



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

- To:** Councillors Douglas (Chair), Boyce, Galvin, Looker and Runciman (Vice-Chair)
- Date:** Thursday, 13 March 2014
- Time:** 4.30 pm
- Venue:** The Thornton Room - Ground Floor, West Offices (G039)

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 1 - 4)

To approve and sign the minutes of the last meeting held on 30th January 2014.

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 Wednesday 12th March 2014.**

Filming or Recording Meetings

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. New Speech Server - Data Update.

A representative of the Customer Contact Centre will be in attendance to inform Members on the ongoing clean-up of the Council's active directory and to consult with them on their use of the speech server system to ensure the service is suitable for their needs.

5. Lagan Lite and Membersphere Update.

Officers from ICT will be in attendance to provide an update on Councillors Lagan Lite. This is a self service system for Members to log requests and track their status. Members will also receive an update on the Membersphere application.

6. Core Programme 2014/15. (Pages 5 - 14)

This report sets out the proposed core programme of training and development opportunities for Members for the 2014/15 municipal year.

7. Work Plan (Pages 15 - 16)
Members are asked to consider the Work Plan for the Member Support Steering Group.

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

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

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

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 **(01904) 551550**

This page is intentionally left blank

City of York Council

Committee Minutes

Meeting	Member Support Steering Group
Date	30 January 2014
Present	Councillors Douglas (Chair), Boyce, Looker and Runciman (Vice-Chair)
Apologies	Councillor Galvin

15. Declarations of Interest

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

16. Minutes

Resolved: That the minutes of the last Steering Group held on 28th November 2013 be approved and signed by the Chair as a correct record.

17. Public Participation

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

18. Update on Members Lagan Lite by the ICT Business Engagement and Implementation Manager.

The Council's ICT development team have undertaken to develop a system for Members to record and manage their contacts with members of the public. The software is bespoke and written in-house, based on the Customer Relationship Management system used in the Council's customer contact centre.

Members received a written update on the system, 'Lagan Lite' and made the following comments:

- The name of the system should be changed.
- The Steering Group would like to see a further demonstration of the system before the soft launch to all members. A demonstration using examples of typical

resident problems and how the system works from start to finish would be beneficial.

- Once the system is launched, Members will require drop in sessions for guidance on how to use it.

At Members request, Officers agreed to set up an informal meeting with the Chair and relevant ICT Officers to discuss the system before the soft launch and agreed to request the attendance of ICT officers at the March Steering Group meeting to provide a further demonstration to all members of the Steering Group.

Resolved: That Members noted the update on Lagan Lite.

Reason: To keep members informed on ICT support to Members.

19. MEMBER TRAINING BUDGET UPDATE 2013/14.

Members considered a report which gave details of the current and projected budgetary position in relation to Member training.

Officers outlined the report and advised that it was closely linked with the Core Training Programme report at item 6 of the agenda in that the training offered to Members going forward would be reflective of the reduced budget.

In relation to the allocated 'group pots' being under spent, it was noted that following amendments to the Members' Scheme of Allowances adopted by Full Council, the attendance of Members at conferences, training courses and seminars approved in accordance with the Council's arrangements for member development was now included in the scheme, and that it was likely that members' travel to any training had been paid for from the travel budget. Members commented that the pots had been useful and should be allocated again in 2014/15, then abolished for 2015/16 which will be an induction year.

Members noted that there may be some costs for external training, particularly for Standards and Code of Conduct training.

Resolved: That the Steering Group noted the budgetary position and took it into account when considering the training programme offer for members in 2014/15.

Reason: In order to comply with the role of the Steering

20. DRAFT CORE PROGRAMME OF MEMBER TRAINING AND DEVELOPMENT 2014/5.

Members considered a report which set out the draft proposed core programme of training and development opportunities for the 2014/15 municipal year.

Officers outlined the report and advised that Annex A advised in principle on the suggested programme for 2014/15, taking into account the discussions under the previous agenda item concerning a reduced budget.

Members suggested some possible topics for pre-Council briefings or policy sessions that could be delivered by Council staff and officers agreed to contact the relevant departments to further investigate the viability of the suggestions.

In relation to the Local Government Course, Members agreed that officers should investigate the cost to the Council to run the course in 2014/15.

Following discussions under the previous agenda item regarding the 'group pots' of training money, members agreed this could be allocated again for 2014/15.

Resolved: (i) That Members agreed the outline programme for 2014/15 as set out in Annex A to the report.

(ii) That Members confirmed they were happy to proceed with the allocation of group pots in 2014/15.

Reason: To enable arrangements for the delivery of a core programme for the municipal year 2014/15

21. WORK PLAN

Members considered the Work Plan for the Committee to March 2014 and were asked to suggest items for the forthcoming meeting in July.

Following discussion, it was agreed that agenda items on the following areas would be brought forward for the March meeting:

- Further details on the Core Programme 2014/15
- Update on Councillors Lagan Lite
- Update on Membersphere

In relation to future meetings the following areas were suggested:

- Itrent and Members Claims
- Review of Member support facilities at West offices
- Review of the Members Bulletin

Resolved: That the work plan be noted.

Reason: 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 6.00 pm].



Member Support Steering Group**13th March 2014**

Report of the Assistant Director Governance and ICT

Member Training & Development Core Programme 2014-15**Summary**

1. This report sets out the proposed core programme of training and development opportunities for Members for the 2014/15 municipal year.

Background

2. Members received a report on the draft core programme at the last meeting of the Steering Group which outlined that the budget available for developing Members would be significantly reduced to £5k, as from 2014/15. In preparation for this reduction budget and in effort to retain the key elements of a well balanced training programme for Members, a leaner but focussed core programme was provided in 13/14, comprising 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' was developed, in partnership with the University of York.
3. At the last meeting of this Group, Members evaluated the relative successes of the Core Programme for 13/14 and in light of the reduced budget and the need to refocus provision accordingly, asked Officers to continue to prepare a programme for 2014/15 based on a similar format. Also at that meeting Members reflected upon and shared experiences of the new Certificate in Local Government and asked Officers to look into the possibility of continuing that provision.
4. The core programme will continue to be 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. At the last meeting, some initial consideration was given to how any additional external activities should be funded in 2014/15, given the substantially reduced budget.

The Programme

5. At the last meeting, a skeleton of the proposed programme was presented to the Steering Group. There is still some work to do to be done to finalise the programme, with dates to be confirmed and officer and trainers' availability established. The provisional timings/dates set out in the programme are, therefore, subject to change.
6. The paragraphs below set out some of the now confirmed aspects of the programme and should set out enough information for the Steering Group to consider approving the proposed core programme:
 - i. Training on statutory responsibilities – training will be provided for those Members sitting on all three Planning Committees, Corporate Appeals Panel, Gambling, Licensing and Regulatory Committee and Standards Committee.

As a result of recent Planning Committee meetings, some refresher training has been identified on clarifying material planning considerations to be taken into account when making planning decisions.

- ii. Policy Sessions – these were introduced to the core programme in 2012/13 and proved popular with Members and officers. Following suggestions from Steering Group Members at the last meeting, it has been confirmed that we will be able to offer an informal discussion session on 'Projection of Pressure on Schools' in relation to an increase in housing if the draft Local Plan goes ahead and the impact this will have on school places. Confirmation has also been received that a session on 'Child Sex Exploitation' should be possible. Also, the Elections Manager has indicated he will require Members to attend some sessions on the 2015 Election and Individual Electoral Registration.

These sessions provide an opportunity for Members to receive information on forthcoming key national policy changes in an informal setting. Discussions still need to take place between officers to identify suitable topics, but it is envisaged that we will offer one or two opportunities for Members, along the lines outlined above.

iii. Pre-Council Briefings – there will be four of these throughout the year and so far there has been a good response to the request for subjects. Confirmed so far we have:

- July 2014 – York Theatre Royal refurbishment.
- October 2014 – Explore Mutual (Library and Archives)
- December 2014 – Civic History – a taster of the Local Government Course.
- March 2015 – TBC – likely to be provided by the Communities and Neighbourhoods team or Youth Council.

iv. Equalities Training and Risk Management Training– these areas have been identified as essential training for Members in 2014/15 by Officers. Certainly the equalities training is in response to the ongoing Peer Equalities Review Assessment and the Council's strive to become an 'Excellent' Authority. Currently, a Scrutiny Review is underway looking at improving the Council's approaches to democratic engagement across all communities. As a part of that work a Task Group is also looking at what training would benefit Members to assist in developing and understanding that wider engagement. The Task Group will report its recommendations before the end of the Municipal Year, at which point it would be appropriate to consider their recommendations on Member training.

v. Members Code of Conduct – The Monitoring Officer has confirmed that it would not be practical to use another local authorities Monitoring Officer to deliver training to Members as all Codes are different. Instead it is recommended that we source an external independent provider for this. Primarily aimed at the newer Councillor or as a refresher for the more experienced Councillor, this session will provide a standard refresher on the keys elements of the still comparatively new Code, including declarations of interest.

vi. Independent Training for Chairs – It has been identified that it may be beneficial to run training for Chairs in 2014/15 as this was not included in the previous programme and there has been a change of Chair for some committees. Investigation into providers of this is currently ongoing.

vii. Local Government Course

Following the successful pilot year in 2013/14, it is proposed to run the Certificate in Local Government Course again in 2014/15 in conjunction with the University of York. The University has indicated it would not be able to subsidise any places for Members or Council Staff now the pilot year has ended. The Course will still be available to both the public, Council Officers and of course, Members in 2014/15 and will run again from October 2014. The University have offered the Council flexibility over the number of places available to it for the coming academic year. The cost for Members to be met from the Member Development budget would be £180 per module per Member. For a Member undergoing the full year on the accredited course this amounts to £540 per head. If the Council asked the University to set aside 3 Member places for the new academic year, that would amount to £1,620 from the budget. Any Council Officer places would have to be met from the staff training budget.

Viii. Group Pots

For the past 2 years, a 'pot' has been allocated to each of the main Groups for expenditure on external training activities, outside of the Core Programme, provided those were supported by the relevant Group. Following on from initial discussions at the last Steering Group meeting, Members are asked to confirm, in light of the reduced available budget for overall training to Members in 2014/15, whether these pots should continue to be allocated. In 2013/14, the total allocated pot to Groups within the available budget was £5k. In 2014/15, that will be the total budget available to spend on Member training.

Although, Members discussed and supported the principle of providing these 'group pots' from within the budget at the last meeting, if some provision is being made for some independent training (Chairs, code of conduct) and for some places on the Local Government Certificate, this will leave around £2,500 from the existing budget. That provides a figure of £53 per head and gives rise to the following potential Group allocations:

Labour = £1,325

Conservative = £477

Liberal Democrat = £477

Green = £106

Independent = £106

Consultation

7. Consultation on the preparation of the Core Training Programme for Members is undertaken with this Steering Group. All Directors have been asked to identify any areas of statutory need additional to those already highlighted.

Options

8. Members can:
 - i. Approve the core programme set out in **Annex A** to this report
 - ii. Suggest revisions to the core programme at **Annex A** to this report

Analysis

9. The Council achieved Member Development Charter Status in September 2010 and the provision of a robust policy and training and development programme was developed as a result.
10. The core programme in recent years has been devised to provide a wide range of opportunities for Members. Some of these were identified through Councillor Surveys 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.
11. Due to budget constraints and the Council not seeking to renew the Council's Charter status for Member Development, there has been a move away from such an intensive programme.
12. Wherever possible the cost of providing training is kept to a minimum by using in-house knowledge and expertise. This will continue to be the case going forward as budgets reduce, with notable exceptions, such as those referred to in the new proposed programme.

Council Plan 2011-2015

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

Implications

14. **Financial** – Any financial costs associated with the core programme 2014/15 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. Where there is a need to employ external trainers for specific elements of the programme as it develops, these will be costed on the basis of them being met from within the budget.
15. There are no known Human Resources, Legal, Equalities or other implications associated with delivering the proposed programme.

Risk Management

16. There is a risk that the Council may fail to respond to some of the needs of its Members, in delivering a pared down core programme largely suited to the more experienced Member. Equally so, there is a risk to resources and to reputation if the Council continues to try to provide a fuller programme not supported by the attendance levels. It is for this Steering Group to consider and balance those respective risks.

Recommendations

17. Members are asked to:
18. (i) approve the core programme for 2014/15 as set out in **Annex A** to this report, for the reasons set out in paragraphs 2 to 6;
19. (ii) consider the allocation of group pots and what sum might be appropriate, as outlined in paragraph 6 above; and
20. (iii) consider whether they wish to allocate a set number of Member places on the Local Government Certificate in the new academic year, again, as set out in paragraph 6 above.

Reason: To enable arrangements for the delivery of a core programme for the municipal year 2014/15.

Contact Details

Authors:

Dawn Steel
Head of Democratic and
Civic Services
Tel: 01904 551030

Laura Bootland
Democracy Officer
Democratic Services
Tel: 01904 552062

**Chief Officer Responsible for the
report:**

Andrew Docherty
Assistant Director Governance & ICT
Tel: 01904 551004

**Report
Approved**



Date 6.03.14

Specialist Implications Officer(s) None

Wards Affected: None

All

For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Proposed Core Programme 2014/15

This page is intentionally left blank

Provisional Core Programme 2014/15

Session	Provisional Timing
Risk Management Training	May/ June 2014
Corporate Appeals Training (if required)	June 2014
Licensing Act Training/Refresher	16 th June 2014
Policy Session – Child Sex Exploitation	July 2014
Pre-Council Briefing - York Theatre Royal Refurbishment by Liz Wilson	17 th July 2014
Equalities Training	September 2014
Planning Updates	September 2014
Pre-Council briefing – York Explore Mutual by Fiona Williams	9 th October 2014
Members Code of Conduct Training	November 2014
Pre-Council Briefing - Civic History Taster of The Local Government Course by Gillian Waters.	11 th December 2014
Policy Session – Pressure on Schools	January/February 2015
Pre-Council Briefing (Subject to be Confirmed)	March 2015
Informal Session – Electoral Services	March 2015
Planning Updates (if required)	March/April 2015

This page is intentionally left blank

Member Support Steering Group Annual Work Plan 2014/15

MSSG Meeting	Detail
November 2013	<ul style="list-style-type: none">• Attendance of Lesley Whiting from 'Growing You' – Information on PDR's• Update on Core Programme
January 2014	<ul style="list-style-type: none">• Draft Core Programme 2014/15• Member Development Budget Update 2013/14• Update on Councillors Lagan Lite
March 2014	<ul style="list-style-type: none">• Final Core Programme 2014/15• Membersphere/Lagan Lite Update• Data Update (Customer Services)
July 2014	<ul style="list-style-type: none">• Itrent and Member Claims Review• Review of Support Facilities for Members at West Offices• Review of Members Bulletin

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

This page is intentionally left blank