



**Notice of meeting of  
Member Development Steering Group**

**To:** Councillors Potter, Runciman and Wiseman  
**Date:** Wednesday, 6 May 2009  
**Time:** 4.00 pm  
**Venue:** The Guildhall, York

**AGENDA**

- 1. Election of Chair**  
To elect a Member to act as Chair of the meeting.
- 2. Declarations of Interest**  
At this point, Members are asked to declare any personal or prejudicial interests they might have in the business on the agenda.
- 3. Public Participation**  
At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or a matter within the Group's remit can do so. The deadline for registering is **5:00 pm on Tuesday, 5 May 2009**.
- 4. Member Development Charter**  
To receive a verbal report from Mike Leitch, of Local Government Yorkshire and Humber, providing an overview of the issues involved in working towards achieving charter status.

**5. Terms of Reference and 2009/10 Annual Work Plan for the Steering Group** (Pages 3 - 10)

This report sets out agreed terms of reference for the Member Development Steering Group and presents for Members' approval a proposed Annual Work Plan for the Group in 2009-2010.

**6. Member Development Programme 2009/2010** (Pages 11 - 20)

This report sets out the first draft of a proposed programme of Member Development events for the municipal year 2009-2010.

**7. Dates of Future Meetings 2009-2010** (Pages 21 - 22)

To receive information on the dates of future meetings of the Steering Group in 2009-2010 and of those bodies to which it will be reporting.

**8. Urgent Business**

Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

Name: Fiona Young

Contact details:

- Telephone – (01904) 551027
- E-mail – [fiona.young@york.gov.uk](mailto:fiona.young@york.gov.uk)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

**A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088**

### Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

### Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ مہیا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

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### **Holding the Executive to Account**

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

### **Who Gets Agenda and Reports for our Meetings?**

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.



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## **Member Development Steering Group**

**6 May 2009**

Report of the Head of Civic Legal and Democratic Services

### **Terms of Reference and 2009/10 Annual Work Plan for the Steering Group**

This report sets out the proposed Draft Annual Work plan 2009 for the Member Development Steering Group

#### **Background**

1. The Member Development Steering Group and the associated terms of reference were established on a 1:1:1 basis at the meeting of Full Council on 2 April 2009. This was the first step in the Council's progress towards achieving I&DeA Charter Status and improving its approach to the provision of development opportunities for elected members.

#### **Terms of Reference**

2. At its meeting on 2 April 2009 Council agreed the terms of reference set out in Annex A to this report which serves to guide the Steering Group in its purpose and aims with regard to Member Development and working towards achieving Charter Status.

#### **Annual Work Plan**

3. In order to manage how the Council works towards achieving Charter Status, one of the first tasks for the Steering Group is to agree an annual work plan. The work plan sets out key actions in the Member Training and Development annual cycle and also with regard to the Charter Implementation Plan. The proposed Annual Work Plan for the year 2009/2010 is set out in Annex B to this report.

#### **Reporting Lines**

4. The Member Development Steering Group will report three times a year to the Standards Committee in view of its ethical and standards role relating to Members. This will enable Standards Committee to feed any recommendations into Council in relation, for instance, to development funding for Members or Member engagement in events/activities. Establishing these reporting lines will provide a structured approach to dealing with Member development and training issues in the future.

## Consultation

5. No consultation is necessary other than with the Steering Group

## Options

6. (a) to agree the Annual Work Plan set out in Annex B (Option 1)
  - (b) to agree to the Annual Work Plan set out in Annex B with any suggested changes (Option2)

## Corporate Priorities

7. Establishing an annual work plan for the Member Development Steering Group is consistent with the priority actions included in the Council's refreshed Corporate Strategy; in particular the provision of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## Implications

8. The following implications have been considered:
  - **Financial** – Any financial costs resulting from the work of the Member Development Steering Group will largely be associated with the Annual Programme and Personal Development Plans which will be met from the existing member development budget.
  - **Human Resources (HR)** – Any HR issues arising from the work of the Member Development Steering Group, will be associated with trainers & staff support for events under the Member Development Programme. In addition there are additional demands on Democracy Support staff time associated with supporting the Steering Group and achieving Charter Status.
  - **Equalities** - There are no equality implications associated with this report.
  - **Legal** – There are no Legal implications associated with this report.
  - **Crime and Disorder** – There are no crime and disorder implications associated with this report.
  - **Information Technology (IT)** – There are no IT implications associated with this report
  - **Property** – There are no property implications associated with this report
  - **Other** – There are not other implications associated with this report.

## Risk Management

9. If members do not agree a work plan for the year, there is a risk that the Council will fail to achieve either Charter Status or improve development opportunities for Members.

## Recommendation

10. It is recommended the Member Development Steering Group approve the Annual Work Plan for 2009/2010 set out in Annex B

## Contact Details

**Author:**

Amanda Oxley  
Senior member Support Officer

**Chief Officer Responsible for the report:**

Quentin Baker  
Head of Civic Democratic and Legal Services

Dawn Steel  
Democratic Services Manager

**Report Approved**

**Date** 28 April 2009

## Specialist Implications Officer(s)

**Wards Affected:**

**All**

For further information please contact the author of the report

## Background Papers:

None.

## Annexes:

Annex A – Member Development Steering Group Terms of Reference  
Annex B - Annual Work Plan (2009/2010)

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**Terms of Reference – Member Development Steering Group**

Terms of Reference:

1. Developing and reviewing the Member Development Strategy.
2. Developing, monitoring, evaluating and reviewing the annual Member Development Programme.
3. Receive periodical attendance monitoring reports with a view to reporting annually to Full Council
4. Providing strong leadership and guidance to officers in respect of all Member Development issues.
5. Promoting best practice in respect of Member Development amongst all elected Members of the Council.
6. Encouraging the highest level of participation by all Members in the Member Development Programme, in respect of the Strategy, and in relation to Personal Development Plans (PDPs).
7. Ensuring that the Council reaches and maintains the required level of skills, competence's and practices to achieve I&DeA Charter status in connection with elected Members.
8. Reporting on a regular basis to the Standards Committee.

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## Member Development Steering Group Annual Work Plan 2009/2010

Steering Group Meeting	Detail	Report to Standards Committee	Report to Council
May 09	<ul style="list-style-type: none"> <li>• agree schedule of meetings for 2009/2010</li> <li>• agree work programme for 2009/2010</li> <li>• consider and agree initial draft Member Development Programme 2009/2010</li> <li>• meet with Mike Leitch (Local Gov Yorks &amp; Humber)</li> </ul>		
June 09	<ul style="list-style-type: none"> <li>• agree implementation plan for achieving Charter Status</li> <li>• Consider Local Democracy Week events</li> <li>• Consider updates to Member Development Programme 2009/2010</li> <li>• Agree PDP consultant and approach for engaging all members</li> <li>• Consider 360° appraisals</li> </ul>		
Sep 09	<ul style="list-style-type: none"> <li>• Agree member development policy/strategy</li> <li>• Agree monitoring framework, approach covering engagement/take up with all aspects of MDP (e.g. PDP's, events, alternative training)</li> <li>• Evaluation Monitoring (events/PDP's offered to date)</li> <li>• Role profiles (inc ward members, corporate parenting and promoting citizenship &amp; community leadership – Should we have them?)</li> </ul>	23 Oct 2009  23 Oct 2009	
Nov 09	<ul style="list-style-type: none"> <li>• Budget monitor</li> <li>• Agree Evaluation Strategy</li> </ul>		
Jan 10	<ul style="list-style-type: none"> <li>• Budget Recommendations</li> <li>• Agree communications plan</li> </ul>	21 Jan 2010	26 Feb 2010
March 10	<ul style="list-style-type: none"> <li>• Review Communications Plan</li> <li>• Consider annual monitor of attendance</li> <li>• Consider draft MDP 2010/2011</li> </ul>	1 April 2010	
April 2010	<ul style="list-style-type: none"> <li>• Agree Member Development Programme 2010/2011</li> </ul>		

In addition to the above the Steering Group will also consider other items including suggested training throughout the year.

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## **Member Development Steering Group**

**6 May 2009**

Report of the Head of Civic Legal and Democratic Services

## **Member Development Programme 2009/2010**

### **Summary**

1. This report sets out the first draft of the proposed programme of Member Development events for 2009/2010

### **Background**

2. The last full programme of development events for members took place throughout 2007 following the elections. Following this intensive period subsequent training has been arranged on an as and when basis on topics such as, Planning, Risk Management, Partnership Working, Scrutiny, Data Protection and Member/Officer Relationships.
3. An annual programme of events will in future be produced in conjunction with the Member Development Steering Group and the evaluation of the programme and attendance at development sessions by members will be monitored regularly by the Steering Group as part of the comprehensive approach to achieving Charter Status.

### **Annual Programme of Development Events 2009/2010**

4. Attached is the draft programme for 2009/2010 (Annex A) on which members comments and suggestions are welcome. The programme will be brought back to the next meeting of the Steering Group with further revisions for final approval.

### **Additional Development Support and Opportunities**

#### **5. Personal Development Plans (PDP's)**

In recent years it has been common practice to offer PDP's to all newly elected members and members embarking on new roles following the Annual Meeting. However, in it's report dated 20 January 2009 the Executive agreed that all Members should be encouraged to undergo Personal Development Interviews in the future. The approach for engaging all members in the PDP process will be considered at the next meeting of the Steering Group and at the same time consideration will also be given with regard to the choice of PDP consultant for coming year.

6. **Modern Councillor e-learning Courses** – A suite of around 10, 30 minute e-learning courses such as ‘Community Leadership’, ‘Risk Management’, ‘Equality & Diversity’, ‘Chairing Meetings’ and the Code of Conduct are available to York’s elected members through North Yorkshire County Council’s ‘Learning Zone’ portal. The Learning Zone offers Members the flexibility to complete short e-learning by logging on to the following site <https://learningzone.northyorks.gov.uk/learningzone/main/default.aspx>. Members require a log in and password which can be obtained from Member Support.
7. **IDeA Leadership Academy** – Political groups are encouraged to put forward one member per year for the ID&eA’s Leadership Academy Programme, which aims to develop participants’ leadership style, give them confidence and create a support network among peers in other councils. Places are available to Executive and scrutiny committee members; scrutiny chairs; and opposition spokespeople.
8. **External Conferences/Events** - The core programme is regularly supplemented with relevant external conferences/seminars including training events hosted by neighbouring authorities, details of which are circulated on email to members
9. **European Computer Drivers License (ECDL)** – Members are eligible to enrol on the Council’s ECDL programme. ECDL is a widely recognised IT qualification covering a range of computer skills. Study can be in members own time using their home computers. Information sessions are run on a regular basis at the Training & Development Centre and support is available for employees and councillors throughout the course
10. **Reading Material, CD’s etc** - To supplement the core programme of events Member Support are able to offer a range of CD’s and Books for loan covering a range of topics which include; Speed Reading, Speaking in Public, Dealing with Difficult Situations, Effective Chairing and Scrutiny Skills.

## **Consultation**

11. Consultation on individual courses has taken place with relevant directorates, no other consultation is necessary other than with the Steering Group

## **Options**

- 12.(a) To approve the draft Member Development Programme as set out in Annex A  
  
or  
  
(b) To approve the draft Member Development Programme as set out in Annex A with further suggestions/revisions

## Corporate Priorities

13. The provision of a Member Development Programme is consistent with the priority actions included in the Council's refreshed Corporate Strategy. In particular the provision of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## Implications

14. The following implications have been considered:

- **Financial** – Any financial costs associated with the Member Development Programme 2009/2010 will be met from the existing £10K Member Development budget managed and monitored by the Senior Member Support Officer.
- **Human Resources (HR)** – Any HR issues arising from the programme relate to trainers & staff support for events.
- **Equalities** - There are no equality implications other than the proposed Pre-council Seminar on Equality and Human Rights legislation which is intended to positively promote awareness of these issues for members. Members will receive at a future meeting a suggested Member Training and Development strategy/policy which will take account of access, equality and diversity issues.
- **Legal** – There are no Legal implications associated with this report.
- **Crime and Disorder** – There are no crime and disorder implications associated with this report.
- **Information Technology (IT)** – Any IT implications associated with this report relate to the provision of ECDL training made available to members as part of the Member Development Programme.
- **Property** – There are no property implications associated with this report
- **Other** – There are not other implications associated with this report.

## Risk Management

15. If members do not agree an annual Programme, there is a risk that the Council will fail to achieve either Charter Status or to improve development opportunities for Members.

## Recommendation

16. It is recommended the Member Development Steering Group approve the draft Member Development Programme to enable arrangements for the delivery of planned events for 2009/2010 to commence.

**Contact Details**

**Author:**

Amanda Oxley  
Senior member Support Officer

**Chief Officer Responsible for the report:**

Quentin Baker  
Head of Civic Democratic and Legal Services

Dawn Steel  
Democratic Services Manager

**Report Approved**

**Date** 28 April 2009

**Specialist Implications Officer(s)**

**Wards Affected:**

**All**

For further information please contact the author of the report

**Background Papers:**

None.

**Annexes:**

Annex A – Member Development Steering Group Annual Work Plan



<b>DRAFT PROGRAMME OF EVENTS 2009/2010</b>				
<b>Month</b>	<b>Session Details</b>	<b>Target audience</b>	<b>Reason for training</b>	<b>internal/external trainer and basic cost (excluding room hire/catering)</b>
19 May 2009	<b>'An Effective Audit Committee'</b> Pauline Stuchfield Director of Customer Service & Governance will lead this Interactive Self Assessment Session	Members of Audit & Governance Cttee	To complete a self-assessment exercise against best practice for Audit Committees and to inform future training for the Audit & Governance Committee	Internal/Nil
22 June 2009	<b>Audit &amp; Governance Development Session</b> Keith Best Assistant Director of Finance will brief members on the Statement of accounts 2008/09	Members of Audit & Governance Cttee		Internal/Nil
June 2009 tbc	<b>Licensing Act</b> John Lacy – Licensing Manager will present a session covering the key areas of the Licensing Act legislation including Licensing Committees, application procedures, and the use of the Licences, reviews, variations, temporary event notices and enforcement matters.	New members on Licensing and a refresher for existing members	Following any new appointments at Annual Council is an essential requirement that members on Licensing undergo relevant training before they can sit on a licensing panel.	Internal/Nil

**DRAFT PROGRAMME OF EVENTS 2009/2010**

<b>Month</b>	<b>Session Details</b>	<b>Target audience</b>	<b>Reason for training</b>	<b>internal/external trainer and basic cost (excluding room hire/catering)</b>
July 2009 tbc	<p><b>Cross Cutting Scrutiny Committees</b> Scrutiny Services are to run a number of short sessions on the impact of the recent changes to York's Scrutiny framework on individual Scrutiny Committees remit and functions</p>	Members of Scrutiny by Committee	Due to the recent changes in the structure, functions and make-up of scrutiny committees in the Council. This will include how scrutiny works with LSP partners to monitor LAA targets and delivery of sustainable corporate strategy	Internal/Nil
9July 2009 (Prov)	<p><b>Pre-Council Seminar Equality &amp; Human Rights Legislation Update</b> The Equality and Inclusion Team will brief members on the public duties arising from equalities legislation.</p>	All Members	To meet the duties arising from equalities legislation. The briefing will also contribute to the corporate strategies inclusive city and effective organisation. The SCS theme of inclusivity is also being addressed by the revised scrutiny structure.	Internal/Nil
July 2009 tbc	<p><b>'Looking after the Children'</b> Cllr Carol Runciman Executive Member &amp; ID&amp;eA peer mentor to lead a session around the responsibility on all Councillors as Corporate Parents</p>	All members	In response to the ten year child care strategy and the duties on Councils set out in the child care act 2006 'every child matters'	Internal/Nil

**DRAFT PROGRAMME OF EVENTS 2009/2010**

<b>Month</b>	<b>Session Details</b>	<b>Target audience</b>	<b>Reason for training</b>	<b>internal/external trainer and basic cost (excluding room hire/catering)</b>
Sept 2009 tbc	<b>Understanding the Revised Code of Conduct</b> Quentin Baker Head of Civic, Democratic and Legal Services will take members through the recent changes to the code of conduct	All members	In response to the review of the Members Code of Conduct currently underway by the Standards Board for England.	Internal/Nil
Sept 09 tbc	<b>Officer/Member Relationships</b> Dead Ernest Theatre Co to tailor two theatre style sessions to our specific requirements. The two short plays at each of the sessions will tackle a number of issues and explore relationships between members and officers. And will also touch on equality issues.	All members and senior officers	Identified as priority area for York by Audit Commission. Initial training sessions took place for members in October 08. This is the second phase of training aimed at all members and senior managers.	External/approx £2,800
Oct 09 tbc	<b>Local Government Finance</b> Ian Floyd director of Resources will brief Members on the authority's income, spending and funding, the budget process and the member's role in agreeing and monitoring Council expenditure.	Any members wishing to gain more confidence in dealing with the authority's financial matters	Identified through PDP's and with regard to potential changes regarding appointments to committees at Annual Council	Internal/Nil



**DRAFT PROGRAMME OF EVENTS 2009/2010**

<b>Month</b>	<b>Session Details</b>	<b>Target audience</b>	<b>Reason for training</b>	<b>internal/external trainer and basic cost (excluding room hire/catering)</b>
15 Oct 09 (Prov)	<b>Pre-Council Seminar - Science City York</b>	All members	To provide members with an overview of the partnership between Science City York and City of York Council and to share with members it's plans for the future.	External/Nil
3 Dec 09 (Prov)	<b>Pre-Council Seminar York College</b>	All members	To update members on the recent successes of the college and it's plans for the future	External/Nil

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**Member Development Steering Group**

**Schedule of Meetings 2009/2010**

<b>Steering Group Meeting</b>	<b>Standards Committee Meeting</b>	<b>Full Council Meeting</b>
Wed 6 May 2009	Fri 26 June 2009	Thurs 21 May 2009
Wed 24 June 2009	Fri 28 Aug 2009	Thurs 9 July 2009
Wed 23 Sept 2009	Fri 23 Oct 2009	Thurs 15 Oct 2009
Wed 25 Nov 2009	Fri 18 Dec 2009	Thurs 3 Dec 2009
Tues 12 Jan 2010	Thurs 21 Jan 2010	Thurs 4 Feb 2010
Wed 31 March 2010	Thurs 1 April 2010	Thurs 8 April

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