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**EXCERPT FROM THE MINUTES OF THE  
RESOURCES OVERVIEW AND SCRUTINY PANEL  
HELD ON 17 FEBRUARY 2011**

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**ROSP.16/11 AMENDMENT TO COUNCIL FRAMEWORK FOR MEMBER  
LEARNING**

The Organisational Development Manager (Ms Titley) submitted report CE.03/11 concerning the Member Learning and Development Framework (MLDF) adopted by Council in August 2004 and subsequently amended in June 2008.

Ms Titley indicated that the Member Learning and Development Working Group (MLDWG) had on 23 November 2010 considered the current MLDF and recommended that changes be made to the sections on Personal Development Reviews (PDRs); the Learning Credits Scheme and parts of the Member Learning and Development Programme (MLDP). The proposed changes would ensure that Member learning initiatives supported Members in meeting the challenges proposed in the new Localism Bill and in continuing to champion the needs of their communities.

PDRs had been introduced in 2004 as part of the MLDF, the idea being that Members would meet with a Member Learning and Development Representative (now Member Champions) to discuss their learning needs and develop a Personal Development Plan. The MLDWG had reviewed the PDR process in 2010 and concluded that a new approach was needed to look at a wider range of issues.

Ms Titley then outlined for Members the following proposals, details of which were set out within her report -

Proposal 1 - replace Personal Development Reviews with a Member / Leader Review;

Proposal 2 - remove the Learning Credits Scheme from the Member Learning and Development Framework; and

Proposal 3 - require new Members and Substitute Members on the Licensing and Development Control Committees; Employment and Appeals Panels to attend relevant training before they sat on a Committee.

She added that the MLDWG was working with the Organisational Development Team to look at new ideas for Member learning opportunities, including workshops in the three key areas mentioned above. They were also looking at new ways to deliver Member learning to encourage more Members to engage with learning and development opportunities.

The Executive had on 14 February considered the matter (EX.17/11) and decided:

- “1. That the Executive had considered the proposed changes to the Council Framework for Member Learning contained within Report CE.01/11 and made the report available for consideration by the Resources Overview and Scrutiny Panel.
2. That a further report be submitted to the 14 March 2011 meeting of the Executive to consider referring the matter to Council on 26 April 2011.”

In considering the report Members raised the following questions and comments:

- *Had the proposed Member/Leader Reviews been discussed with each of the Group Leaders?*

Ms Titley responded that it had been agreed at the Member Learning Development Group held in November 2010 that the Learning Champions would discuss the proposal with their Group Leaders and they had been happy to move forward with the proposal. She added that the proposed Member/Leader Review would remove the formality of the PDRs and give Members the opportunity for a one to one discussion with their Group Leaders.

The Performance and Development Portfolio Holder added that feedback from the PDRs had indicated that the PDRs were complicated and caused a lot of work. The proposed Reviews would give Members the opportunity to talk to their Group Leaders to discuss issues within their wards and raise training needs. They would still assist in retaining the Members Charter. The proposed pro forma, as exemplified in the report was simple and designed to aid a useful discussion. Copies of the completed pro forma would be kept by the Member, the Group Leader and the Organisational Development Manager.

- *Members had raised some concerns with regard to the amount of training they had received.*

Ms Titley agreed that training needed to be relevant for Members and the MLDWG had decided that new members and substitutes on the Licensing Committee and Development Control Committee should undergo training before they could sit on the committee. New members and substitutes on the Employment Panel and Appeals Panels should attend equality and diversity training before they sit on a panel. It was agreed that this would be the only training required for Members.

- *Members welcomed the proposals outlined in the report and felt that it was invaluable for Members to be participating in one to one discussions with their Leaders.*
- *Who would carry out the Review with the Group Leaders?*

The Performance and Development Portfolio Holder stated that there was still some discussion needed with regard to the Leaders Reviews.

Councillor Earp informed the Panel that the two Liberal Democrat group Leader would carry out the Review with the Council's two Independent Members.

- *How could the Council encourage Members to attend other training such as Equality and Diversity?*

Ms Titley commented that the promotion of training events did need to be addressed; this could be done by ensuring the training is relevant to Members roles. Work had begun with the Policy and Performance Manager to make the training interesting and relevant.

Ms Titley informed the Panel of a training day that was being organised for all Members in June 2011. The day would be held on a Saturday and would comprise of a series of workshops on a range of topics. The day would be followed by various training opportunities throughout the year.

RESOLVED – That the Panel welcomed the proposed changes as set out in Report CE.03/11 – Amendment to Council Framework for Member Learning.