

Resources Overview and Scrutiny Panel

Agenda
Item:
A.7

Meeting Date: 10th October 2013
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Within Policy and Budget Framework NO
 Public / Private Public

Title: MEMBER TRAINING REPORT 2012-13
 Report of: Organisational Development Manager
 Report Number: CE 08/13

Purpose / 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 2012 - 2013.

Recommendations:

To note the report.

Tracking

Executive:	
Overview and Scrutiny:	10th October 2013
Council:	

1. Introduction

1.1 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

1.2 The overall purpose of this report is to describe Member learning and development activity in 2012 - 2013, 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.

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

2. Format

2.1 This report takes the form of a corporate report on Member learning and development, followed by specific reports on the 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 Group Leader about the activities of the Liberal Democrat devolved budget
- Annex F: Report by the Independent Group Leader about the activities of the Independent devolved budget

3. Corporate Report

3.1 Member Learning and Development Working Group (MLDWG)

The MLDWG is made up of the Portfolio Holder as Chair and Member Training Champions. Following a recommendation by one of the group members in 2012/13 to increase the number of Members involved, the membership of the group was increased. The Labour and Conservative Groups nominated three Members each. The Liberal Democrat and Independent Groups nominated two Members, one from each Group. However, if only one could attend the meeting, they would represent both Groups. The MLDWG continued to meet in accordance with the Framework, approximately once a quarter. All decisions/recommendations made by this group are agreed unanimously.

3.2 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.

3.3 Member/Leader Reviews

The new Member/Leader Review scheme to assist in identifying the training needs of Members was introduced and proved to be successful with 40 Members taking part. A report on the training needs identified was produced by Organisational Development and taken to the MLDWG for discussion and implementation. The success of the scheme also supported the authority's application to retain the North West Charter for Member Development for which we needed proof that at least 75% of our Members had completed a Member/Leader Review.

3.4 North West Charter for Member Development

The City Council originally signed up to the North West Charter for Member Development in 2000 and went on to achieve it in 2005. Since that time the City Council has reviewed and re-stated a commitment to the principles of the Charter and the Chief Executive and the Leader of the Council signed a new declaration in July 2012. Following this the Council was assessed against the criteria of the Charter in September and successfully retained it for a further three years. Several Members and officers took part in the assessment process. A number of areas were highlighted as examples of best practice in the final report together with some suggestions for further continuous improvement which will be addressed by the MLDWG.

3.5 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 increased quite significantly in 2012/13 with Members taking part in 145 activities (compared to 116 in

2011/12). This has been a combination of specific Member training, the ethical governance programme and joint staff and Member training.

3.6 Funding

In 2012/13 the total budget for Member training was £14,300. This consisted of £7,800 in 'devolved' budgets to the Groups based on the number of Members in each Group and a MLDP budget of £6500. The 'devolved' budgets include one for the Executive (for Standing Conferences) and one each for the four political Groups. Overall, the Member learning budget was under-spent at the end of the year by £4,339. The MLDP budget was under spent by £2,648 and the 'devolved budgets' were collectively under spent by £1,691. Members from other Councils attending our courses contributed £400 to the budget.

3.6.1 The total spent on Member training during 2012/13, excluding travel and subsistence, was £9,938 (compared to £14,178 in the previous year). This amounts to £191 per Member (it was £273 per Member in the previous year). This is a significant decrease from the previous year and is a result of Members choosing to attend more free courses such as ones in the ethical governance programme which are run by internal officers.

3.7 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 2012/13 all Members took part in some form of learning activity.

3.8 E-learning

The City Council has signed up to the Learning Pool e-learning package for staff and this is also available to 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. Organisational Development are continually creating new modules including ones of specific interest to Members i.e. "Welcome to Carlisle City Council" and an "Introduction to Local Government". Take up by Members has been low and during 2012/13, one Member enrolled and completed a module.

3.9 Member Learning & Development News

The bi-monthly newsletters have been in place since February 2011 and Members interviewed for the Member Charter assessment said they found them to be a really useful resource. The Organisational Development Team encourages Members who have attended external workshops to provide an overview of their experiences for the newsletter in order to feedback to other Members who may want to attend a similar workshop in the future.

3.10 Member/Officer Forum

A successful Member/Officer forum was held on Tuesday 13 November 2012 at which officers of the City Council and external partners provided information and updates on their current projects that were of particular interest to Members. Twenty one Members attended along with staff. This type of event used to be held annually and it was agreed at MLDWG to start doing this again.

3.11 Cumbria Member Training Network

An officer from the Organisational Development Team is a regular attendee at the Cumbria Member Training Network which consists of officers and Members from the other Cumbrian authorities, Lancaster City Council and the Lake District National Park. The main aim is to share learning and development for Members across the county and therefore help to reduce costs. Any opportunities for shared training are circulated to Members as they arise.

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**Appendices
attached to report:** None

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

Annex A - Executive Budget Report 2012 - 2013

This budget funds attendance at Standing Conferences for a specified number of delegates. Delegates can be from any of the political parties.

During the 2012/2013 financial year, this budget funded attendance at four different conferences and the total places taken was seven.

This includes:	COST
L.G.A. Conference X 3	£ 1485
Planning Summer School X 2	£ 1640
Northern HR Briefing X 1	£ 199
NAC AGM X 1	£ 350
	—————
	£ 3674
	—————

Executive Training Budget

Allocation	£ 3200
Expenditure	£ 3674
Remaining	£ - 474
Virement from corporate member training budget	£ 500
Total remaining	£ 26

Cllr Colin Glover
Leader of the Council

Annex B - Standing Conferences 2012 - 2013

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 Hendry, Glover & Mallinson
LGA General Assembly (London) (1)	Non-attendance
CIPFA (1)	Non-attendance
Northern Personnel Briefing (1)	Attended by Cllr Tickner
4 NW AGM & Conference (2)	Non-attendance
RTPI Planning Summer School (2)	Attended by Cllrs Prest & Franklin
National Association of Councillors AGM & Conference (1)	Attended by Cllr Riddle
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)	Non-attendance
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 2012 - 2013

In total, four courses or conferences were attended by three 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:

- National Planning Framework for Prosperity, People and Places
- The Localism Act and Neighbourhood Planning
- Climate Resilience and the Low Carbon Economy
- A Hand Up or Hand Out? Welfare Reform and Implications for Local Communities

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

Members also attended 62 places of in-house training.

GROUP TRAINING BUDGET 2012/13

ALLOCATION	£1800
EXPENDITURE	£ 481
REMAINING	£1319

Cllr John Mallinson
Conservative Group Leader

Annex D - Labour Group Budget Report 2012 - 2013

The budget for Member Development and Training allocated to the Labour Group for 2012- 2013 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, Development Control, Audit and Appeals Panel, Effective Presentation Skills, Emergency Planning for Elected Members and Member/Officer Forum.

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 76 places of in-house training.

GROUP TRAINING BUDGET 2012/13

ALLOCATION	£2400
EXPENDITURE	£2245
REMAINING	£ 155

Cllr Colin Glover
Group Leader

Annex E - Liberal Democrat Group Budget Report 2012 - 2013

During 2012 – 2013, the Liberal Democrat budget supported two Members. The budget was £200 and £205 was spent.

Both Members participated in training in 2012/13 across a broad spread of subjects:

- Impact of Welfare Reform on Financial Inclusion
- NAC Seminar – The Localism Act and Neighbourhood Planning
- A Hand Up or Hand Out? Welfare Reform and Implications for Local Communities

Members also attended 16 places of in-house training.

Cllr Trevor Allison
Liberal Democrat Group Leader

Annex F - Independent Group Budget Report 2012 - 2013

During 2012/13 the Independent Group were provided with their own budget for the first time which supported two Members. The budget was £200 and no spends were made against it.

However, Members did attend 10 places of in-house training.

Cllr William Graham
Independent Group Leader