Notice of meeting of

Member Development Steering Group

To:	Councillors Gunnell (Chair), Barnes, Douglas, Runciman (Vice-Chair) and Wiseman
Date:	Thursday, 26 January 2012
Time:	5.00 pm
Venue:	The Guildhall, York.

A G E N D A

ABOUT CYC MEETINGS

1.   Declarations of Interest
At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

2.   Minutes   (Pages 3 - 8)
To approve and sign the minutes of the last meeting of the Member Development Steering Group held on 1st December 2011.

3.   Public Participation
At this pointing the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committees remit can do so. The deadline for registering is **5:00pm on Wednesday 25th January 2012.**

4.   Demonstration on 'MORE' (Member Online Resource Environment).
Members will receive a presentation and demonstration on the Member Online Resource Environment from Chris Farquhar of City of Bradford Metropolitan District Council.

5.   Spring Community Events.   (Pages 9 - 16)
This report sets out proposals for the Spring Community Events Programme which will be offered to Members in April and May 2012. These events are additions to the Core programme.

6.   Provision of Information for Members on (Pages 17 - 20)
COLIN.
Members are asked to consider a report on the provision of information on the Council's intranet 'COLIN'.

7.   Work Plan.   (Pages 21 - 22)
Members are asked to consider the Work Plan for the Member Development Steering Group.

Democracy Officer

Laura Bootland
Tel:01904 552062
Email: laura.bootland@york.gov.uk

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

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

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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.

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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.**

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The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet 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 Cabinet 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

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- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
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City of York Council   Committee Minutes

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	1 DECEMBER 2011
PRESENT	COUNCILLORS GUNNELL (CHAIR), BARNES, WILLIAMS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

17.   DECLARATIONS OF INTEREST

Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

18.   MINUTES

RESOLVED: That the minutes of the meeting held on 12 October 2011 be approved and signed by the Chair as a correct record.

19.   PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the council's Public Participation Scheme.

20.   REVIEW OF MEMBER DEVELOPMENT POLICY

Members received a report that reviewed the Member Training and Development Policy. The report also suggested revisions which Members were requested to consider as part of their annual review of the policy.

Members agreed that the policy should be updated to reflect the new Council Plan and to amend references to the Executive to read "Cabinet".   It was noted that the policy may need further revisions once the future of the Standards Committee was known and in the light of a review of the Scheme of Allowances to Members that would be carried out by an Independent Remuneration Panel in January 2012.

Discussion took place regarding attendance at external conferences. Although the agreed protocol had been put in place, there were a number of ongoing issues, as detailed in paragraph 13 of the report. One suggestion put forward was to consider providing each Group with a sum to spend on external conferences from within the overall Member Development Budget. It was agreed that further consideration needed to be given to this matter.

RESOLVED: (i)   That the suggested amendments detailed in paragraphs 7 and 17 of the report be approved[1].

              (ii)   That the Chair, Vice-Chair and Cllr Wiseman meet to give further consideration to the issues raised in respect of external conferences and report back to a future meeting[2].

REASON: To enable the policy to remain relevant and flexible enough to serve the best interests of providing well-trained elected Members.

Action Required
1. Update Policy   DS
2. Arrange informal meeting   TW

21.   BUDGET MONITOR REPORT

Members received a report that detailed the current level of spend against the Member Training Budget for 2011/12. It was noted that the expenditure included the costs for the extensive induction programme that had been provided for newly elected Members. Members were pleased to note that the provision of Member training and development was within budget.

RESOLVED: That it be noted that the budgetary position is on target to be within budget at the end of the financial year.

REASON: To enable the budget to be appropriately monitored during the year.

22.   **EVALUATION REPORT ON CORE TRAINING PROGRAMME**

Consideration was given to a report that informed Members of:
- The take up at events offered to date
- A summary of the feedback received
- Analysis of the take-up
- Next steps in the core programme

Members were pleased to note the many positive comments about the training opportunities that had been provided.

The following suggestions were put forward in respect of planning for future training sessions:
- Members supported the suggestion detailed in paragraph 21 of the report, that a set of protocols be drawn up for those delivering training to Councillors. This would provide clear guidance as to what was expected and would cover issues such as the format of handouts and presentations to ensure that the training was fully accessible. Members requested that the Staff Equalities Working Group be consulted on the draft protocol[1].
- Concerns were expressed that a number of Members booked to attend training sessions but did not do so. This caused particular problem for trainers in terms of planning activities, workshops and resources. It also meant that some sessions took place although there were a very low number of attendees and were not viable. It was important that Members submitted their apologies if they were unable to attend. Members of the committee agreed that, if officers notified them of the Members concerned, they would raise this issue with them.
- It was agreed that, to ensure the viability of training sessions, a minimum number of attendees should be set and the session should be cancelled if this figure had not been reached. The committee agreed that if, 48 hours prior to a training event, fewer than five Members had registered to attend the session should be cancelled. It was noted that the minimum number may have to be lower for some training sessions, including those that were statutory.
- Mindful of some Members' work commitments, it was important that Members were aware of other training opportunities that were available, including on-line training.

- It would be useful if Members were made aware of the target audience for some training sessions, for example whether they would be useful to new Members or whether they were targeted at those with more experience. It was, however, noted that some of the training sessions also served as a useful refresher for longer-serving Members.
- Members considered the revised evaluation form and supported its introduction. Officers confirmed that trainers were made aware of the feedback that had been received on sessions that they had delivered. The comments on the evaluation forms were also used to inform future training events.

Information was tabled on a leadership and management qualification for councillors which was accredited by the Institute for Leadership & Management. The Authority had been invited to nominate one councillor to take part. Officers sought Members' views as to how the place should be allocated. Members agreed that initially an email should be sent to all councillors to seek expressions of interest[2].

RESOLVED: (i)   That the report be noted.

(ii)   That Members' comments, as detailed above, be taken into account when planning future training programmes.

REASON: In order to comply with the monitoring arrangements set out in the Steering Group's Terms of Reference, as approved by Council.

Action Required
1. Prepare and consult on protocols   TW
2. Seek nominations via email   TW

23.   **WORK PLAN**

Consideration was given to the Steering Group's Annual Work Plan. The following amendments were agreed:
- Include an update on conferences (March meeting)
- Include an item on the Intranet and Zone 47 (January meeting)
- Consideration of remit of the Steering Group (March meeting)

RESOLVED: That the work plan be approved.

REASON: In order to provide the Steering Group with a
              work programme for future meetings.

Councillor Gunnell, Chair
[The meeting started at 5.00 pm and finished at 6.35 pm].

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Member Development Steering Group   **26th January 2012**

Report of the Assistant Director Governance & ICT

The Spring Community Events Programme (additions to the Member Development Core Training Programme)

Summary

1. This report sets out proposals for the Spring Community Events Programme which will be offered to Members in April and May 2012.

Background

2. During the municipal year 2011/2012 a comprehensive Induction and Development Training Programme (the Core Programme) has been put together for Members of the Council. The first part ran from May to July 2011 and predominantly acted as the Induction Programme for new Members and a refresher for more experienced Members of the Council. The second part of the Core Programme runs from September 2011 to May 2012 (although effectively ends at end of March 2012) and includes a very broad range of sessions aimed at all Councillors.

3. The aim of the third part of the Core Programme, which is being presented at today's meeting, is to run a series of events/training sessions out in the community. This part of the Core Programme will run during April and May 2012 and will focus on developing an understanding of local communities and key partnership activity.

Consultation

4. When putting together the first and second parts of the Core Programme senior officers at the Council were asked for their thoughts and ideas as to what should be included. Quite a few of the ideas put forward had a 'community theme' and these have influenced how the final part of the Core Programme has been put together.

5. In addition to this MDSG also raised several ideas for community events/training sessions at a previous meeting.

    What Will Be On Offer in April & May 2012

6. The following sessions will be on offer throughout April & May 2012:

    - Understanding Parish Councils
    - Tours of Community Centres
    - Developing Ward Plans & Partnership Working
    - Tour of Council Community Assets (including office accommodation)

7. Further provisional details of all sessions above are set out in Annex A to this report

    Options

8. Members are invited to comment on the proposals for the Spring Community events programme before the events are finalised and advertised to all Members of the Council.

    Analysis

9. Members are asked to comment on the provisional spring programme prior to this being advertised to all Council Members. As part of its drive to become a 'confident, collaborative organisation' the Council Plan specifically states, that we should ensure the Member Development and Training Programme has a focus on community leadership.

    Council Plan 2011 - 2015

10. The third part of the Core Member Training & Development Programme is focussed around Community Leadership, as set out in the Council Plan 2011-2015 and as mentioned above.

    Implications

11. **Financial** – the annual training programme for Members is supported by the Member Development budget and any costs accrued are met from within this budget.

12. There are no known HR, legal or other implications associated with the contents of this report.

Risk Management

13. In compliance with the Council's risk management strategy there are no known risks associated with the recommendations set out in this report, other than failing to deliver on the commitment set out in the Council Plan 2011-15.

Recommendations

14. Members are asked to comment on the proposals for the Spring Community Events Programme.

    Reason: In order to deliver the commitment set out in the Council Plan 2011-2015

Contact Details

Author:	Chief Officer Responsible for the report:
Tracy Wallis Scrutiny Officer Scrutiny Services Tel: 01904 551714	Andrew Docherty Assistant Director Governance & ICT Tel: 01904 551004

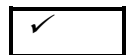|			
	Report Approved	✓	**Date** 19.01.2012

Specialist Implications Officer(s) None

Wards Affected: All   ✓

For further information please contact the author of the report

Background Papers:
None
Annexes

Annex A   Summary of sessions that will take place as part of the Spring Community Programme

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Summary of the Spring Community Events Programme

- **Understanding Parish Councils**

  Presented by: Representatives of the Neighbourhood Management Unit and York Branch Local Councils Association

  Date: Wednesday 18th April from 5pm to 7pm

  Venue: Room 1, Burton Stone Community Centre

  Target Audience: All Councillors

  Aim of the Session: This session aims to give Members an insight into who and what Parish Councils are along with their role, remit and common issues. The session will make reference to the current Parish Charter and the ongoing work to facilitate partnership working.

  Outcomes: By the end of the session Members will have an improved understanding of the role of Parish Councils and examples of good practice and partnership working.

- **Tours of Community Centres**

  Presented by: Representatives of the Neighbourhood Management Unit and Community Representatives

  Various Dates & Venues as below:

  - Wednesday 11th April from 1pm to 2pm - Foxwood Community Centre

  - Wednesday 18th April from 3.30pm to 5pm - Burton Stone Community Centre

  - Thursday 26th April 2012 from 10am to 11am - Sanderson Court Community Centre

  - Friday 4th May 2012 from 11am to 12 noon - Tang Hall Community Centre

  Target Audience: All Councillors

Overall Aims: These tours aim to give Members an insight into the role of the community centres and will enable Members to meet with those involved in the day to day running of the centres and user group representatives.

Outcomes: By the end of the above sessions Members will have an improved understanding of community centres and their role as hubs of community activity.

- **Developing Ward Plans & Partnership Working**

  Presented by: Representative of the Neighbourhood Management Unit

  Date: Thursday 26th April 2012 from 11.30am to 12.30pm

  Venue: Sanderson Court Community Centre

  Target Audience: All Councillors

  Aim of the Session: This session aims to give Members an insight into current projects, practice and opportunities.

  Outcomes: By the end of the session Members will have an improved understanding of current and developing practice.

- **Tour of Council Assets (including office accommodation)**

  Presented by: Philip Callow

  Date: Monday 30th April from 3pm to 5pm (time subject to change)

  Venue: Meet at the Guildhall reception finish at Back Swinegate

  Target Audience: All Councillors

  Aim of the Session: This session aims to give Members an insight into the Council's community assets, the buildings we, as a Local Authority own, which range from historic buildings to office accommodation and children's homes to retail units in the Shambles. Starting at the Guildhall, Members will take a tour of some of our City Centre Assets.

  Outcomes: By the end of the session Members will have an improved understanding of:

- An appreciation of how and where Council directorates and teams currently work with a view to understanding how these will be amalgamated in West Offices
- An understanding of external partners working within Council accommodation
- An increased understanding of the wide variety of Council owned community assets.

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CITY OF YORK COUNCIL

Member Development Steering Group   **26 January 2012**

Report of the Assistant Director, Governance & ICT

Provision of Information for Members on 'Colin' (Zone 47)

Summary

1.   This report gives brief details of proposals to review the current provision of information on the newly established 'Zone 47' intranet base. This work forms part of a wider Democratic Services Development Plan.

Background

2.   At the last meeting of the Steering Group in December, 2011, the Chair raised some concerns about the current provision of information for Members on 'Zone 47'. This area of information was set up on the intranet, as part of the induction package for newly elected Members, following the May elections, for use by all Members. Due to the timescales involved in getting together an extensive induction programme, 'Zone 47' has so far largely been set up as an e-information area.   It was always intended to review the area after the initial induction period and once the new Council had settled into its working arrangements.

Democratic Services Development Plan

3.   The Cabinet Member for Resources, also Chair of this Steering Group, has set up a small team to deliver a Democratic Services Development Plan. As part of that work, the team will be reviewing the existing 'Zone 47' provision and looking at developing a more interactive 'zone' or 'area' for Members, where they can get all the information they need in one place, or at least link to it from the area. For example, information on training and development, constitutional information and protocols, calendar of meetings etc.

4.   Work on this is in its very early conceptual stages but the Chair wishes to keep this Group specifically informed on this aspect of the Development Plan.

Consultation

5.   As the project develops, Members of this Group will be consulted on proposals relating to information provided to Members in the new 'zone'/'area' on Colin, specifically about Member training and development.

Options

6.   Whilst this report is largely for information at this stage, Members of the Steering Group have the opportunity to put forward suggestions for what should be included in the new 'zone', particularly in relation to training and development.   Equally, comments of what is currently good or bad with the existing 'zone' would be helpful.

Council Plan 2011-15

7.   Providing information to Members in a convenient and useable way, including training and development opportunities, will contribute to building well trained and knowledgeable Members, who form part of a 'confident and collaborative organisation'. This is entirely consistent with one of the Council's core capabilities under the Council Plan.

Implications

8.   Clearly, there are resource implications in terms of staff time spent on developing the area and then maintaining it but this will be assessed by the team.

Risk Management

9.   It is important that the Council provides useful, relevant information to Members in a timely and user-friendly fashion, to help every Member get the information they need quickly and effectively. These needs change over time and if the Council does not review existing practices or ways of working, there is a specific risk with this 'zone' that is becomes a' useless', rather than 'useful', for Members.

Recommendation

10.   Members are asked to;

(i)   note that 'Zone 47' is currently under review and that the Steering Group will receive a further update on how this will work for 'Member training and development' in due course;

(ii)   Provide comments to the Chair of the Steering Group or the Head of Civic & Democratic Services on the existing provision of information on 'Zone 47' and on what information might be useful for the future, to help inform the review.

Reason

11.   To keep the Steering Group informed about key developments affecting Member training and development.

Contact Details

Author:	Chief Officer Responsible for the report:
Dawn Steel	Andrew Docherty
Head of Civic & Democratic Services	Assistant Director, Governance & ICT

Report Approved	√	**Date**	19January 2012

Specialist Implications Officer(s)
 None

Wards Affected: All | √ |

For further information please contact the author of the report

Background Papers: None.

Annexes:

None

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Member Development Steering Group Annual Work Plan

MDWG Meeting	Detail
March 2011	• Agree Member Induction/ Strategy • Agree Member Induction/Development Programme • Monitor of take-up and evaluation
July 2011	• Receive presentation on 'Do it On-line' • Evaluation of Induction Programme & next steps in core programme • Verbal update on budget • Review Workplan
September 2011	Cancelled
October 2011	• Local Democracy Week Events • Feedback from Members Exit Questionnaires *(Verbal Update)* • Review of Training & Development Evaluation Process & Form • Work plan
December 2011	• Annual Review of Policy • Annual Budget Monitor • Monitor of Take Up/Evaluation • Work plan
January 2012	• Demonstration on 'MORE' (Member Online Resource Environment) • Spring Community Events (Additions to the Core Programme) • Provision of Information for Members on COLIN • Work plan
March 2012	• Ratification of Revised Member Development Policy • Consideration of the Remit of the Steering Group • Six Monthly Survey on Training Courses Attended • Monitor of Take Up/Evaluation

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

Agenda Item 7

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