Notice of meeting of

Member Development Steering Group

To:	Councillors Gunnell (Chair), Jeffries (Substitute), Runciman (Vice-Chair), Wiseman and Douglas
Date:	Monday, 16 April 2012
Time:	5.00 pm
Venue:	The Guildhall, York.

A G E N D A

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

2. **Minutes**   (Pages 3 - 8)
    To approve and sign the minutes of the meeting held on 8th March 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 Committees remit can do so. The deadline for registering is **5:00pm on Friday 13th April 2012.**

4.   Member Training and Development Core (Pages 9 - 16)
Programme 2012-13.
This report sets out the draft proposed core programme of training and development opportunities for Members for the 2012/13 municipal year.

5.   Review of the Personal Development (Pages 17 - 22)
Plan Process.
This report sets out the beginnings of a review of Personal Development Reviews, which are offered to all Councillors on an annual basis.

6.   Councillors Personal Portfolios.   (Pages 23 - 26)
This report sets out some provisional ideas about the best way to provide Personal Portfolios for Councillors.

7.   Work Plan.
Members are asked to consider the Work Plan for the Member Development Steering Group. A copy of the Work Plan will be tabled at the meeting.

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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- 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 DEVELOPMENT STEERING GROUP
DATE	8 MARCH 2012
PRESENT	COUNCILLORS GUNNELL (CHAIR), BARNES, DOUGLAS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

31. 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.

32. MINUTES

RESOLVED: That the minutes of the meeting of the Member Development Steering Group held on 26 January 2012 be approved and signed by the chair as a correct record.

33. PUBLIC PARTICIPATION

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

34. MEMBER TRAINING AND DEVELOPMENT POLICY UPDATE AND REVISED PROTOCOL ON EXTERNAL CONFERENCES

Members considered a report which presented the updated Member Training & Development Policy which had previously been reviewed by Members in December 2011. Members were also asked to consider a revised protocol, which sits within the overall policy, on attendance by Members at external conferences/events.

Members acknowledged that there were ongoing issues associated with the current protocol for Councillor Attendance at Conferences and External Training and Development Events, with the effect that it was proving to be rather restrictive.

The revised protocol would provide Political Groups with an allocation from a "conference pot", provided from the overall Member Development Budget, from which attendance at external conferences/events by Members of each Group would be funded. This would give Groups the opportunity to decide how to spend their allocation of the money. Members agreed that this was a fair and simple way to allocate the available budget and it was important for groups to take responsibility and prioritise themselves.

Members discussed the suggested method for allocating the "conference pot" on a percentile basis as detailed in the report and as follows: Labour Group (50%), Conservative Group (20%), Liberal Democrat Group (20%) and Green Group and Independent (10%). Some Members felt it would be fairer to allocate the pot based on each Group's proportion of the overall number of Councillors.

The Head of Democratic Services agreed that the "pot" could be allocated on a "per head" basis and this would equate to £106.38 per Councillor. However, it would still be up to individual Groups how they spent the monies.

Members briefly discussed opportunities for income generation through offering places on planning training courses to Parish Councils and offering places on other courses to Members from other local authorities at a reasonable cost. Members agreed to discuss these options further when they considered the Core Programme for 2012-13 at the next meeting and look at where opportunities exist.

RESOLVED: (i)   That the updated Member Training and Development   Policy be endorsed.

(ii)   That the proposed revised protocol on attendance at external conferences/events be amended to clarify that the "Conference Pot" be allocated to Groups on a "per head" basis rather than on the percentile basis as detailed in the report.

REASON: To enable the policy and protocol to remain relevant and flexible enough to serve the best

interests of providing well trained elected Members.

35. REMIT OF THE MEMBER DEVELOPMENT STEERING GROUP

Members considered a report which proposed a revised remit for the Member Development Steering Group to enable it to advise on some proposed terms of reference and a subsequent renaming of the Group.

Officers explained that training and development cuts across other related strands of supporting Members, such as travel and subsistence expenses and the format in which learning opportunities should be provided (i.e. e-learning and whether the provision of existing IT software is fit for purpose).

Presently, the remit for the Group only enables it to advise on matters strictly relating to training and development however it would be beneficial for the remit to be widened so that the Members can work with Democratic Services on managing appropriate support to Members in general.

Members considered and agreed the revised remit for the group detailed at paragraph 8 of the report.

RESOLVED: (i) That the proposed changes to the future remit of the Steering Group be endorsed.

(ii) That Members endorsement be given to changing the name of the Steering Group to "Member Support Steering Group".

REASON: To enable closer cross party working with Members on all aspects related to supporting Members.

36. **OUTCOMES FROM THE MEMBER TRAINING AND DEVELOPMENT SURVEY**

Members considered a report which set out the outcomes of the recently undertaken Member Training and Development Survey. They were asked to comment on the results of the survey and agree to it taking place in future in September and March of each municipal year

The survey had asked all Members for their views on the training provided to date and asked for suggestions on what they may like to see included in the Core Training Programme for 2012-13.

The Group noted that fewer than half of Members had responded to the survey, however they felt that the views which had been expressed were fairly representative of Councillors generally and did not feel that it was necessary to seek further feedback.

Members made the following comments:

- It was acknowledged that longstanding members would have different training needs to newly elected Members and it was suggested that it should be indicated in the booklet if an event is more suited to newly elected Members, for example.
- With regard to the scheduling of training sessions, many Members expressed a preference for late afternoon/early evening sessions to fit around work commitments. Officers confirmed that Democratic Services try hard to arrange sessions for when the majority of Members are available but asked that Members acknowledge that it is not always possible to suit everyone.
- With regard to e-learning opportunities, some members had suggested increasing the amount of e-learning and Members agreed that this could be promoted more actively.

RESOLVED: (i) That Members comments on the survey, and the responses to it, be noted.

(ii) That agreement be given to further surveys taking place in September and March.

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

37. EVALUATION REPORT ON THE CORE TRAINING PROGRAMME AND NEXT STEPS IN THE CORE TRAINING PROGRAMME

Members considered a report which informed them of the take up of events offered to date, provided them with a summary of the feedback received and an analysis of the take up and provided them with information on the next steps in the core training programme.

An analysis of attendance at training and development activities between 16 November 2011 and 27 February 2012 was attached at Annex A. It was noted that a large number of Members had exceeded their annual target by a large extent.

Officers clarified that the published statistics were based on information provided by Members to Democratic Services. It was acknowledged that some Members organise development activities themselves and unless they notify Democratic Services of these, they would not be included in their attendance statistics.

The Group agreed that some clarification on what constitutes a development activity would be useful to ensure that all Members are correctly notifying Democratic Services of any events that could count towards their training totals. It was agreed that this information would be included with the next core training and development programme.

Members then considered details of the feedback received between 17 November 2011 and 27 February 2012 (annex B). Officers stressed the importance of Members completing feedback forms as it is used in assessing the efficiency and usefulness of training. Members agreed to pass this onto their Groups.

Members stressed the importance of ensuring that all members sitting on Planning Committees (including substitutes) attend mandatory core planning training and refreshers. Members

noted that core planning training was taking place on three different occasions during March.

RESOLVED: That the report be noted

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

38. **WORK PLAN**

Members considered the work plan for the Steering Group for the remainder of the 2011-12 municipal year.

Members raised the issue of Pre-Council Briefings and agreed to look at this further during discussion on the Core Programme for 2012-13 at the next meeting.

RESOLVED: That the work plan be approved.

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

Councillor J Gunnell, Chair
[The meeting started at 5.00 pm and finished at 6.20 pm].

CITY OF YORK COUNCIL

Member Development Steering Group   **16th April 2012**

Report of the Assistant Director Governance and ICT

Member Training & Development Core Programme 2012-13

Summary

1. This report sets out the draft proposed core programme of training and development opportunities for Members for the 2012/13 municipal year.

Background

2. The draft core programme is one of the four key strategic elements of the Member Training and Development Policy agreed by Council in 2009. The draft proposed programme for 2012/13 is set out at **Annex A** to this report for consideration.

3. In May 2011 there were local elections for all Wards in the City. A comprehensive induction programme as well as a core programme with in house additions for the municipal year 2011/12 was provided. The programme for 2012/13 is a little lighter than the 2011/12 one as there are no induction events included.

4. The core programme is regularly supplemented by ad hoc in-house additions; these usually arise when there is new information or practices that Councillors need to be made aware of. The programme is also supplemented by regional events where these are known and available through the regional network of contacts in advance of the programme being produced every year. However, additional regionally held external activities/sessions arising in year will need to be funded through the 'conference budgets' that will, from the new municipal year, be allocated to the individual political groups.

5. There are also a range of reading materials, CDs and e-learning opportunities that are available to Councillors through the Democratic Services office.

The Programme

6.   At this stage only the skeleton of the proposed programme is being presented to the Steering Group. There is still much work to do be done to finalise the programme, with dates to be confirmed and trainers' availability established. The provisional timings/dates set out in the programme are, therefore, subject to change.

7.   Members will note that there are some new ideas within the programme as well as some familiar ones. The paragraphs below set out some of the highlights of the programme and should set out enough information for the Steering Group to consider approving the draft proposed core programme:

   i. <u>Training on statutory responsibilities</u> – training will be provided for those Members sitting on all three Planning Committees, Corporate Appeals Panel, Gambling, Licensing and Regulatory Committee and Standards Committee

   ii. <u>IT drop in sessions & Social Media Drop in Sessions</u> – there will be an opportunity for Members to attend drop in sessions and ask their own questions on using IT & Social Media

   iii. <u>Chairing Skills & Public Speaking</u> – this was identified as a requirement by several Members in the recent survey on training provision. This will need to be provided by an external trainer and arrangements are yet to be clarified

   iv. <u>Policy Cafés</u> – these are a new addition to the core programme and will, hopefully, be an opportunity for Members to receive information on forthcoming key national policy changes. Discussions still need to take place between officers regarding this but it is envisaged that the cafés will take place every two months and last approximately one hour. Hopefully they will be very discursive

   v. <u>Pre-Council Briefings</u> – there will be four of these throughout the year; subjects to be confirmed although there is likely to be something around Police Commissioners in July 2012

   vi. <u>Key Note Speakers Programme</u> – again, this is a new idea for the programme and it is hoped that we can attract some interesting speakers. It is hoped that these sessions will be very discursive and feature some speakers from both York and beyond. Provisionally five sessions have been added to the programme with speakers and subjects still to be confirmed

vii. <u>'Back to the floor experiences'</u> – a series of sessions designed to encourage Members to experience what various areas of the Council do

viii. <u>Dealing with the Press and the Media</u> – this was identified via the recently undertaken survey into Councillor training. It is hoped that we can offer this at various levels.

ix. <u>Fundraising</u> – how to attract funds for ward and other projects

x. <u>Council Procedures</u> – primarily aimed at the newer Councillor or as a refresher for the more experienced Councillor this session will cover such things as motions to Council, amendments, speaking limits and portfolio holder reports to Council

8. The programme will also feature briefings and sessions on themes such as Welfare and Benefits, Equalities & Diversity, Being a Trustee & Sitting on Outside Bodies, Challenges in Community Leadership and a visit to the Danesgate Community, which supports children with behavioural difficulties.

9. In order to promote some of the e-learning materials we have access to there are also plans to hold a 'self learning workshop'. This will allow Members to work through a short course of their choice from a range of distance learning and e-learning packages.

Consultation

10. Consultation has taken place with key officers in relation to the contents of the proposed core training and development programme. In addition to this Councillors were asked for their ideas on what should be included via a recent survey on training and development provision.

Options

11. Members can:

i. Approve the draft core programme set out in **Annex A** to this report

ii. Suggest revisions to the draft core programme at **Annex A** to this report

Analysis

12. The Council achieved Member Development Charter Status in September 2010 and the provision of a robust policy and training and development programme are a must for retaining this status.

13. The core programme has been devised to provide a wide range of opportunities for Members. Some of these were identified through the recent Councillor survey on training provision within the Council and others by senior officers, in particular those where there is new statutory or policy information to brief Members on.

14. Wherever possible the cost of providing training is kept to a minimum by using in-house knowledge and expertise. However there are one or two training needs that have been identified this year where external trainers will be required, as yet a cost has not been confirmed for these. In addition, under the new way of managing conference budgets, previously agreed by this Steering Group, each political group will be allocated a pot of monies to spend on conferences as they see fit.

Council Plan 2011-2015

15. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

Implications

16. **Financial** – Any financial costs associated with the core programme 2012/13 will be met from the existing budgets available for Member Development. The majority of sessions within the programme will be provided in-house and will therefore incur little or no cost. However, this year there will be a need to employ external trainers for certain elements of the programme but as of yet the costs for these are unknown. When the costs are fully established, details will be provided to Members of the Steering Group prior to the Core Programme being formally produced.

17. There may also be costs associated with Personal Development Reviews should these go ahead during the municipal year 2012/13. These are discussed within another paper on this agenda as Members had previously requested a review of current practices.

18. There are no known Human Resources, Legal, Equalities or other implications associated with the recommendations within this report.

Risk Management

19. There would be a risk that the organisation would lose its Charter Status for Member Development should they fail to agree an annual core programme.

Recommendations

20. It is recommended that Member's approve the draft core programme for 2012/13 as set out in **Annex A** to this report.

   Reason: To enable arrangements for the delivery of a core programme for the municipal year 2012/13.

Contact Details

Author:	Chief Officer Responsible for the report:
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Report Approved ✓ **Date** 10.04.2012

Specialist Implications Officer(s) None

Wards Affected: **All** ✓

For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Draft Proposed Core Programme 2012/13

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Draft Core Programme 2012/13

Session	Provisional timing
Regional event - 'O&S Delivering Direct Local Benefits to the Council and Community'.	13th June 2012
Corporate appeals training	June 2012
IT Drop in Session	June 2012
Standards training	June 2012
Council Procedures	June 2012
Regional Event on Localism	25th June 2012
Gambling Act training	June/July 2012
Licensing Act training	June/July 2012
Chairing Skills & Public Speaking (external provider)	July 2012
Policy Café	July 2012
Social Media Drop-In Sessions	July 2012
Pre Council Briefing (subject tbc but potentially around Police Commissioners)	July 2012
Fundraising – how to attract funds for ward and other projects	September 2012
Summer planning updates	September 2012
Members guide to welfare and benefits	September 2012
Key Note Speakers Programme	September 2012
Policy Café	September 2012
Being a Trustee/Sitting on an outside body	October 2012
Equalities/Diversity training (focus tbc)	October 2012
Key Note Speakers Programme	October 2012
Pre Council Briefing (subject tbc)	October 2012
Self Learning Workshop	October 2012

Session	Provisional timing
Policy Café	November 2012
IT Drop in Session	November 2012
Key Note Speakers Programme	November 2012
Future Challenges in Community leadership	November 2012
Dealing with the Press and the Media	December 2012
Pre Council Briefing (subject tbc)	December 2012
Social Media Drop-In Sessions	December 2012
Policy Café	January 2013
Key Note Speakers Programme	January 2013
Visit(s) to Danesgate Community	January 2013
Spring planning update & annual refresh	March 2013
Key Note Speaker's Programme	March 2013
Policy Café	March 2013
Pre Council Briefing (subject tbc)	March 2013
Back to the Floor Experiences	Various

Member Development Steering Group   **16ᵗʰ April 2012**

Report of the Assistant Director Governance & ICT

Review of the Personal Development Review (PDR) Process

Summary

1. This report sets out the beginnings of a review of Personal Development Reviews, which are offered to all Councillors on an annual basis.

Background

2. Personal Development Reviews are one of the four key strategic elements of the Member Training & Development Policy which states:

    *   A personal development review (PDR) for all Councillors to identify individual needs in a safe and confidential environment with a trained consultant. A confident Councillor will naturally be more effective in taking forward the Council's improvement agenda and ensuring the delivery of strategic aims and priorities

    *   An annual PDR review to check how the outcomes from the PDR have progressed and a review of individual development or training needs as a result of changes in roles, lifestyle or working practices

    *   An annual review by the Member Development Steering Group relating to the personal development review process. Such a review will look at outcomes from the process and actual reviews undertaken and identify any key themes which need to be fed into the Annual Core Training & Development Programme.

3. During this municipal year 23 Councillors have had a PDR; in the previous municipal year 16 Councillors took up the offer of a PDR.

Background to Review of PDR Process

4. At a previous meeting of the Steering Group Members requested that a review of the Personal Development Review process be undertaken. The

Steering Group has expressed dissatisfaction with the current PDR process.

5. When a Councillor undertakes a PDR, they initially meet with an independent consultant to discuss their individual training and development needs. The consultant then collates this information and forwards it on to the individual Councillor for their sign off. The completed and agreed PDR is then returned to Democratic Services so that any training and development needs can be picked up.

6. During this current municipal year only 8 of the 23 PDR forms were returned to the consultant and subsequently Democratic Services. In effect this means that 15 PDRs were undertaken where there are no known outcomes or identified development needs.

7. However, some (although by no means all) of the unreturned forms were for newly elected Councillors where it was difficult to identify development needs; especially for those where PDRs were undertaken in June 2011, shortly after the election. Further PDRs were offered in October and November 2011 and there are also unreturned forms from those as well.

8. PDRs are relatively expensive and it seems that from the volume of non-returned forms they are not necessarily providing good value for money.

Potential Ways Forward

9. <u>Keep the present PDR</u> system - The Steering Group may like to give consideration to keeping the present system. A reminder to Councillors of the purpose of the PDR interview and the importance of using that hour as effectively as possible to determine future development needs may be useful and this is something that Democratic Services can easily undertake, working with this Steering Group.

10. In addition to this, whilst the onus is on the individual Councillor to return their completed PDR form, Democratic Services can send out reminders to those Councillors who have had PDRs. This can be done retrospectively, for those Councillors who have not yet returned their forms for this municipal year. It may also be possible to find out why forms have not been returned by discussing this with individual Councillors. If Members chose to keep the current system then it may be wise to consider what would be the best time of year to hold PDRs.

11. The current provider has suggested that PDRs give the greatest benefit when seen as a two way process. He suggested it would be sensible to

concentrate on the quality of the PDR rather than on the amount undertaken. If some Councillors find them beneficial then that it is a positive thing and should be welcomed

12. <u>Using an alternative provider</u> – there is the possibility of keeping the same system but looking for a different provider of PDRs. Alternatively the service could be provided in-house and undertaken by a senior officer of the Council. However, this may lose the independence and impartiality that we have now.

13. <u>What do other Local Authorities do</u> – A quick look across some of the other Local Authorities within the region led to the following results:

<u>Scarborough</u> - PDRs are optional, the interview is with either an officer or another Member to discuss training needs. Alternatively an on-line questionnaire can be completed

<u>Ryedale</u> – In consultation with Local Government Yorkshire & Humber we have taken a broad view of this and conduct an annual assessment of learning and development needs by survey, with the option of requesting a confidential but informal one to one as a follow up, this is in-house and undertaken by the Democratic Services Manager.

<u>Selby</u> – No PDR provision at the moment

Consultation

14. Members were given the opportunity to respond to a recent survey on training & development needs. Some identified the PDR as a positive and useful tool for them whilst others were not so keen. Verbally, several Members have also made Democratic Services aware that they do not find the current PDR provision of use.

Options

15. Members have the following options:

Option 1 – continue with the same service as we have now but embed it much more strongly and concentrate on quality rather than quantity

Option 2 – identify and move to a different system

Option 3 – Ask Democratic Services to undertake more research into alternative possibilities, whilst retaining the current system for the municipal year 2012/13.

Analysis

16. Much of the analysis of the options is contained within the body of this report. Continuing with the same system as we use at present would, certainly for the time being, be the easiest option. However, as indicated above PDRs can be costly so it is important that all those undertaken are returned completed to both the consultant and Democratic Services in order that any training and development needs can be clearly identified and addressed. Work could be undertaken to attempt to embed the ethos behind PDRs much more strongly with Councillors with the focus being on quality rather than quantity. In addition to this choosing the best time of the year to hold PDRs needs to be considered.

17. Moving to a different system could potentially be resource intensive. In the first instance identifying and putting any alternative system in place would take time. Secondly, if it was suggested that senior officers provide PDPs for Members then work loads may need to be altered to accommodate this.

Council Plan

18. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

Implications

19. **Financial** – currently the Member Development budget covers the cost of PDRs; however if an alternative system were to be chosen then costs for this would need to be identified. Any costs for any new system would need to be met from current budgets.

20. **Human Resources** – dependent on which system is chosen there may be resource issues in relation to officer time.

21. There are no other known implications associated with the recommendations within this report.

Risk Management

22. The Council were awarded Charter Status for Member Development in September 2012. In order to keep this status when we are reassessed we will need to be able to demonstrate that the Council has a structured process for regularly assessing elected Member development needs at both an individual and Council wide level; this would include the provision of PDRs.

23. There is a significant risk that Charter Status would be lost if we abandon a PDR process altogether. It is, therefore, very important that we either retain the system we have now or replace it with something equally as robust and demonstrable when it comes to being reassessed.

Recommendations

24. Members are asked to consider approving **Option 3** and inviting officers to undertake further research. In addition to this the Steering Group are asked for their own suggestions.

   Reason: in order to identify a suitable PDR process.

Contact Details

Author:	**Chief Officer Responsible for the report:**
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Report Approved	✓	**Date** 10.04.2012

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   **16th April 2012**

Report of the Assistant Director Governance & ICT

Councillors' Personal Portfolios

Summary

1. This report sets out some provisional ideas about the best way to provide Personal Portfolios for Councillors.

Background

2. At a meeting of the Member Development Steering Group (MDSG) held on 26th January 2012 it was suggested that a 'Personal Portfolio' be maintained for all Members. This could evidence a Member's Committee experiences and roles undertaken, as well as detailing their attendance at training and development sessions. Officers were also asked to look at the feasibility of providing certificates for training courses attended.

Potential Ways of Providing a Personal Portfolio for Members

3. **Option 1** - The most obvious way of providing Councillors with a Personal Portfolio would be for Democratic Services to collate all the information they have relating to an individual Councillor in relation to:

    *   Membership of Committees
    *   Any Special Responsibilities (Chair, Vice-Chair, Cabinet Member) undertaken
    *   Any training/development sessions they have attended.

4. This could then be formulated into one simple document and given to the individual Councillor.

5. **Option 2** - Another possibility would be to use the Committee Management System (ModGov). Each Councillor currently has an individual page on the Council's website and it may be possible to include an additional link within the 'More Information About this Councillor' section on this page to access their Personal Portfolio. This

could be made accessible to the public or visible only on the intranet (i.e. visible to all Members and officers). This would work in a similar way as a Member's Register of Interests, with the onus being on the individual Councillor to keep their record up to date and with Democratic Services uploading newly received information.

6. **Option 3** - Alternatively, with the proposed future redevelopment of 'Zone 47' it may be possible to enable Members to update their own Personal Portfolios online. At this stage how this would work is not clear until further development takes place on the new Zone 47.

    Consultation

7. To date, the only consultation that has taken place in relation to this is with the Member Development Steering Group. The Steering Group may like to consider whether any further consultation should take place with Members in relation to this and if so what they would like to consult on.

    Options

8. Members can:

    - Approve any of the three options detailed above
    - Suggest alternative options

    Analysis

9. The preferred option would be for Members to approve **Option 2** to use the ModGov system to facilitate this. Using ModGov to manage the Personal Portfolio would require some development of the system, which could potentially take two or three months. Members would also need to indicate whether they were happy for the information to be accessible to the public and/ or all Members and officers. If Members envisaged their Personal Portfolio solely being accessible to them then using ModGov to facilitate this would not be the way forward. One of the benefits of using ModGov is that the history of Members' Committee Membership is already stored in the system from 2006 onwards.

10. As stated in a previous paragraph, once in operation the onus would be on Councillors to update their Personal Portfolios in a similar way to the one they use for updating their Register of Interests. Whilst there may be a fair amount of work for officers in the first instance, once the system was up and running and Members were taking responsibility for submitting any amendments the involvement of officers ought not to be unmanageable.

11. **Option 1** is the most basic way forward but is more resource intensive for officers. Officers could provide a Personal Portfolio for any Member who requested it; however it would probably not be feasible to produce this for very far back as it would be very labour intensive. Using this method, Personal Portfolios would only be produced if they were requested and it might not be possible to prioritise them over an officers other work.

12. More generally the Steering Group are asked to consider the benefits of introducing 'Personal Portfolios'. For some of the longer serving Councillors it would not only be incredibly time consuming to produce a comprehensive Personal Portfolio, but accuracy and completeness may be a problem. For some it may only be a snapshot of their time as a Councillor rather than a compete history. If the Steering Group chooses to go ahead with introducing Personal Portfolios they are asked to set a 'start date' for them; the two most obvious dates being either from when ModGov was introduced in 2006 or from the last election in May 2011. This may well, of course be entirely dependent on how and what they envisage the Personal Portfolio being used for.

13. In relation to the issuing of certificates for attendance at training and development sessions; if all Councillors were to want a certificate for every session they attended then this would be very resource intensive and may not be perceived, publically, to be an appropriate use of resources. None of the in-house sessions we offer are accredited and therefore there appears to be little merit in issuing a certificate for them as it would not be a recognised document. However, should any Councillor need 'proof' of training/development sessions attended (e.g. to support a job application) a copy of their Personal Portfolio accompanied by a supporting letter on headed paper could be produced.

    Council Plan

14. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

    Implications

15. **Financial** – there are no known financial implications associated with the recommendations within this report.

16. **Human Resources (HR)** – Other than the resource intensity of some of the options over others, which have been mentioned in the analysis section of this report, there are no further HR implications.

17. There are no other known implications associated with the recommendations within this report.

Risk Management

18. In compliance with the Council's risk management strategy there are no risks associated with the contents of this report.

Recommendations

19. Members are recommended to consider which of the 3 options set out in this report, if any, they would like to proceed with.

20. It is recommended that certificates are not issued for any of the in-house training/development sessions offered.

   Reason: To look at putting a 'Personal Portfolio' in place for all Councillors.

Contact Details

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Report Approved	✓	**Date** 10.04.2012

Specialist Implications Officer(s) None

Wards Affected: All ✓

For further information please contact the author of the report

Background Papers:
None

Annexes
None