CITY OF YORK COUNCIL

Member Development Steering Group   **23 June 2009**

Report of the Head of Civic Legal and Democratic Services

Member Development Programme 2009/2010

Summary

1. Further to the last meeting of the Steering Group in May 2009, this report sets out the final draft of the proposed programme of Member Development events for 2009/2010

Background

2. The last full programme of development events for members took place throughout 2007 following the elections. Following this intensive period subsequent training has been arranged on an as and when basis on topics such as, Planning, Risk Management, Partnership Working, Scrutiny, Data Protection and Member/Officer Relationships.

3. As a part of good practice and the sequence of events required to achieve ID&eA Member Development Charter Status, the involvement of this Steering Group is essential in establishing an integral Annual Development Programme for Members.

4. Once produced and running effectively, the evaluation of the programme and attendance at development sessions by members will be monitored regularly by the Steering Group as part of a comprehensive approach towards the programme and seeking corporate and Member engagement with it.

Annual Programme of Development Events 2009/2010

5. Attached is the final draft programme for 2009/2010 (Annex A) on which members further comments and suggestions are welcome. Some revisions have been made further to comments made at the last meeting and some other practical changes have also been made since the last draft. All the suggested changes can be explained in detail at the meeting, as Members go through the attached programme.

Additional Development Support and Opportunities

The following additional opportunities and support for Members referred to below remain unchanged. However, Members attention is drawn below to the specific appointment of a consultant to undertake Personal Development Plans for Members.

6. **Personal Development Plans (PDP's)**
   At the last meeting, Members discussed the concept of personal development planning for Members and offered their support to continue the practice operated in recent years to appoint an independent external consultant to undertake Personal Development Interviews with Members.

   To be meaningful and useful to Members assuming new roles after the recent Annual Council Meeting, it is essential that PDPs take place in July/August. Any specific training issues which emerge from PDPs in that time and not already covered within the proposed programme, can be revisited for inclusion if appropriate within the programme. In any event, a summary of feedback from PDPs undertaken will, of course, be presented to this Steering Group.

   In the meantime, one or more consultants need to be commissioned by the Council to undertake the interviews. Details of expressions of interest received from experienced consultants are attached at Annex B incorporating appropriate fees and brief biographies (which the potential consultants involved are happy to provide in public)

   Members are asked to select an appropriate consultant to undertake these interviews, including the necessary administrative work and produce appropriate reports for Members and Democratic Services.

7. **Modern Councillor e-learning Courses** – A suite of around 10, 30 minute e-learning courses such as 'Community Leadership', 'Risk Management', 'Equality & Diversity', 'Chairing Meetings' and the Code of Conduct are available to York's elected members through North Yorkshire County Council's 'Learning Zone' portal. The Learning Zone offers Members the flexibility to complete short e-learning by logging on to the following site https://learningzone.northyorks.gov.uk/learningzone/main/default.aspx. Members require a log in and password which can be obtained from Member Support.

8. **IDeA Leadership Academy** – Political groups are encouraged to put forward one member per year for the ID&eA's Leadership Academy Programme, which aims to develop participants' leadership style, give them confidence and create a support network among peers in other councils. Places are available to Executive and scrutiny committee members; scrutiny chairs; and opposition spokespeople.

Expressions of interest have already been received from:

Councillor Healey (Conservative Group)

9. **External Conferences/Events** - The core programme is regularly supplemented with relevant external conferences/seminars including training events hosted by neighbouring authorities, details of which are circulated on email to members

10. **European Computer Drivers License (ECDL)** – Members are eligible to enrol on the Council's ECDL programme. ECDL is a widely recognised IT qualification covering a range of computer skills. Study can be in members own time using their home computers. Information sessions are run on a regular basis at the Training & Development Centre and support is available for employees and councillors throughout the course

11. **Reading Material, CD's etc** - To supplement the core programme of events Member Support are able to offer a range of CD's and Books for loan covering a range of topics which include; Speed Reading, Speaking in Public, Dealing with Difficult Situations, Effective Chairing and Scrutiny Skills.

Consultation

12. Consultation on individual courses has taken place with relevant directorates, no other consultation is necessary other than with the Steering Group

Options

13. (a) To approve the draft Member Development Programme as set out in Annex A

(b) To approve the draft Member Development Programme as set out in Annex A with further suggestions/revisions;

(c) To appoint one or more external consultants specialised in undertaking PDPs for Members.

Corporate Priorities

14. The provision of a Member Development Programme is consistent with the aims set out in the Council's refreshed Corporate Strategy. In particular the provision of a learning city, an effective organisation with themes of inclusivity and sustainability running throughout the provision of any programme.

Implications

15. The following implications have been considered:

- **Financial** – Any financial costs associated with the Member Development Programme 2009/2010 will be met from the existing £10K Member Development budget managed and monitored by the Senior Member Support Officer. Provisional costs are included in the programme at Annex A

  Members should note that the costs for any external PDP consultant commissioned, as per the proposal in paragraph 6 above, will be met from within the £10k budget.

  Based on Provider 1 receiving the commission (Annex B), if all 47 Members underwent a PDP, the cost to the budget would be approximately £4,112.

  Based on Provider 2 receiving the commission (Annex B), if all 47 Members underwent a PDP, the cost to the budget would be approximately £2,056.

  All these figures are based on each provider being able to undertake 4 PDPs in one day.

  If Members were to be supportive of provider 1, given the cost could potentially take up half of the available total budget for delivering training/development to Members, then some consideration to phasing the number of PDPs offered might be necessary. The aim of the Executive in setting out its framework for achieving creditable Member development was for all Members to receive a PDP. However, this Steering Group will need to bear in mind those aims whilst assessing actual available budget.

- **Human Resources (HR)** – Any HR issues arising from the programme relate to trainers & staff support for events.

- **Equalities** - There are no equality implications other than the proposed Pre-council Seminar on Equality and Human Rights legislation which is intended to positively promote awareness of these issues for members. Members will receive at a future meeting a suggested Member Training and Development strategy/policy which will take account of access, equality and diversity issues.

- **Legal** – There are no Legal implications associated with this report.

- **Crime and Disorder** – There are no crime and disorder implications associated with this report.

- **Information Technology (IT)** – Any IT implications associated with this report relate to the provision of ECDL training made available to members as part of the Member Development Programme.

- **Property** – There are no property implications associated with this report

- **Other** – There are not other implications associated with this report.

Risk Management

16. If members do not agree an annual Programme, there is a risk that the Council will fail to achieve either Charter Status or to improve development opportunities for Members.

Recommendation

17. It is recommended that Members:

   (a) Approve the final draft Member Development Programme, as revised or not, to enable arrangements for the delivery of planned events for 2009/2010 to commence; and
   (b) Indicate their preferred external consultant for Members PDPs for 2009/10, to enable Democratic Services to make a suitable appointment for the provision of PDPs.

Contact Details

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Dawn Steel   **Report Approved** √   **Date** 15 June 2009
Democratic Services Manager

Specialist Implications Officer(s)

Wards Affected: All   √

For further information please contact the author of the report

Background Papers:
None.

Annexes:
Annex A – Annual Development Programme 2009/10
Annex B – External Consultant Providers – PDPs.