

DECLARATION OF INTEREST --- CHECKLIST FOR ASSISTANCE TO MEMBERS

Name: Councillor

Committee:

Date:

Item No:

Item Title:

A Member with a personal interest must disclose the existence and nature of that interest.

A Member with a prejudicial interest must disclose the existence and nature of that interest, must withdraw, must not exercise executive functions in relation to the matter and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	Overview and Scrutiny Committees <u>only</u>		
1.	I have a personal interest in the matter but it is <u>not</u> prejudicial .		<i>You may speak and vote.</i>
2.	I have a personal interest in the matter and it <u>is</u> prejudicial <u>and</u> financial.		<i>You cannot speak or vote and must withdraw unless you have also ticked 3 (a) (b) (c) (d) (e) (f) (g) or 7 below.</i>
3.	I regard myself as <u>not</u> having a prejudicial interest* in the matter as it relates to:-		
(a)	another Relevant Authority of which I am a Member;		<i>You may speak and vote</i>
(b)	another Public Authority in which I hold a position of general control or management;		<i>You may speak and vote</i>
(c)	A body to which I have been appointed or nominated by the Council as its representative;		<i>You may speak and vote</i>

* Please note you should not automatically regard yourself as not having a prejudicial interest in the circumstances described at (a) to (c). It may be inappropriate to take advantage of this exemption eg where there is a clear conflict of interest such as in commercial negotiations with a Parish Council or where the decision will affect the business of the body in question eg future closure or grants

(d)	the Housing functions of the Council where I hold a tenancy or lease with the Council, and I do not have arrears of rent of more than 2 months and those functions do not relate particularly to my tenancy or lease.		<i>You may speak and vote</i>
(e)	the functions of the Council in respect of school meals, transport and travelling where I am a guardian or parent of a child in full time education and it does not relate particularly to the school which the child attends.		<i>You may speak and vote</i>
(f)	Statutory sick pay where I am in receipt of such pay from the Council.		<i>You may speak and vote</i>
(g)	Members Allowances		<i>You may speak and vote</i>
4.	I have a personal interest in the matter and it is prejudicial but <u>not</u> financial.		<i>You may speak and vote to the extent the Overview and Scrutiny Committee is not exercising the functions of the Council or Cabinet</i>
5.	I <u>must</u> regard myself as having a personal and prejudicial interest in the matter because it		

	relates to a decision made, or action taken, by another of the Council's Committees or Sub-Committees of which I am a Member and I have not attended the meeting to answer questions or give evidence.		<i>You cannot speak or vote and must withdraw.</i>
6.	I need not regard myself as having a personal and prejudicial interest in the matter because whilst it relates to a decision made, or action taken, by another of the Council's Committees or Sub-Committees of which I am a Member, I have only attended the meeting to answer questions or give evidence.		<i>You may answer questions and give evidence.</i>
7.	A Standards Committee dispensation applies.		<i>See the terms of the dispensation.</i>

“Personal Interest” means

The matter relates to your entries in the Register of Interests,
or

A decision upon the matter might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the Council's area, the well-being or financial position of yourself, a relative or a friend or :-

- (a) any employment or business carried on by such a person;
- (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are Directors;
- (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
- (d) any body listed under the definition of body below in which such persons hold a position of general control or management.

“relative” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the proceeding persons; and **“partner”** means a member of a couple who live together.

“Prejudicial Interest” means

The interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the member's judgement of the public interest.

“Relevant Authority” See section 49 (6) of the Local Government Act 2000 e.g. County and Parish Councils.

“Public Authority” advice is awaited from DTLR, it would include a health trust, a health authority, the governing body of a school.

“Body” here means

- (a) a body to which you have been appointed or nominated by the Council as its representative;
- (b) a public authority or body exercising functions of a public nature;
- (c) a company, industrial and provident society, charity, or body directed to charitable purposes;
- (d) a body whose principal purpose includes the influence of public opinion or policy;
- (e) a trade union or professional association.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.



**MEMBER DEVELOPMENT
COMMISSION**

**HELD: 31 AUGUST 2005
(COMMITTEE ROOM 2/3)**

**Commenced : 6.30pm
Finished : 7.50pm**

PRESENT

Councillor Mrs Colling (Chairman)

Councillors Bailey D Duffy
Dereli G M Roberts

Officers Clive Walsh (Human Resources Manager)
Christine Jones (Training & Human Resources Officer)
Cathryn Jackson (Senior Member Services Officer)

13. APOLOGIES

Apologies for absence were submitted on behalf of Councillor Forshaw.

14. SUBSTITUTIONS

There were no substitutions.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 7 June 2005 were agreed and noted.

17. MATTERS ARISING

ITN Exercise

The Human Resources Manager asked for feedback from the Member Development Group Representatives in respect of their Members reaction to the Training Handbook circulated electronically. The Member Development Group Representatives confirmed that this had not been raised with their Groups.

AGREED: To be raised within the Groups

ACTION: *Member Development Group Representatives*

Visit by North West Employers' Organisation to Assess Our Position re: The Charter

It was stated that there was nothing to report from the Groups.

AGREED: Groups' to discuss.

ACTION: *Member Development Group Representatives*

(Note: *Action deferred.* The decision of the Commission, detailed at Minute 18D below, in respect of postponement of assessment towards Charter status, scheduled for January 2006, refers.)

Member Development Website

The Human Resources Manager reported:

Icon Link

This has been set-up as a "written" link and would be available once the up-grading of the Intranet, currently being undertaken, had been completed.

It was further reported that eventually the intra and internet sites are to be linked.

(Note: The order of the remainder of the agenda was changed to allow the item, Members' Identification of Training Needs Exercise, to be taken first)

18. MEMBERS' IDENTIFICATION OF TRAINING NEEDS EXERCISE

The Training and Human Resources Officer introduced the report:

Noted:

- Background to the ITN exercise and outcome of the ITN exercise carried out in October 2003.
- The need to agree the timetable for this year's ITN exercise.
- The identification of training needs required by October 2005 in order to coordinate the compilation of the Corporate Training Programme.

Councillor Dereli tabled an alternative report on Member Development in West Lancs August 2005:

Noted:

- The alternative approach to identifying Members training needs, which suggested the use of the PDP model, and the overall approach, particularly in relation to overview and scrutiny.
- The need to get all Members interested in training.
- The aim to have well-informed Members who are able to participate effectively in the Council's processes and structures for the benefit of the community.

Further points noted in discussion:

- The advantages/disadvantages of the Personal Development Plan (PDP). The Human Resource Manager advised that this form of assessment had previously been considered and rejected by the Commission.
- The job description for Councillors and the identification of basic requirements.
- The acknowledgement of balancing Members' commitments and availability with the optimum times for attendance at, and arrangement of, training sessions.
- The reinforcement of the commitment to training within Groups.
- Participants expectations in respect of training.
- The Groups' identifying expectations in relation to their members approach to training and development needs.
- Members' training in relation to the requirements of modernisation (for example Code of Conduct training) and personal development (for example IT competencies).
- The acknowledgement that Members need to be actively supportive in working towards achievement of Charter status in Member Development.

AGREED:

A That the reports be noted.

B That the Human Resources Manager meet with the Member Development Group Representatives (Councillors

Bailey and Dereli) to discuss further the commitment of Members towards training.

ACTION: *Member Development Group Representatives/Human Resources Manager*

- C That the results of the discussion, set out in B above, be reported back to a future meeting of the Commission.

ACTION: *Member Development Group Representatives/Human Resources Manager*

- D That assessment, scheduled for January 2006, towards Charter status in Member Development, be deferred.

19. PROJECT PLAN

The following changes to the Project Plan were agreed.

AGREED: A That the Project Plan be updated to reflect deferral of assessment towards Charter status in Member Development.

- B That the Member Development Group Representatives (*Councillors Bailey and Dereli*) be identified under "Establish ways of Working" in the Project Plan.

20. ACTION PLAN FOR ACHIEVING THE NORTH WEST CHARTER ON MEMBER DEVELOPMENT

In view of the decision agreed (Minute 18D above refers) no further discussion on this item took place.

AGREED: That the Action Plan be noted.

21. DEVELOPMENT OF PORTFOLIO OF EVIDENCE

The Training and Human Resources Officer introduced the item and tabled a list of expectations in respect of the requirements towards achievement of the North West Charter in Member Development and, in particular, what had been achieved so far in relation to the processes which identified individual development needs involving Members.

Although it had been agreed to defer assessment (Minute 18D above refers) the Commission felt that it was still useful to retain the Portfolio of Evidence.

AGREED: A. That the use of the Portfolio of Evidence for each Member, to include details of training and development activities undertaken, continue.

ACTION: *Training and Human Resources Officer/Member Development Group Representatives*

- B. That it be recommended that the Job Description for Councillors be updated to include a link to corporate aims.

ACTION: *Human Resources Manager*

22. NORTH WEST CHARTER CELEBRATIONS –THE LOWRY, SALFORD QUAYS – 18 NOVEMBER 2005

The Human Resource Manager stated that, following the announcement of the 5th event to celebrate those authorities who had met standards for North West Charter for the development of their elected Members, two tickets had been allocated to Members.

Councillors Mrs Colling and Dereli names were put forward as the two Members to attend this event, along with Training and Human Resource Officer.

23. DATE OF NEXT MEETING

To be arranged, in consultation with the Chairman.



MEMBER DEVELOPMENT COMMISSION PROJECT PLAN

MEMBERSHIP:

Chairman: Councillor Mrs Colling Vice-Chairman: Councillor Bailey

Councillors: Dereli, D Duffy, Forshaw and G M Roberts

Co-opted representatives:

(Members are encouraged to invite/co-opt onto their membership, as appropriate, tenants, residents, stakeholders, County and Parish Councillors or representatives of other public sector organisations where this would assist them in their work.)

TERMS OF REFERENCE

(Clear, unambiguous and workable)

1. To develop a training and development policy for Elected Members.
2. To develop an Action Plan and work towards achieving the North West Employers Organisations Charter in Elected Member Development.
3. To develop a process to identify and resource a member training needs analysis.
4. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
5. To identify the resources required to achieve Charter status.

6. To monitor the expenditure of the Elected Members Training and Development.
7. To monitor the induction process, review and revise procedures as necessary.
8. To evaluate Elected Member training and development undertaken.
9. To review and develop the role of Elected Members in conjunction with the Local Government Act 2000.
10. To agree a date for assessment and maintain the Charter once achieved.
11. To present a report of the Committee's findings to the Internal Review Committee.

OBJECTIVES

(The present, the future, comparison, resources)

The present –

- To obtain a clear understanding of what is needed to obtain Charter status.
- To establish West Lancashire's current position in reaching Charter status and regularly report on the progress.

The future –

- A provisional date for assessment. Provisionally January 06 – deferred (Minute 18D – Commission meeting 31 August 2005 refers)
- To put in place measures for achieving and maintaining Charter Status.
- To put in place measures to evaluate Elected Members training and development undertaken.
- To ensure that all Councillors who are supplied with lap-tops, receive adequate training and evaluation in order to use their laptopseffectively.

Comparison –

NWEO Charter Standards
Bench Marking with neighbouring Authorities

Resources -

Members of the Commission will act as 'Champions' in Member Development.
Officers of the Council will support the process as required.

INFORMATION

Documents (*What background papers are required to help members start their task. Do not swamp members with reams of paper*)

- Member Development Web Site includes induction, policy etc.
- Members ITN exercise.

Witnesses (*Need to be clear and distinguish which persons are to be co-opted and which are being asked to give evidence. Evidence can be obtained via attendance at a meeting or in written form. Who are the key players – both from within the Council and from external organisations? Need to be clear as to why witnesses are called*)

Who?	Why?	How?
North West Employers	To obtain an understanding of what is needed to obtain Charter Status.	A presentation at the meeting.
Neighbouring Authorities	To learn from other neighbouring Councils on Member Development	Presentation by Hynburn District Council. Officers networking locally.

Site Visits (Are site visits necessary – what benefits?)

Where?	Why?
Attendance at N.W. Charter Annual Celebration Event.	To network and learn from N.W. Councils' experience of Member Development.

ESTABLISH WAYS OF WORKING

Member Development Group Representatives

Councillor R Bailey

Councillor C Dereli

Officer Support

Lead Officer Support – Clive Walsh

Senior Member Services Officer – Cathryn Jackson

Human Resources & Training Officer – Christine Jones

Officers reporting as and when required –

e-Government Programme Manager – Chris Isherwood

Health and Safety Manager (Web development) – Paul Adamson

Reporting Arrangements

- Minutes of the Commission to be submitted to Internal Review Committee.
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TIME SCALES

- Autumn 2005 – Presentation and review of West Lancashire’s position against the Charter
- January 2006 – Assess progress to final assessment and achievement of the Charter
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INFORMATION GATHERED

- Benchmarks – South Ribble etc.
- Develop Member website – whole range of information
- Action Plan to achieve Charter status.

CONCLUSION

It is imperative Members own their personal development and ensure the process agreed runs effectively. Without this, the Charter cannot be achieved.

Officers will support Members in these process.

RECOMMENDATIONS

1. Action Plan in place to achieve Charter – All Members to be aware and own this.
2. Charter is an on-going commitment and must be maintained and a re-assessment undertaken.

REVIEW DATE –

(Usually 6 months after the final recommendations have been approved.)

ACTION PLAN FOR ACHIEVING THE NORTH WEST CHARTER ON MEMBER DEVELOPMENT

SUMMARY OF ACHIEVEMENTS

(June 2000 – Present)

Completed Objectives	Date	Outstanding Objectives
Declaration of Commitment – signed and circulated	7.6.2000	Members to raise training with Groups on a regular basis
Declaration of Commitment – signed and circulated again	20.12.02	Annual one-to-one Appraisals – Member to Member. Results to be reported back to the Group
Presentation by North West Employers Organisation (NWEO) to Overview and Scrutiny Committee	1.4.03	Strategy to be reviewed annually by MDC
Presentation on the Charter to Member Development Commission by NWEO	30.7.03	
Identification of Training Needs	Oct. 03	
Induction procedures reviewed	May 04	
ITN exercise completed and Training Plan provided	September 04	
Members Handbook Developed - paper copy and on-line	March 05	
Member Strategy developed	July 05	
Members Training Handbook completed	2005	
On-line Induction introduced	May 06	
Training courses notified to Members	On-going	
Access to Open Learning materials via Members Intranet pages	On-going	
PA to Leader first point of contact for Members re internal/external training events	On-going	