



**Notice of a public meeting of
Member Support Steering Group**

To: Councillors Douglas (Chair), Barnes, Cunningham-Cross, Runciman (Vice-Chair) and Wiseman

Date: Monday, 28 January 2013

Time: 5.00 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes

(Pages 3 - 8)

To approve and sign the minutes of the last meeting held on 29th November 2012.

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 Committee's remit can do so. The deadline for registering is **5:00pm on Friday 25th January 2013.**

4. Director of Community relations and Lifelong Learning from the Centre for Lifelong Learning - the New Accredited Programme for Councillors.

The Director of Community Relations and Lifelong Learning from the Centre for Lifelong Learning will be in attendance at the meeting to talk to the Steering Group about the new accredited programme for Councillors.

5. Support to Members in Relation to Dealing with Members Enquiries and the Approach to Community Contracts.

The Assistant Director (Communities, Culture and Public Realm) and the Head of Communities and Equalities will be in attendance at the meeting to discuss issues around Members Enquiries and the Approach to Community Contracts in light of the comments raised at the Member Support Steering Group meeting of 13th September 2012. In addition to this the Chief Executive from Your Consortium will be in attendance to talk to the Steering Group about their work. Your Consortium are the organisation that took over managing the Ward Committee Budgets.

6. Verbal Update - Member Training and Development 2013/14 Onwards.

Officers from Democratic Services will update Members in relation to Member Training and Development for the municipal year 2013/14.

7. Work Plan. (Pages 9 - 10)

Members are asked to consider the Work Plan for the Member Support Steering Group.

8. Urgent Business

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

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland:
Telephone: 01904 552062
Email: laura.bootland@york.co.uk

- 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.**

Access Arrangements

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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 following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, 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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City of York Council

Committee Minutes

MEETING	MEMBER SUPPORT STEERING GROUP
DATE	29 NOVEMBER 2012
PRESENT	COUNCILLORS DOUGLAS (CHAIR), BARNES, CUNNINGHAM-CROSS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

16. DECLARATIONS OF INTEREST

At this point in the meeting, Members are asked to declare any personal, disclosable pecuniary or prejudicial interests they may have in the business on the agenda. None were declared.

17. MINUTES

RESOLVED: That the minutes of the last meeting held on 13 September 2012 be approved and signed by the Chair as a correct record.

18. PUBLIC PARTICIPATION

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

19. ANNUAL BUDGET MONITOR

Members considered a report which informed them on the current level of spend against the Member Training and Development Budget for 2012/13.

Officers outlined the report, in particular the following key issues:

- Members were asked to consider if the practice of allocating 'pots' of money to the Groups should continue in the Municipal Year 13/14.
- How the Core Programme should be run in future and asked Members to note that further information will follow

early in the New Year about a possible collaboration between the Council and the University of York.

- That spend is under budget, mainly due to there being no Personal Development Reviews (PDR) during this municipal year due to a review of the PDR process.

Members advised that the system of allocating pots of money had raised awareness of training and the associated costs within the groups and it was something they would like to see continue.

RESOLVED: (i) That Members noted that the budgetary position is on target to be well within budget at the end of the financial year.

- (ii) That group pots should be provided in the next municipal year 13/14 from within the overall budget for Member Training and Development, how the pots are to be divided to be decided at a later date.

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

20. OUTCOMES FROM THE MEMBER TRAINING AND DEVELOPMENT FOCUS GROUPS.

Members considered a report which set out the outcomes from the recently undertaken Member Training and Development focus groups.

Officers advised that this year the training and development survey had been carried out in the form of focus groups. Members attending the focus groups had been asked to comment on any training and development sessions they had personally attended between 1st February 2012 and 31st August 2012. 10 Members attended the focus groups or provided feedback via email, details of which was outlined in the report.

Officers also advised that further information would be provided to the steering group in the near future regarding the possibility of an accredited training course in collaboration with the Centre

for Lifelong Learning for members to undertake on an optional basis. This could be in place of the extensive training and development programme offered by Democratic Services.

The Steering Group acknowledged the difficulties faced by Members in attending the current required level of training courses and advised that they were happy to consult their respective groups to establish why some members had not attended training. Officers agreed to produce a form to be issued to establish the reasons for non-attendance.

Members commented that training sessions on the use of ipads and tablets would be beneficial to some members. Officers confirmed that Democratic Services would need to liaise with IT and that this was something that could be included in any future training programmes produced.

- RESOLVED:
- (i) That Members noted the focus groups findings and the responses (Annex A refers).
 - (ii) That a form to establish reason for non-attendance at training sessions be developed.¹

REASON: In order to ensure that Members views are considered when developing new training and development programmes.

Action Required

1. Create a suitable form for non-attendees.

TW

21. LEADERSHIP ACADEMY REPORT.

Members considered a report which provided them with information on the Leadership Academy.

Officers outlined the report, and drew Members attention to the Leadership Academy dates remaining for this financial year. A set of suggested criteria was tabled at the meeting to help Steering Group Members assess any applications for Leadership Academy places.

Following further discussion, it was delegated to the Chair, Vice Chair and Councillor Wiseman to meet to consider any applications received.

Officers confirmed that an email would be sent out to all Members inviting them to apply for an academy place via their group representative.

A deadline of 14th December would be set for completed application forms, and Steering Group Members would meet after that to discuss any applications received.

- RESOLVED:
- (i) That the criteria at Annex A be agreed.
 - (ii) That applications for the Leadership Academy this municipal year be invited.²
 - (iii) That it be delegated to the Chair (Cllr. Douglas) Vice Chair (Councillor Runciman) and Councillor Wiseman to agree the nominee.

REASON: To inform the Steering Group about the Leadership Academy and to set some criteria against which they can assess

Action Required

2. Email to Members regarding Leadership Academy

TW

22. OUTCOMES OF THE THE TRIAL OF 360 REVIEWS - VERBAL UPDATE.

Officers provided a verbal update on the recently completed trial on 360 reviews.

It was reported that a company had been identified which supplied online personal development reviews and that 3 Members had undertaken a trial of the package on offer.

The Members that had participated had mixed views about the trial and suggested that it would be useful to undertake a comparison trial with another provider. It was suggested that a provider that is based more regionally would be useful so that

any suggested training courses resulting from the reviews are based closer to York.

RESOLVED: That another trial be undertaken with a different provider based more regionally.³

REASON: To compare the service offered by 360 providers.

Action Required

3. Source alternative providers of 360 reviews.

TW

23. WORK PLAN.

Members considered the work plan for the Committee to March 2013.

Following discussion, it was agreed to slip the Second Monitor of Take-Up and Evaluation and the report on 'The New Zone 47/Membersphere' to the March meeting due to the heavy agenda for the January meeting. Instead, verbal updates on the leadership academy and the 360° trial would be added to the January meeting.

RESOLVED: That the work plan and amendments detailed above be noted.

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

Councillor Douglas, Chair

[The meeting started at 5.00 pm and finished at 6.35 pm].

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Member Support Steering Group Annual Work Plan 2012/13

MDWG Meeting	Detail
January 2013	<ul style="list-style-type: none">• Director of Community Relations and Lifelong Learning from the Centre for Lifelong Learning – the New Accredited Programme for Councillors• Support to Members in Relation to Dealing with Members Enquiries and the Approach to Community Contracts• Verbal Update – Member Training & Development 2013/14 onwards• Work Plan
March 2013	<ul style="list-style-type: none">• Results of Six Monthly Survey of Training Course Attended• Draft Core Programme 2013/14• Second Monitor of Take-Up & Evaluation• The New 'Zone 47'/'Membersphere'• Annual Review of Policy• Verbal Update – Leadership Academy• Verbal Update – Further Trial of 360° Reviews• Report – Review of E-Learning Provision• Work Plan

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

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