

## 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*

	<b>Overview and Scrutiny Committees <u>only</u></b>		
1.	I have a <b>personal interest</b> in the matter but it is <u>not</u> <b>prejudicial</b> .		<i>You may speak and vote.</i>
2.	I have a <b>personal interest</b> in the matter and it <u>is</u> <b>prejudicial</b> <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 <b>prejudicial interest*</b> in the matter as it relates to:-		
(a)	another <b>Relevant Authority</b> 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 <b>personal interest</b> in the matter and it is <b>prejudicial</b> 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 <b>personal and prejudicial interest</b> 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 <b>personal and prejudicial interest</b> 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: 7 JUNE 2006**

Start: 6.30pm

Finish: 8.10pm

Councillors: O'Toole (Chairman)  
Bailey (Vice Chairman/Member Development Group Representative)  
Collinson  
Hanlon  
W G Roberts  
Swiffen

Officers: Human Resources Manager  
ICT and e-Government Manager  
Training and Human Resources Officer  
Senior Member Services Officer (CAJ)

### **1. APOLOGIES**

There were no apologies for absence.

### **2. SUBSTITUTIONS (IF ANY)**

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Dereli and the appointment of Councillor Hanlon for this meeting only, thereby giving effect to the wishes of the political groups.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. NOTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The notes of the meeting held on 31 August 2005 were agreed and noted.

### **5. MATTERS ARISING**

The Human Resource Manager requested feedback from Members in respect of the ITN Exercise.

This led to a general discussion session on Member development, during which comments/observations were made in respect of the following:

- The possibility of adoption of a competency-based approach to Member Development.
- The Identification of Members' Training Needs (ITN) Exercise and feedback from the Groups.
- The distribution of Internal and External Training Material and Members' awareness of what training was on offer and available to them.

- Alternative approaches to identifying Members' training needs, for example, via workshops.
- Sharing of experiences/good practice, for example, by visiting neighbouring Authorities or by inviting representatives from neighbouring Authorities to visit and share their knowledge and experiences.
- The possibility of introducing Member Development sessions facilitated by specific Divisions/areas, for example, Planning.
- Member-led and cross-party approach to Member Development.
- The status of the Member Development web-pages.
- Current status of the North West Charter on Member Development.

Following the discussion it was agreed that Member Development should be featured at Group meetings in order to raise its profile.

**AGREED:** (A) The role of Member Development and commitment towards training to be raised at Group meetings.

(B) That feedback in respect of (A) above be reported back to the next meeting of the Commission

**ACTION:** *The Chairman of the Commission/Member Development Group Representatives*

## **6. PROJECT PLAN**

Members considered by the Project Plan and the changes were noted.

**AGREED:** (A) That the Project Plan be amended.

**ACTION:** *Human Resource Manager/Senior Member Services Officer*

## **7. MEMBER INDUCTION**

The Human Resources Manager introduced the item explaining that a demonstration of the electronic induction facility had, unfortunately, had to be cancelled. However, he went on to explain the facility and showed a sample of what the new Councillors had received.

The Senior Member Services (CAJ) presented an oral report on the Induction Session which took place for new Councillors on Monday 8 May 2006.

Councillor Collinson, as a newly elected Member of the Council, commented that the electronic Member Induction had proved to be a very useful tool and although he had not been able to attend the Induction Session on 8 May 2006 he had received the folder of information circulated to all newly elected Councillors and handouts from the session which had also proved helpful.

In a general discussion on Member induction comments/observations were made in respect of the following:

- The effectiveness and usefulness of the electronic Member Induction tool.
- The importance of the face-to-face induction session for newly elected Members facilitated by representatives from the Management Board and the timing of the session.
- Feedback from the induction session.
- The assignment of mentors, by the Groups, to each newly elected Member.

It was agreed that the newly elected Members should be contacted for their feedback from the face-to-face induction session and the results presented to the next meeting of the Commission.

**AGREED:** That feedback on the Induction Session be presented to the next meeting of the Member Development Commission

**ACTION:** *Senior Member Services Officer (CAJ)*

## **8. ICT TRAINING FOR MEMBERS**

The ICT and e-Government Manager gave a brief presentation on the ICT Training offered to Members and the processes involved. He also asked Commission Members for suggestions on anything additional they would like to see in respect of this type of training.

In discussion the following comments/observations were made in respect of Members ICT Training:

- The facility of one-to-one training.
- The use of internal and external trainers.
- ICT Help Desk and the take-up of technical support.
- The response rate to problems (usually same day or next day).
- The types of problems encountered, which ranged from "line faults" to training issues.
- The type and effectiveness of the anti-virus software.
- Access to on-line training, particularly Ivy Learning.
- The use of acronyms
- Wireless technology
- Web access to email

It was stated that passwords to access the Ivy Learning training programmes were available from the Human Resources and Training Officer and the process to obtain the password would be passed to Members via their Group Representatives.

It was agreed that a list of useful acronyms would be made available to Members and included as a resource on the Member Development web pages.

**AGREED:** (A) That the process for obtaining a password to allow access to the Ivy Training via Human Resources be passed on to the Groups.

(B) That a list of useful acronyms be included as a reference tool on the Member Development web pages.

**ACTION:** (A) *Human Resources and Training Officer*

(B) *Human Resources Manager in consultation with Health & Safety Manager*

**9. ACTION PLAN FOR ACHIEVING THE NORTH WEST CHARTER ON MEMBER DEVELOPMENT AND WAY FORWARD**

The Human Resources Manager introduced this item. Members considered, the Summary of Achievements to date and the more comprehensive Action Plan for Achieving the North West Charter on Member Development, circulated separately, which outlined what had been undertaken during the period June 2000 to present.

It was noted that at the previous meeting of the Commission it had been agreed to defer assessment for Charter status. However, it was felt that if in the future the Council could be recognised for its Member Development that assessment would be sought.

**AGREED:** (A) That the Summary of Achievements and Action Plan be noted.

**10. DATE OF NEXT MEETING**

It was agreed that the next meeting of the Commission would take place on Tuesday 1 August 2006 commencing at 6.30pm. Details to be circulated near the date.

**AGREED:** That the date next meeting to be 1 August 2006.

.....  
Chairman

**MEMBER DEVELOPMENT COMMISSION HELD: 13 SEPTEMBER 2006**

Start: 6.30pm

Finish: 6.35pm

Councillors: O'Toole (Chairman)  
Bailey (Vice Chairman/Member Development Group Representative)  
Collinson  
Swiffen

Officers: ICT Business Services Manager  
Senior Member Services Officer

**11. APOLOGIES**

Apologies were submitted on behalf of Councillors Dereli and W G Roberts who had intended to be at the meeting.

(Note: Apologies for absence were presented on behalf of Officers whose reports were scheduled to be considered by the Commission).

**12. SUBSTITUTIONS (IF ANY)**

There were no substitutions.

**13. MEMBERSHIP OF THE COMMISSION**

The Chairman introduced the item recommending the appointment of Councillor Hanlon to the Commission.

- AGREED:**
- (A) That Councillor Hanlon be appointed to serve as the additional Labour Group Member on the Commission.
  - (B) That the Internal Review Committee be recommended to ratify the appointment of Councillor Hanlon to the Member Development Commission.

**ACTION:** *Via Minutes to Internal Review Committee*

**14. ADJOURNMENT OF MEETING**

In accordance with Council Procedure Rule 12(I) a motion was moved and seconded to adjourn the meeting to a date and time arranged in consultation with the Chairman, and to defer the remaining items of business until that meeting.

- AGREED:**
- (A) That the meeting be deferred and all remaining items of business from this meeting be considered at the next meeting of the Commission.
  - (B) That the date and time of the meeting be arranged in consultation with the Chairman.

**ACTION:** (B) *Chairman/Senior Member Services Officer (CAJ)*







## **MEMBER DEVELOPMENT COMMISSION PROJECT PLAN**

### **MEMBERSHIP:**

Chairman: Councillor O'Toole      Vice-Chairman: Councillor Bailey

Councillors: Collinson, Dereli, Swiffen and W G 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 through a competency model.
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 –**

- Efficient and knowledgeable Members and able to contribute to the working of the Council
- 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. Agreed to be January 06.
- 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 Identification of Training Needs (ITN) exercise.

<b>Who?</b>	<b>Why?</b>	<b>How?</b>
North West Employers  Employers Organisation (National)	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 Borough Council. Officers networking locally.

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

<b>Where?</b>	<b>Why?</b>
Attendance at N.W. Charter Annual Celebration Event.	To network and learn from N.W. Councils' experience of Member Development.
Visits to and by neighbouring Authorities	To share good practice/experiences

**ESTABLISH WAYS OF WORKING**

**Officer Support**

Lead Officer Support – Clive Walsh  
 Member Services Officer – Cathryn Jackson  
 Human Resources & Training Officer – Christine Jones

**Officers reporting as and when required –**

ICT and e-Government Manager – Chris Isherwood  
 Health and Safety Manager (Web development) – Paul Adamson

**Reporting Arrangements**

- Minutes of the Commission to be submitted to Internal Review Committee.
- Feedback to Members of the Commission following site visits by those attending such visits

**TIME SCALES**

- On-going

**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.)



**AGENDA ITEM: 7**

**MEMBER DEVELOPMENT  
COMMISSION**

**26 OCTOBER 2006**

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**Report of: Council Secretary and Solicitor**

**Contact for further information: Cathryn Jackson (Extn. 5016)**

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**SUBJECT: MEMBER DEVELOPMENT COMMISSION – PROGRESS REPORT**

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District wide interest

**1.0 PURPOSE OF THE REPORT**

1.1 The report advises the Member Development Commission of the outcome of the Internal Review Committee's consideration, at its meeting on 6 July 2006, of the attached report (and appendices).

**2.0 RECOMMENDATIONS**

2.1 That the decision of the Internal Review Committee and attached report be noted.

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**3.0 BACKGROUND**

3.1 At its meeting on 6 July 2006 the Internal Review Committee considered the progress of the work of the Member Development Commission as outlined in the attached report (and appendices) and resolved (Minute 8):

“That the report be noted and the work of the Member Development Commission to continue.”

**Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

## **Equality Impact Assessment**

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

## **Appendices**

Report of the Council Secretary and Solicitor/Human Resources Manager - Member Development Commission – Progress Report as presented to the Internal Review Committee on 6 July 2006



**AGENDA ITEM: 9**

**INTERNAL REVIEW  
COMMITTEE**

**6 JULY 2006**

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**Report of:** Council Secretary and Solicitor and Human Resources Manager

**Contact for further information:** Cathryn Jackson (Extn. 5016) or  
Christine Jones (Extn. 5027)

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**SUBJECT: MEMBER DEVELOPMENT COMMISSION – PROGRESS REPORT**

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District wide interest

**1.0 PURPOSE OF THE REPORT**

1.1 To advise Members of the developments and progress made by the Member Development Commission.

**2.0 RECOMMENDATIONS**

2.1 That the report be noted.

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**3.0 BACKGROUND**

3.1 The Member Development Working Group was established by the Council in 2000 and its main aim was to work towards achievement of the North West Charter for Elected Members and elected members signed up to the principles of that Charter.

3.2 In July 2003 the remit of the Member Development Working Group was taken over by the Member Development Commission and its terms of reference incorporated into the Project Plan as contained in the Council's Constitution.

3.3 The Member Development Commission has met regularly since its establishment and its progress reported to the Internal Review Committee via the notes of its meetings.

#### **4.0 CURRENT POSITION**

- 4.1 The majority of the standards of progress towards the North West Charter for Elected Members have been undertaken and whilst the Member Development Commission regard recognition of its Member Development through this award as achievable, took a decision at its meeting on 31 August 2005 to defer final assessment towards Charter status.
- 4.2 Attached at Appendix 1 is a Summary of Achievements (Action Plan for achieving the North West Charter on Member Development) from June 2000, presented to the Member Development Commission's meeting held on 7 June 2006, for information.
- 4.3 The Project Plan of the Commission is updated regularly to reflect the workings of the Commission (Appendix 2). This is in the process of being updated and the revised Action Plan will be presented to next meeting of the Member Development Commission due to be held on 1 August 2006.
- 4.4 At its meeting on 7 June 2006 the Commission discussed the raising of the profile of Member Development and commitment towards training and, as a result, it is hoped that Member Development will become a regular item at Group meetings.

#### **5.0 OUTCOMES**

- 5.1 Over the past six years elected members have attended various internal and external training sessions covering a variety of topics. Some form of IT training has also been undertaken by most members since laptops were rolled-out to them. Additional IT support is provided via the helpline.
- 5.2 Since undertaking the Council's commitment towards Member training, achievements have included:
- The development of a Member Strategy
  - The introduction of a Members' Training Handbook
  - The identification of Training Needs
  - The introduction of the Member Development intranet site
  - Access to Open Learning materials, via Members' intranet pages
  - An update of the induction process, including the issue of an electronic Induction Pack for new Members of the Council

#### **6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

- 6.1 On-going member development gives support to members in their responsibilities under legislation and in their wider community role.



## **7.0 FINANCIAL AND RESOURCE IMPLICATIONS**

7.1 There are no significant financial and resource implications arising from this report.

## **8.0 RISK ASSESSMENT**

8.1 There are no significant risks arising from this report.

## **9.0 SUMMARY**

9.1 The report gives an overview of the progress to date of the Member Development Commission and Members are asked to note that progress.

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There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

### **Equality Impact Assessment**

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

### **Appendices**

Appendix 1 Action Plan for Achieving the North West Charter on Member Development – Summary of Achievements (June 2000 – Present)

Appendix 2 Draft Project Plan (June 2006)



## 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	





**DRAFT**

## **MEMBER DEVELOPMENT COMMISSION**

### ***PROJECT PLAN***

#### **MEMBERSHIP:**

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Councillors: Collinson, Dereli, Swiffen and W G Roberts

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### **Comparison –**

#### **NWEAO Charter Standards**

#### **Bench Marking with neighbouring Authorities**

### **Resources -**

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<b>Where?</b>	<b>Why?</b>
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Visits to and by neighbouring Authorities	<b>To share good practice/experiences</b>

## ESTABLISH WAYS OF WORKING

Officer Support

Lead Officer Support – Clive Walsh

*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.
- Feedback to Members of the Commission following site visits by those attending such visits

**TIME SCALES**

- On-going



## **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 –**

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