



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

To: Councillors Douglas (Chair), Boyce, Galvin, Looker and Runciman (Vice-Chair)

Date: Monday, 1 July 2013

Time: 5.00 pm

Venue: The Goodricke Room, 3rd Floor, West Offices.

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 14th March 2013.

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 28th June 2013.**

4. Demonstration of Councillors Lagan Lite

Officers from ICT will be in attendance to provide a demonstration of Councillors Lagan Lite. This is a self service system for Members to log requests and track their status.

5. Membersphere

Members will receive a verbal presentation on the Membersphere Application from ICT Officers and an update on the results of testing with Members.

6. Local Democracy Week (Pages 9 - 28)

This report presents the events planned for Local Democracy Week, which is a national campaign to promote participation by local people in decision-making. It will run from Monday 14th October 2013 to Friday 18th October 2013. City of York Council supports the campaign by running a series of events throughout the week.

7. Review of Member Training and Development Policy. (Pages 29 - 52)

Members will receive a report informing them on the review of the Member Training and Development policy.

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.

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).

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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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<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>

City of York Council

Committee Minutes

MEETING	MEMBER SUPPORT STEERING GROUP
DATE	14 MARCH 2013
PRESENT	COUNCILLORS DOUGLAS (CHAIR), BARNES, CUNNINGHAM-CROSS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

31. **DECLARATIONS OF INTEREST**

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

32. **MINUTES**

RESOLVED: That the minutes of the last meeting held on 28th January 2013 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. **THE NEW 'ZONE 47/MEMBERSPHERE'.**

The Head of Civic and Democratic Services gave an update on the proposed new 'Members App'.

A demonstration of the application took place and Members said that it would be useful if a tool for managing casework could be incorporated into the application. They then asked the following questions:

- Would the application would be compatible with a number of devices including tablets, laptops and smartphones?
- Would the application be able to run with all versions of Outlook.

Officers advised that they would look into the above queries.

Members agreed to email their respective groups to ask for 2 volunteers to test the application. Officers confirmed that they would invite the Green and Independent Members to take part in the trial.

RESOLVED: That Members noted the update on the Membersphere and agreed to find volunteers within their respective groups to trial the application.

REASON: To introduce an easier way of working for Members.

Action Required

1. Respond to Members on the questions around the Membersphere. DS
DS
2. Make contact with Green and Independent Members for volunteers to test the Membersphere prior to it going live.

35. FUTURE APPROACH TO MEMBER TRAINING AND DEVELOPMENT.

Members considered a report which presented to them a number of items for consideration in relation to the future approach to Member Development.

Members commented on the following member training issues:

- Future Core Training and Development Programmes - Members acknowledged the need for a continued programme of mandatory and statutory training and asked that officers delivering the training work to make the sessions more interesting. It was suggested that any member requests for specific training should be kept on record in order to focus and inform future training programmes. Members suggested that Audit and Governance could be included within the core programme. It was acknowledged that following the update at the last meeting, Officers were continuing to work with the University of York to develop an accredited programme for Members. Members also asked that Policy

Cafes and Pre-Council Seminars remain in the programme as they are particularly well attended.

- External Training and Development - Officers confirmed that the pots of money allocated to the individual groups for training and development would be available again this year if Steering Group Members were happy for the practice to continue. However, the pots would not be available after this municipal year due to the budget for Member training being significantly less after this year. Members agreed that the groups should receive the pots of money for the 2013/14 municipal year but be advised that it would be for the last time.
- Personal Development Reviews (PDR's) – Members agreed that it would be cost effective to bring the PDR's in-house and within group, and that a resource for the political groups to use such as a standard form, would be helpful. The Chair agreed to circulate a version she had used previously.
- E-Learning Provision – Members advised that it was useful to have access to some provision and that free e-learning resources could be incorporated into the new Membersphere.
- Charter Status for Member Development – Members agreed that there was no budget or staff resources to pursue charter status and no merit in renewing it at this time.
- Member Training and Development Policy – Members agreed that it is useful to have a formal policy and asked that the current policy be brought to a future meeting for review. They did however agree that as the Core Training and Member Development Programme for the new municipal year would be less comprehensive than in the past that the targets of attending 8 sessions for non-Cabinet Members and 12 for Cabinet Members should be removed.

- RESOLVED:
- (i) That Members endorsed the proposed approach for the 2013/14 Core Programme and accredited programme.
 - (ii) That the Group Pot allocation should continue for the municipal year 2013/14.

- (iii) That PDR provision should be brought in-house and in-group.
- (iv) That any free e-learning provision that could be sourced should continue to be offered in 2013/14.
- (v) That the Council should not pursue the renewal of Charter Status for Member Development once the current award expires in September 2013.
- (vi) That a formal Member Training and Development Policy should be retained (but not include the targets for attending training and development sessions) and the current policy brought to a future meeting for review.

REASON: To enable the delivery of future support to Members.

Action Required

3. Put together and circulate Core Member Training and Development Programme for the 2013/14 municipal year. TW

36. SECOND MONITOR OF TAKE UP AND EVALUATION.

Members considered a report which informed them on the take up of events offered to date, a summary of feedback received on events and an analysis of the take up.

Members queried some of the figures detailed at Annex A in relation to individual Member targets. Officers advised that some Members are still not reporting attendance at events outside of the Council that can count towards their annual target and that some of the figures may not be a true reflection of what some Members have undertaken.

Members agreed to chase up 'no shows' within their groups in relation to events to find out why they were unable to attend the sessions they had registered for.

In relation to the feedback forms at Annex B, officers advised that a pared down programme in forthcoming municipal years will give Officers more time to work on training sessions to ensure they are satisfactory.

RESOLVED: That the Steering Group noted the report.

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

37. WORK PLAN.

Members considered the Work Plan for the Committee to March 2013 and were asked to suggest items for the forthcoming meeting in July.

Following discussion, it was agreed that reports on the following areas would be brought forward:

Update on the Membersphere
A review of the Training and Development Policy
Personal Development Plans

In addition, Members asked that the Head of Communities and Equalities (Neighbourhood Management Unit, Equalities and Play) attend a future meeting to discuss Members requirements relating to casework in their Wards.

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 6.45 pm].

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Members Support Steering Group**1 July 2013**

Report of Assistant Director, Governance & ICT

Local Democracy Week 2013**Introduction**

1. Local Democracy Week is a national campaign to promote participation by local people in decision-making. It will run from Monday 14 October 2013 to Friday 18 October 2013. City of York Council supports the campaign by running a series of events throughout the week. This report sets out some proposed activities for a week long programme for the event and seeks Members' comments.

Background.

2. In the previous three years, Democratic Services have run a number of successful sessions in collaboration with Electoral Services, Civic Services and other teams across the Council. Previous events have been aimed at involving all sections of our community and have included:
 - Sessions with schools in the Council Chamber and Mansion House with the Lord Mayor;
 - 'Who, me, a Councillor?' (aimed at future prospective candidates)
 - Tours of the Mansion House and Guildhall;
 - York Councillor Stories;
 - 'Question Time' held at the University of York
 - Lectures in both the Mansion House & Guildhall
3. Feedback has always been positive, if attendance has been somewhat sketchy. In any event, these activities have

provided a firm platform from which to springboard more events this year.

Consultation

4. This Group is traditionally consulted on preparations and proposals for Local Democracy Week and in part this Group's involvement was a response to the requirements in the Members' Charter on community engagement.

This year, Council Management Team (CMT) is considering these proposals on 3 July to ensure the widest possible Council engagement with the Week.

The Lord Mayor has already been consulted on her involvement and the participation of the Civic Party. Indeed, the Lord Mayor expressed considerable interest in lending her support to as many initiatives as possible, particularly since this chimes with one of her ambitions, in her civic year, to promote democratic engagement with the wider community, including the BME community in York. The Lord Mayor, as the constitutionally named 'first citizen of York', is in a primary position to engage York residents with democratic traditions and rights.

Planning Ahead

Future Developments Impacting upon Democratic Engagement

5. Events in 2013 can be used as a lead in to both 2015 and 2018. The next two years can be used for the events to highlight the local council elections in 2015 by beginning to introduce the notification to the public that anyone can stand for election and by helping to make the decision making process and role of Councillors more transparent.
6. In 2018 the **centenary of the Representation of the People Act 1918** will occur, when the universal voting for men and for women over the age 35 was introduced.
7. In 2015/16, subject to the Council achieving a successful bid to the Heritage Lottery Fund (HLF), the Mansion House will undergo major redevelopment of its kitchens and facilities, to

enable the public display of an important civic collection. The refurbished House can be at the centre of future programmes for the Week in terms of providing a range of opportunities to engage our community in the democratic tradition.

Planning for 2013

8. A project plan for Local Democracy Week (see Annex A) is in place to ensure the timescale and arrangements are manageable. The Head of Civic & Democratic Services will oversee the planning of the events with assistance of the Electoral Services Manager who will look after the daily administration with the support of staff from both services.
9. Where activities and events are done with other teams outside of the service area, the Electoral Services Manager will liaise with the team directly.
10. Publicity will begin in August 2013 to ensure saturation is achieved for the start of October, with support from the Communications Team.

Suggestions for Events in 2013

11. The following outline programme has been developed to date:

Event	Target audience	Details	Involvement
School Council	Primary School children	A budget session in the Council Chamber with the Lord Mayor in the chair, for school councillors to debate a pretend budget.	Lord Mayor, Democracy, Electoral Services and relevant schools
Question Time	Public	A Question Time for the public to put questions to an invited panel. Questions submitted in advance. Held in 2012 at the	Democracy, Electoral Services and invited stakeholders.

		University of York with Colin Mellors as Question Master	
The Leader Listens	Primary or Secondary School Children	<p>The Leader of the Council, hosts a question session from panel of school councillors from the primary schools in York, the schools could nominate four school children and a teacher to attend.</p> <p>Option for different sessions for secondary school or students to have question session.</p>	The Leader, Democratic Services, Electoral Services and relevant schools
Work Shadowing	Secondary School or York College	A chance for one school pupil to shadow a Cabinet Member (or Group Leader) for the day, including attending (non-sensitive) meetings and other activities. Consideration to arranging meeting on the specific day with the Leader, Chief Executive, senior officers and other stakeholders	Cabinet Member, Group Leaders, Democratic Services.
Lord Mayor for the Day	Primary or secondary school	A chance for a young person (possibly from MIND or through York CVS) to shadow the Lord Mayor and Civic Party for a day.	The Lord Mayor, Sheriff, Civic Services and Mansion House, Guildhall & Civic Services Manager
Schools Poster Competition for LDW	Primary & secondary	Posters to be displayed in Mansion House in advance of & during the week. Lord Mayor, Deputy Leader & Cabinet Member to choose a winning poster & runner-	Lord Mayor Deputy Leader Cabinet Member Mansion House & Guildhall Manager Jill Hodges?

		up to represent the LDW 2013	Democratic Services
Launch Certificate in Local Government & Democracy	Councillors Mature students Prospective candidates	This accredited course run by University of York is offered, starting in LDW to give individuals the skills, experience & understanding of our democratic tradition	Head of Civic & Democratic Services University of York (Lesley Booth)
Service Voter Registration	Military personal	Electoral Registration staff to attend Imphal Barracks to encourage serving military personal to undertake Service Voter Declarations.	Electoral Registration and Imphal Barracks.
The Youth Council speaks!	Councillors Public	The Youth Council will outline their role and key issues affecting young people in York at a pre Council seminar in October, in the week running up to Local Democracy Week. If the meeting is webcast to the public that will provide an opportunity for the Youth Council's views to be aired publicly.	Councillors Sarah Nicolson Youth Council Deputy Lord Mayor
Lord Mayor – Open Question & Answer Sessions	Public	An opportunity to reach out to the BME community and hold periodical Q&A sessions at the Mosque and other venues across the city, including Community Centres. The Lord Mayor would respond to questions about the role of the Lord Mayor and Councillors.	Lord Mayor Democratic Services

Options

- Members of this Steering Group have the option to comment upon the proposed programme.

Analysis

Launch of Certificate in Local Government and Democracy.

13. An accredited course designed by City of York Council Democratic Service Team and the University of York. The course is open to anyone interested in the role of Local Government and Democracy, both members of the public, current elected representatives and prospective candidates for future elections to local government.
14. The course consists of a number of modules that last for eleven weeks each term and include contact with the tutor. The modules are as follows:

Title	Start Date	No of weeks	End date	Time
Civic History of York 2013/14	03/10/2013	11	12/12/2013	5.30-7.30pm
Governance and the Role of the Councillor 2013/14	16/01/2014	11	27/03/2014	5.30-7.30pm
Understanding Social Need 2013/14	24/04/2014	11	03/07/2014	5.30-7.30pm

Upon successful completion of the course, the 'student' will have a solid grounding on local government operations, the needs that local government has to meet and the varying roles we individually have in getting involved in the work and delivery of local Council services.

In addition, the course is well suited to anyone interested in standing as a candidate in the 2015 local elections.

Local Democracy Week is an ideal build up to promote this groundbreaking qualification and opportunity

School Council

15. An event that involves both a morning session with the Lord Mayor in the Mansion House and an afternoon session held in the Council Chamber.

It is aimed at primary school age School Councillors, invites are sent to all schools and in the previous two years six schools have taken the offer of attending. Both were very successful.

The Mansion House event is designed to inform the School Councillors on the role of the Lord Mayor and the links the Civic Party have with the history, governance and traditions of the City of York.

For the afternoon session in the Council Chamber, the Lord Mayor acts as the Chair of the meeting with the School Councillors debate mock council budget decisions (in chocolate gold coins) and allocate funding to the key services, with a chance to provide one extra child related service. There is also a mock ballot on the choices allowing the School Councillors to experience two ways of voting, by show of hands and then by secret ballot using ballot papers.

The events would last for up to two hours per session.

Question Time

16. It is proposed to hold a Question Time session, following on from the inaugural one held in 2012 at the University of York.

This time, it is suggested that it be held at West Offices to allow any member of the public to attend; good advance publicity will be essential for its success. This will provide access to our Award winning building as the future home of democracy in York and enable panellists to be sourced from not just elected members but partners including CAB, CCVS, NHS, Student Union bodies etc.

Last year the Panel was expertly chaired by Colin Mellors, Pro-Vice-Chancellor for Business and Community and ideally he would be approached again to act as Question Master.

Only questions submitted in advance will be permitted, to ensure the balance of the subjects is fair, equitable and appropriate to the occasion.

The event will last for no longer than 90 minutes.

The Leader Listens

17. An opportunity for a panel of primary and/or secondary School Councillors to meet with the Leader or Deputy Leader, to ask question relevant to the issues faced by school children.

This is dependant on diary commitments and the willingness of the Leader to participate.

Invites would be sent to all primary and secondary schools with a limit of three School (or Youth) Councillors and one or two teachers per school. It is anticipated that not all schools will be represented.

Questions would be submitted in writing in advance, with the option of the child asking their question directly at the session. Ideally a senior manager would host the session.

The event would be held in West Offices and would last for up to two hours.

Work Shadowing for a Day

18. An opportunity for a secondary school or York College/Student student to shadow a Cabinet Member or Group Leader for a day. Alternatively, the offer could be made to a current member of the Youth Council.

The aim is to show a young person who is interested in Democracy and Local Government, what an elected leader undertakes in a normal day.

This event is one that would require a Cabinet Member or Group Leader to structure a whole day's commitment around what the young person could attend. Ideally with the day involving meetings and events with other Elected Members, the Chief Executive, Directors and other Senior Managers, or external partners.

Such a structured day would provide a very strong impression of the role the Member has in the decision making process.

Cooperation of Cabinet and Group Leaders would need to be sorted by the end of June, by the end of July the actual day

identified in October to allow time to be planned in diaries of all those involved and to guarantee the young person has access to as many people as possible on the day.

A designated Democracy Officer would be available on the day to chaperone the young person when needed. Including the meet and greet, lunch arrangements, tour of the building and for those times the Cabinet Member or Group Leader was not available.

The manner to select the young person can be from a competition (such as a poster competition as detailed in 6.7) among all secondary schools or York College, or by nomination by a teacher or tutor.

Lord Mayor for the Day

19. An opportunity for a young person to join the Lord Mayor for a day, attending events and undertaking activities with the Civic Party.

An ideal day for the young person to shadow the Lord Mayor would be a day where there is events to attend both in the Mansion House and at external events, experiencing the role the Civic Party play in the tradition and local governance of the City of York.

Lord Mayor Question & Answer Session(s)

20. The Lord Mayor is willing to hold a series of Q&A sessions, as a build up to the Week and continuing beyond. These to be held at various venues across the city, including The Mosque and community centres, to reach out to communities and clarify the role of the Lord Mayor and Councillors in Council decision making.

Schools Poster Competition

21. To publicise the events of Local Democracy week, a poster campaign based up on design submitted by a young person from either a primary or secondary school (or both) could be key.

Early contact with schools, from July 2013, would be achieved with the invite to all head teachers for school children at their school to submit a poster, which they believe 'summarises what "Local Democracy in York " is about'

The prizes for the winning design, could be either becoming the *“Lord Mayor for the Day”* or *“Work Shadowing for a Day”* as detailed above. Also, the winning school could have a tour of both the Guildhall and West Offices to show them how the role of Local Governance is ever changing, from the older ways of decision making to the new style of open working.

The winning design would be used as the poster to be distributed from September to publicise the Local Democracy week around the city.

Service Voter Registration Day

22. In previous years, Electoral Registration staff and the Electoral Commission have attended registration drives at Imphal Barracks to encourage serving personal to register to vote.

The Ministry of Defence does promote Local Democracy Week among units and in 2011 the 2nd Signals invited staff to give a short informal talk on why service personnel should register to vote. This was supported by the Electoral Commission and there was an increase in Service Voter Registrations.

Similar sessions can be arranged for 2013, and to provide more publicity the event could include a visit by the Lord Mayor to provide press interest, depended on the relevant military unit permitting the event and visit.

Such a publicised event could encourage other serving personal to enquire about the special registration arrangements, from such establishments as Strensall Barracks or Linton upon Ouse.

Implications

23. There are resource implications associated with the delivery of activities supporting the Week. Costs for publicity and arranging some of the planned activities are minimal and will be met from within existing budgets. Staff time to develop and support the initiatives will be provided by Civic & Democratic and Electoral Services.

Target audience

24. The Local Democracy week is an attempt to give people a better understanding of how local democracy works and what their role in the local community can be.

This can be achieved by experiencing and learning about how the City of York Council works and having an opportunity to meet councillors.

Extra efforts are made to involve young people, especially to:

- Encourage young people to voice their opinions on issues that matter most to them.
- Raise the profile of local democracy and the role of the Mayor and Councillors.
- Encourage more Councillors to get involved in youth participation and to support the young people of the area.
- Raise awareness on elections and how to vote.

This year, extra efforts are also being made to specifically reach out to wider communities, including the BME community.

Publicity

25. With the support of the Communications Team from August there will be a series of publicity events, that will include:

- Press releases for both the week of Local Democracy and individual events
- Poster campaign on all public noticeboards
- Regular Twitter notification
- Website notification with a webpage active from September
- Invites sent directly to all head teachers of primary and secondary schools.

Recommendations

26. Members are asked to consider and comment upon the proposed programme of activities for Local Democracy Week 2013, so that the necessary arrangements to put this in place can proceed.

Reason: To enable arrangements to be made for Local Democracy Week 2013.

Joint Authors:

Andrew Flecknor
Elections Manager
Tel: 01904 552032 and
Dawn Steel
Head of Civic &
Democratic Services
Tel: 01904 551030

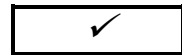
Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director: Governance & ICT
Tel: 01904 551004

Report **Date** 24.06.2013
Approved

Specialist Implications Officer(s) None

Wards Affected: All



For further information please contact the author of the report

Background Papers:

None

Annex A – Project Plan

PROJECT PLAN
FOR
LOCAL DEMOCRACY WEEK 2013

VERSION: 1.3

Lead Officer : **Dawn Steel**
Project Sponsor : **Andy Docherty**

Author: Andrew Flecknor

Introduction

This Action Plan is in the ownership of the Head of Civic & Democratic Services and cannot be disseminated to any source or media without permission of the Head of Civic & Democratic Services or her deputies.

Purpose

To undertake a thorough and transparent mapping process to the organisation in regard to activities to promote the annual Local Democracy week for City of York Council.

The plan will highlight all key dates in regard to publicity, preparation for events and the actual events.

Time Frame of Project Plan

The action plan for the Local Democracy Week began in May 2013, following discussions between the Electoral Services Manager and the Head of Civic and Democratic Services after reviewing the success of the events held in 2012. The initial review and information gathering stage included reviewing comments received from all involved in the previous year, including elected members, partners involved in the events and members of the public. Initial feedback was positive and a number of suggestions were very useful.

Consideration was given to the strategic planning needed for the preparation of Local Democracy Week; the known key dates for each event will be used to produce a detailed plan of the requirements.

Project Team

The Head of Civic and Democratic Services heads the Project Team; this team will review the project plan on regular basis. From May to August monthly review will be undertaken and from September to October the review will be undertaken weekly.

The Project Team is made up of the core team of:

Name	Position	Role	Contact Number
Andy Docherty	Assistant Director of IT & Governance	Project Sponsor	01904 551004
Dawn Steel	Head of Civic & Democratic Services	Project Manager	01904 551030
Andrew Flecknor	Electoral Services Manager		01904 552032
Jill Pickering	Senior Democracy Officer		01904 552061
Laura Bootland	Democracy Officer		01904 552062
Louise Cook	Democracy Officer		01904 551031
Catherine Clarke	Democracy Officer		01904 551031
Jayne Carr	Democracy Officer		01904 552030
Richard Pollitt	Mansion House, Guildhall & Civic Services Manager		01904 552036

Background

Local Democracy Week is a national campaign to promote participation by local people in decision-making. It will run from Monday 14th October 2013 to Friday 18th October 2013. City of York Council supports the campaign by running a series of events throughout the week.

In the previous three years, Democratic Services have run a number of successful sessions with the help of Electoral Services. Previous events have been aimed at involving all sections of our community and have included:

- Sessions with schools in the Council Chamber and Mansion House with the Lord Mayor;
- 'Who, me, a Councillor?'
- Tours of the Mansion House and Guildhall;
- York Councillor Stories;
- 'Question Time' held at the University of York

Feedback has always been positive and the events have provided a firm platform from which to springboard more events this year.

Resources

There is no budget for this project and costs will be met from within existing budgets.

Publicity

With the support of the Communications Team from August there will be a series of publicity events that will include:

- Press releases for both the week of Local Democracy and individual events
- Poster campaign on all public noticeboards
- Regular Twitter notification
- Website notification with a webpage active from September

Invites will be sent directly to all head teachers of primary and secondary schools.

PROJECT PLAN FOR: Local Democracy Week

DATE: Monday 14th to Friday 18th October 2013

Officers

AD – Andrew Docherty
 DS – Dawn Steel
 AF – Andrew Flecknor
 LC – Louise Cook
 JC – Jayne Carr

JP – Jill Pickering
 LB – Laura Bootland
 CG – Claire Gowlett
 CC - Catherine Clarke

Identified Action or event	Lead Officer	Time scale	Venue or Location	Date completed	Notes
Review 2012 Local Democracy Week (LDW)	ALL	April 2013	N/A		Consider events held in 2012 and feedback to gauge success.

Prepare briefing document for AD	AF/DS	May 2013	N/A	7 May 2013	Revise 2012 events and include suggestions for further events that are light touch or low cost.
Prepare Project Plan for LDW based on confirmation from AD on level of activity	AF	May 2013	N/A	Ongoing	Provision dates for selected events.
Discuss with Leona Marshall what publicity Communications can assist with for LDW.	AF	Ongoing	N/A	August onwards	Cascade of publicity starting with Twitter and building up with press releases and poster campaign
Prepare DMT briefing document	AF/DS	May	N/A	30 May	Expand initial briefing document
Attend DMT to give briefing	AF/DS	June	N/A	June	Detail events and request support from CBBS teams
Prepare Members Steering Group/CMT Briefing document	AF/DS	June	N/A	By 21 June	Forward to Denise Simms
Meet with LM to discuss possible events	AF/DS	20 June	MH	20 June	Discuss previous events and additional option of shadowing the LM for a day.
Member Steering Group	AF/DS	1 July	WO		Amended briefing paper from DMT meeting, include

					recommendations.
Prepare Letter to write to primary and secondary school Head Teachers	AF/DS	W/C 24 June	N/A	July to 30 September	Last day of summer term is 23 July, schools return on 2 September. Write to head teachers in July to allow at least two months of term time.
CMT Briefing	AD/DS	3 July	N/A		Amended briefing paper from DMT & Members Steering Group meetings.
Review Meeting	AD/DS/AF	10 July			Consider recommendations and comments from DMT/CMT/Members Steering Group.
Lord Mayor question time at Mosque	AF/DS	July	Mosque	End of July	Visit to Mosque and question time.
Citizenship Ceremony and Lord Mayor shadowed by a support worker	Civic Team	September	Mansion House	September	Invited young person to shadow the Lord Mayor for a day and take part in the Citizenship ceremony.
Lord Mayor for the Day	TBC	October	MH		
Question Time	TBC		West Offices		
School Council & Mansion House	TBC		MH & GH		

Visit					
Leader Listens	TBC		West Offices		



Member Support Steering Group**1 July 2013**

Report of the Assistant Director: Governance & ICT

Review of Member Training & Development Policy**Summary**

1. This report reviews the current Member Training & Development Policy in light of new approaches adopted towards training and developing Members for 2013/14 and beyond.

Background

2. In 2009, the Council adopted a formal Member Training & Development Policy, setting out its commitment to provide Members with the skills, knowledge and learning they need to undertake their various roles, when elected to the Council. That policy is subject to annual review.
3. Since the last review in 2011, this Steering Group has instigated a number of changes in the way the Council provides training for Members and in both how that is evaluated and monitored. As a result, a more detailed review of the existing policy is required.

Consultation

4. This Steering Group is the consultative body on matters relating to support and training and development for Members. As such it is asked to advise the Deputy Leader on such issues and in this case, specifically, recommend any proposed changes to the policy to Full Council.

Reviewing the Policy – Changes in Provision

5. In May 2012, this Steering Group was given a new wider remit to enable it to advise upon all matters which concerned the provision of support to Members and not just training and development. This change has enabled the Group to take into account the wider

resource issues affecting the provision of that support and to appreciate the links between issues.

6. Then, in March this year, the Steering Group took a decision not to seek to renew the Council's Charter status for Member Development, on the basis of the current resources available to support the work required and of the actual perceived benefits and value added from putting some of the required initiatives in place, eg a formal personal development planning for Members.
7. Having taken a collective view not to seek renewal of Charter status, the Steering Group then decided not to offer PDPs (Personal Development Plans) to Members, as provided by an external consultant since 2009. In coming to this view, Members took into account the expense of engaging an external consultant, the number of Members actually completing the process and the value placed on their experience by Members.
8. At that same meeting in March this year, Members also reached the conclusion that, in light of their decision not to seek Charter renewal, setting targets for Members to achieve in relation to training was no longer beneficial and indeed, could be counterproductive.
9. As part of the Council's budget setting exercise, in February 2013, Budget Council decided to reduce the annual base budget available for developing Members to £5k, as from 2014/15. In turn, this has led this Group to start looking to the future and to focus on providing a core programme of compulsory (statutory) or essential (to the Council, in achieving its ambitions) training, supplemented by a cost effective means for Members to obtain other key skills or knowledge central to their role. In response to the latter, an optional accredited certificate in 'Local Government & Democracy' has been developed, in partnership with the University of York. Details of this Certificate have been provided in the Core Training Programme for Members released prior to publication of this agenda.
10. Again mindful of tightening resources, this Group has commissioned a new 'App' for Members, downloadable in different formats, to make it easier for Members to access all the relevant information they need as an elected Member. This has great potential for Members to be encouraged to share information with colleagues arising from conferences or events they have attended.

It is an excellent platform from which to share learning as well as information.

11. In an effort to reflect the changes to approach referred to in paragraphs 5-10 above, a revised policy on Member Training & Development is attached to this report at Annex A. The proposed changes, for Members' consideration, are shown as tracked changes for ease of comparison with the existing policy.

Options

12. Members can choose to propose to Council some, all or none of the changes to the attached Training & Development Policy for Members. Alternatively, Members can suggest other changes for consideration.

Council Plan 2011-2015

13. Having a Member Training & Development Policy adopted by Council, demonstrates the Council's commitment to providing its elected Members with the skills and knowledge appropriate to their roles and to making key decisions affecting the communities they represent.

Implications

14. **Financial** – There are no known financial implications associated with the recommendations in this report.
15. There are no known HR, legal or other implications associated with the contents of this report.

Risk Management

16. In compliance with the Council's Risk Management Strategy there are no risks associated with the contents of this report, other than not reviewing and updating a Council Policy to ensure it is in line with current working practices.

Recommendations

17. The Steering Group are requested to review the Training & Development Policy, as proposed at Annex A, and recommend the appropriate changes to Council.

Reason: In order to ensure that the Council Policy remains fit for purpose and reflects new working practices and commitments.

Contact Details

Author:

Dawn Steel
Head of Civic
Democratic Services
Tel: 01904 551030

Chief Officer Responsible for the report:

Andrew Docherty
& Assistant Director: Governance & ICT
Tel: 01904 551004

**Report
Approved**



Date 21.06.2013

Specialist Implications Officer(s) None

Wards Affected: All



For further information please contact the author of the report

Background Papers:

Current Training & Development Policy for Members

Annexes

Annex A Proposed Revised Training & Development Policy for Members

Member Training & Development Policy

Member Training & Development Policy

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- ~~Being Corporate~~ Delivering the Council's Key Priorities

~~1.~~
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- ~~• Annual Conferences 2012/13 13-14~~

Member Training & Development Policy

Introduction

It is vital that members on the Council are supported in all their diverse roles on the Council and this policy sets out the Council's commitment to providing a consistent and structured approach towards developing and supporting Members in:

- Carrying out their existing roles efficiently, including effective community leadership;
- Preparing for future roles on an individual basis;
- Undertaking their specific duties and responsibilities;
- Contributing to ~~improving the effective organisation of the Council~~ achieving the Council's agreed corporate priorities;
- Keeping up to date with new legislation and changing policies

~~To demonstrate its commitment in recognising the potential and value of a well trained organisation, the Council has signed up to achieving Local Government Yorkshire & Humber/ I&DeA Member Development Charter status, pledging to adopt nationally recognised good practice guidelines.~~

Being Corporate Delivering the Council's Key Priorities

City of York Council's Council Plan sets out the Council's key priorities over the next four years from 2011 to 2015. As well as demonstrating to the city as a whole the work we are doing for our communities, the Plan also gives all teams in the council, however different in their day to day work, a shared purpose.

The Council Plan has five key priorities to:

- Create jobs/grow the economy
- Get York moving
- Build strong communities
- Protect vulnerable people
- Protect the environment

The Council recognises that one of the many factors in achieving its shared vision for the City is the provision of good quality training and development opportunities for both officers and Councillors. Our Councillors will be trained in any new corporate developments or initiatives which affect their roles and are material to achieving the key priorities under the Council Plan.

A Councillor's Role

Once elected a Councillor (elected Member) must represent the best interests of their residents, the Council and the City working in partnership. In performing their duties, a councillor will have the following roles:

- Representing the local interests of the community they are elected to serve (ward councillor)
- Setting and developing council policies
- Helping to shape and advise upon the policies of others (partners with whom the Council works)
- Scrutinise and investigate the Council's work and activities and the work and activities of others (statutory partners)
- Promoting and maintaining high standards of behaviour across the Council and its parishes
- Consider and determine applications for planning and licensing consents and related issues

In addition to their roles as community representatives councillors may be appointed to:

- Cabinet
- Scrutiny
- Planning
- Licensing
- Standards or governance committees
- Outside Bodies
- ~~Local Strategic Partnerships (LSP)~~ Boards (eg Without Walls)
- Ward Committees

Aims of the Policy

This policy is built around supporting all councillors in their particular roles, taking account of their diverse needs. It aims to:

- ~~To e~~Ensure that support is available enabling individuals to acquire and develop a full range of skills to maximise their ability and capacity to deliver
- ~~To E~~Encourage councillors to take responsibility for their continuing professional development whilst reinforcing that they are key to enabling the Council to achieve its aims and objectives
- ~~To clearly define corporate responsibilities for officers in relation to member training and development, including a named officer with a co-~~

- ~~ordinating role~~ Ensure Council resources are available to enable the delivery of identified training and development needs for Members;
- ~~• To identify adequate resources to meet the objectives of the learning and development programme~~
 - Ensure a mechanism is in place for agreeing training needs with Members (eg. Member Support Steering Group)

In fulfilling these aims we will observe the following **key principles**:

- provide a planned approach to ~~Member Development~~ developing Members
- involve ~~Councillors~~ Members in their learning and development, from planning the learning programme through to delivery and evaluation
- maximise development opportunities for Councillors through partnership with other organisations and neighbouring authorities
- ensure that the contribution that ~~M~~member learning and development makes to meeting the Council's aims is evaluated and recognised
- support individual learning and development, valuing and recognising the skills and experiences that ~~councillors~~ Members bring with them
- ~~• identify individual development needs through a focussed approach to personal development~~
- adopt a ~~Member Core Training & Development Programme~~ for Members with clear objectives and links to which addresses key needs, the overarching aims of the Council, ~~the roles and functions of members and the key changes affecting the Council's priorities~~ as well as statutory, quasi-judicial and governance roles;
- deliver training and development in innovative ways to make the best use of the resources available to the Council;
- ~~ensure that~~ encourages every ~~M~~member to ~~take~~ responsibility for their own learning and self development
- be flexible about the delivery of training and development, taking into account the diverse needs of individual councillors
- encourage and support mentoring both within party groups 'buddying' and by use of I&DeA peer mentors, where possible
- support ~~M~~members with caring responsibilities

Support & Resources

The following will assist in delivering the aims and key principles of the Member Training & Development Strategy

The Member ~~Development Support~~ Steering Group (M~~SDSG~~)

The ~~MDSG MsSG~~ is ~~made up of representatives from all parties who will~~ a ~~cross party Group~~ oversee ~~ing~~ all Councillor training and development on behalf of the Council and ~~will lead~~ ing on the development of relevant strategies, policies and programmes for councillors.

Each ~~M~~member of the ~~MDSG MSSG~~ will act as an ambassador for training and development and positively support and encourage other Councillors to ~~identify training participate in essential or key learning needs and take advantage of development opportunities~~ activities.

In particular the ~~MDSG MSSG~~ will:

- Ensure that a comprehensive induction programme in covering all appropriate Council functions and services is made available to all newly elected Councillors
- ~~Ensure that all Councillors are encouraged to take part in a Personal Development Review (PDR) on an annual basis~~ Ensure opportunities are provided for Members to identify, through coaching, any specific training needs they may have
- ~~Ensure that an annual programme of development opportunities is provided meeting the identified needs through the PDR process and that delivery reflects individual learning style preferences~~ a core programme of training & development for Members is provided based on statutory, organisational or individual need
- Facilitate new approaches to learning and development and to encourage a culture of lifelong learning
- Review the Member Development Policy annually to ensure that it remains fit for purpose and continues to support the Council's aims and the needs of Members
- ~~Encourage the Council and all councillors to actively promote citizenship~~
- Encourage ~~the Council to promote community leadership and~~ and develop Councillors to develop in their roles as community leaders

Member to Member Support

Members will be encouraged to share their knowledge, experience and expertise with fellow members, where appropriate, by:

- ~~leading workshops becoming good role models~~
- supporting newly elected members (buddying)
- speaking at external conferences & seminars in their capacity as an elected member
- considering the opportunity to become an accredited peer with the Local Government Group which involves mentoring elected members from outside the authority and being involved in the delivery Local Government Group seminars and conferences

Officer Support

Democratic Services will support training and development by:

- ~~Providing the main support officer for all Councillor training and development and ensuring that all Members are clearly aware of training and development opportunities in good time~~Compiling and administering a core programme of key, essential or statutory training requirements;
- Providing officer support in relation to the preparation of agenda and minutes relating to meetings of the MDSG
- Providing 1-2-1 support to newly elected members as part of their planned induction programme
- Devising and delivering in consultation with the ~~MDSG~~ MSSG a programme of induction training for new Councillors
- ~~Devising and delivering, in consultation with the MDSG, a comprehensive annual training and development programme for all Councillors based on the needs identified through PDRs and other essential training;~~
- ~~Provide administrative support for all training and including communication with Members and provision of feedback to providers;~~
- Managing the ~~M~~member training budget in consultation with the Member Development Support Steering Group, including the allocation of funds to each Group in relation to external training activities;
- Advising and assisting the ~~M~~SDSG in carrying out their role

Budget

The Council allocates a Member Development Budget each year against which the MSDSG monitors spending. ~~In addition, from time to time regional funding is made available for specific areas of training and development, e.g. IT, mentoring etc. To encourage joint working with other local Councils and gain a small income from its Member Training Programme, the Council sometimes offers appropriate~~ Where appropriate training and development opportunities ~~will be opened up to neighbouring Councils to neighbouring authorities~~ at a nominal charge ~~to help maximise resources.~~

Expenses incurred by Members attending training and development events outside the Authority will be reimbursed under the Members Scheme of Allowances and in accordance with an agreed protocol.

~~IT-ICT~~ Resources and Support

~~IT-ICT~~ equipment: is made available to each ~~member-Member~~ upon election to enable:

- More effective communication with residents, the Council and it's partners
- The opportunity to explore e-learning/distance learning
- Self development opportunities e.g. researching information on the internet

Broadband Connections: are either paid on behalf of Members or reimbursed on a monthly basis depending on the broadband package.

~~IT-ICT~~ support: is made available via the Council's ~~IT-ICT~~ helpdesk including out of hours assistance. Members also have access to the ~~IT-ICT~~ on-line help facility.

Delivery Of Training & Development

Elected and co-opted Members have a diverse range of development needs and learning preferences which will be delivered through a range of options to both provide and promote that diversity. Whether delivered through the Council's internal expertise or, in some quantified cases, through specialist external training providers, access to training will be offered as follows:

- Core programme courses
- Written learning materials
- E-Learning packages
- Shadowing opportunities

- External conferences & seminars
- Peer mentors, political group/officer buddying
- Pre-Council Briefings, in-house briefings & workshops
- Study visits to other Councils or relevant partners
- Targeted induction training for newly elected Members
- Leadership development opportunities
- Sharing knowledge with other elected & co-opted Members

†.

Promoting the Dissemination of Learning Sharing Learning

~~Promoting the Dissemination of Learning is a requirement of the Local Government Group Member Development Charter.~~ Attendance at external events is a valuable way of acquiring information about a wide range of issues including new and innovative practice, new legislation, and other regional and national developments. Increasingly, Cabinet Members, Chairs of Committees and scrutiny Members are participating in a variety of external events. Under this policy, where appropriate, those Members are encouraged to share their learning and knowledge gained with other Members, through the new Members App ('Membersphere') or the Members E-Bulletin.

~~It will therefore be expected that, wherever appropriate, Members who attend external events will lodge with the Members' Library any course information, handouts, etc. In addition, any Member attending external events must be prepared to provide a short written report as a minimum requirement, and where appropriate to provide briefing sessions to other Members in order to pass on information or learning that has been acquired.~~

Communicating and Raising Awareness

Communicating the commitments set out in this policy is essential to delivering successful training and development for Members. This will be achieved through:

- The Steering Group creating a supportive environment in which all Members feel able to take part in and take control of their own learning and development ;
- The role of the Council's Management Team in reinforcing the Council's commitment to developing officers and Members alike and raising the profile and awareness of this policy and the commitments within it;

- Democratic Services in providing advance notification, through the Members E-Bulletin and Membersphere, of the core programme and events, involving and informing Members as early as possible and proactively seeking their engagement;

~~Provision of IT&T, in terms of using the intranet and other means to provide ongoing information on the policy, the core programme, emerging training opportunities and the Council's continuing approach to developing Members.~~

Key Strategic Elements

Induction:

- A comprehensive induction programme of training for every newly elected Councillor, enabling them to 'fast track', learning about the organisation and supported by the following:
- an induction day to meet key senior Councillors and Officers and learn more about corporate and constitutional processes
- a 1-2-1 with Democratic Services to discuss the support available to them and to identify any individual needs or concerns confidentially;
- an induction pack setting out the entitlements, support and guidance available, together with other useful information about the Council and its processes;
- a six month review (1-2-1) to check 'satisfaction' levels and to identify any areas of concern

A Core Programme:

- a focused programme of key statutory or essential training aimed at appropriate Members, addressing:
- legislative requirements or changes
- identified Council priorities
- core skills or roles, ie. quasi-judicial, scrutiny, corporate parenting, safeguarding, standards.

Developing Leadership:

One annually funded place on LGA Leadership Academy, based on criteria adopted by MSSG

Certificate in Local Government & Democracy

An accredited course delivered by University of York providing the skills, knowledge and learning required to help Members and the public to:

- understand our democratic and civic origins;

- appreciate the role of governance and the value of effective communication;
- understand the issues affecting social need and the impact on future policy setting

This course is an opportunity to gain an accredited certificate in recognition of your public role as a democratically elected Councillor.

External Events

This policy acknowledges the value for Members in specified roles, eg Cabinet Members or Chairs of Committees, to attend external conferences etc relevant to their area. As far as the Member Development Budget will allow, Groups will be allocated 'pots' based on a per head allocation to fund participation in external activities by appropriate Members.

Under the terms of this policy, Members are encouraged to share any learning from such activities with other Members via 'Membersphere' or the E-Bulletin.

Key Strategic Elements

Induction:

- A comprehensive induction programme of training for every newly elected Councillors, enabling them to 'fast track', learning about the organisation and supported by the following:
- an induction day to meet key senior Councillors and Officers and learn more about corporate and constitutional processes
- a 1-2-1 with Democratic Services to discuss the support available to them and to identify any individual needs or concerns confidentially;
- an induction pack setting out the entitlements, support and guidance available, together with other useful information about the Council and it's processes;
- a six month review (1-2-1) to check 'satisfaction' levels and to identify any areas of concern

Personal Development Reviews:

- 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 review individual development or training needs as a result of changes in roles, lifestyle or working practices;
- An annual review by MDSG 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

Core Annual Training & Development Programme:

An annual core programme will be developed in consultation with the MDSG based on:

- identified needs from Personal Development Reviews (PDR's);
- the requirements of new legislation and emerging corporate themes;
- the Corporate Strategy and emerging corporate themes;
- ethical and governance requirements and changing standards;
- the impact of any scrutiny recommendations in terms of changing corporate practice;
- emerging themes or developments from partners

Seminars and External Conferences

- Attendance at seminars and conferences to inform learning on specific and specialist subjects, for instance as an Executive or Scrutiny Member or serving on a particular Committee;
- A commitment from each groups elected representative on the Steering Group (MDSG) to gain feedback from group Councillors attending conferences etc, to assist in future proofing conferences/seminars;
- A protocol to manage attendance at external conferences/seminars will be overseen by the Steering Group (MDSG) to ensure the Member Development Budget is spent appropriately

Arrangements for Monitoring & Evaluation

To be of real benefit, ~~effective training has to try to match the needs of Members, the objectives of the organisation and its partners in achieving a shared vision for York.~~ any training provided must be monitored for its appropriateness, relevance and effectiveness

~~It is essential therefore that all provision is reviewed for relevance and effectiveness.~~ Monitoring and evaluation processes will be put in place and ~~outcomes~~ will:

- be open and constructive, enabling any necessary **enhancements** adjustments to be made to future delivery;
- be regularly monitored by ~~MDSG MSSG and Standards Committee~~, to ensure delivery of objectives and continuous improvement;
- be clearly communicated to Members and the public, through the reporting arrangements to ~~MDSG MSSG and Standards Committee~~;
- ~~set clear standards for achievement. Members will be required to attend a minimum number of training & development activities in a year (12 for Cabinet Members and 8 for non-Cabinet Members);~~
- ensure Members achievements are recognised and acknowledged ~~both individually and within the political groups~~ through reporting arrangements to MSSG
- ~~encourage Members to be self-aware in recognising their strengths and weaknesses;~~

Review	Steering Group	Full Council
Annual review of policy	October <u>July</u>	December <u>July</u>
M <u>Monitor of take-up & Evaluation</u> of events	November	
	March	<u>July</u>
monitor <u>Findings Report to Deputy Leader of evaluation of events</u>	November March <u>December</u> <u>April</u>	
Annual budget monitor	January	
Agree Member <u>Core Training Development</u> Programme	March	

Looking to the Future

This policy ~~presents~~ establishes a framework a corporate approach for the provision and delivery of all elected Member training and development, setting out ~~strategies approaches for its key strategic elements and~~ for communicating, monitoring and evaluating ~~training the~~ provision.

The Policy will be reviewed annually by the Member Development Support Steering Group to ensure that it appropriately continues to reflects the Council's approach towards Member training and development and that provision continues to meet the needs of the organisation and its Members.

Protocol for Councillor Attendance at Conferences & External Training & Development Events

This protocol applies specifically to external conferences or events which it may be appropriate for Members to attend but which fall outside of the Core Annual Training & Development for Members. . Attendance at party political conferences are specifically excluded from this protocol and all expenses associated with attendance at these events will be met by the relevant group or the individual concerned.

External -conferences, seminars and events governed by this Protocol usually fall within three categories:

- 1 Conferences which are included on the list of Annual Conferences (see Annex 1 to this protocol) This is a guide provided to Members indicating which annual conferences in service areas the Council would consider advantageous for Members in specific roles to attend;
- 2 Conferences/events received directly by individual members from an external source.
- 3 Local, regional or national Conferences reported to Democratic Services through networks, the Local Government Group Association, the Local Government Information Unit (LGIU) etc.

Conferences largely result from changes in legislation or forthcoming new initiatives emerging locally, regionally or nationally. Often the subject matter is of particular value to Cabinet Members, Chairs of Committees or backbench Members working on topical scrutiny reviews. Under the terms of this protocol and to ensure appropriate Members have the opportunity to attend conferences or events key to their learning, each of the 4 Groups on the Council retains a 'conference-pot' from which expenses for their Members attending such external events will be met. This pot is based on a per head figure from the total amount available to spend on this within the budget.

'Conference Group Pot'

This 'pot' will be provided from the overall Member Development Budget managed by the Head of Civic & Democratic Services. For the financial year 20123/1314, the 'pot' will amount to £5k and will be allocated to Groups or individual Members on the following ~~percentile~~ basis:

Labour Group: 50% (£2,500)£2,650 (based on £106 per head)

Conservative Group:	20% (£1,000) <u>£954 (based on £106 per head)</u>
Liberal Democrat Group:	20% (£1,000) <u>£954 (based on £106 per head)</u>
Green Group + Independent	10% (£500) <u>£212 (based on £106 per head)</u>
<u>Independent Members</u>	<u>£106 per Member</u>

~~Spend from the 'pot' allocated to each Group will be managed and agreed by the Group. The Each Group's representative on the Member Development Steering Group~~ will be responsible for informing Democratic Services when a Member has been 'authorised' to attend a 'conference or external event', providing details of the event, costs and travel or subsistence arrangements. Democratic Services will then make the necessary booking and travel/subsistence arrangements, as appropriate.

~~Under this Protocol it is recognised that Groups with Cabinet Members will need to prioritise some spend from their 'allocation' on Cabinet Members, since many external conferences/events are increasingly aimed at Cabinet Members and key officers. Cabinet Members being responsible for a significant amount of expenditure on behalf of the Council and for making key decisions. It would therefore be appropriate for some weighting to be given by Groups on Cabinet Members as part of their allocation. This equally applies to Group Leaders, who are heavily involved in the strategic development of the Council and need to keep their learning and development at an appropriately 'high' level.~~

~~The remainder of the Member Development Budget will be managed by the Head of Civic & Democratic Services for the provision of a Core Programme and in election years, an induction programme aimed at newly elected Members.~~

Groups cannot overspend their 'allocation' under the terms of this Protocol, since the budget is actually managed overall by the Head of Civic & Democratic Services. Any requests to overspend will be reported to the Member Development Support Steering Group and the overall budgetary implications will be identified.

Joint Funding

~~Funding for any external conferences, etc, agreed under the terms of this Protocol and as provided by the 'pot', will still be met in part from the 'pot' and in part from the relevant Service Directorate. This is operated on a 50-50 matched funding basis and covers all associated costs under travel and subsistence.~~

Annual Conferences 2013/14

This list is a guide detailing conferences held during 2010/11 covering Council service and performance areas. Members may find the list useful to assist in prioritising an appropriate ad-hoc training opportunity in accordance with the agreed protocol.

Executive Portfolios		
Portfolio Holder	Conference	When does it usually take place?
Leader (Economic Development & Community Safety)	Institute of Economic Development annual Conference	October
	LGA Safer Communities Annual Conference	October
City Strategy	Car Free Cities	June/July
	PTRC (formerly Planning & Transport Research and Computation)	May
Corporate Services	CIPFA Annual Conference	June
Housing & Adult Social Services	National Children & Adult Services Conference	November
	Institute of Housing Annual Conference	June
Children and Young People	National Children & Adult Services Conference	November
	North of England Education Conference	January
	Positive Activities for Young People	December
Neighbourhood Services	Environmental Health Annual Conference	February
	Annual Climate Change Conference	January
	Trading Standards Annual Conference	February

Leisure Culture & Social Inclusion	PLA (Public Libraries Association) LGA Annual Conference for Culture, Tourism and Sport	April/May March
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GENERAL INTEREST

Members on Planning	When does it usually take place?
English Historic Towns Forum	January/February
RTPI Planning Convention	June
Planning Summer School	August/September

Members on Scrutiny	When does it usually take place?
Centre for Public Scrutiny Annual Conference	June/July

Members on Standards	When does it usually take place?
Standards Board for England Annual Conference	October

Members on Social Inclusion	When does it usually take place?
Inside Government's Annual Social Inclusion Conference	October
Annual Conference Delivering Services for Gypsies and Travellers <i>(may also be of interest to members with Gypsy/Travellers sites within their ward)</i>	March

Ward Member Role	When does it usually take place?
LGIU & Municipal Journal National Conference for Councillors (Cllr '10')	February