for Personal Licence Holders
- Ageing Well
- Working in Neighbourhoods Level 2
- Championing Health and Wellbeing in Your Community

Members also attended 17 places of in-house training.

Cllr Trevor Allison
Liberal Democrat Group Leader

Cllr William Graham
Independent Group Leader