

## 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 is <u>prejudicial</u> <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:****26 OCTOBER 2006**

Start:: 6.30pm

Finish: 8.30pm

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

Hanlon  
W G Roberts  
Swiffen

In attendance:

Councillor Mrs Edwards

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

**15. APOLOGIES**

Apologies for absence were submitted on behalf of Councillors Collinson and Dereli.

**16. SUBSTITUTIONS (IF ANY)**

There were no substitutions.

**17. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**18. NOTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

Members considered the notes of the meetings of the Member Development Commission held on 7 June 2006 and 13 September 2006.

It was reported that at its meeting on 26 September 2006 the Internal Review Committee had referred the appointment of Councillor Hanlon back to the Member Development Commission to confirm that the Leader of the Labour Group was aware of the appointment.

- AGREED:**
- (A) That the notes of the meeting held on 7 June 2006 be agreed.
  - (B) That it be confirmed that Councillor T Rice, Leader of the Labour Group, was aware of Councillor Hanlon's appointment to the Member Development Commission.

- (C) That the notes of the meeting held on 13 September 2006 be agreed subject to amendment to Minute 13, (A), to read:

“That Councillor Hanlon be appointed to serve as an Additional Member of the Commission.”

## **19. PROJECT PLAN**

Members considered the Project Plan as circulated and contained on pages 67 to 69 of the Book of Reports.

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

- The approach and perception by Members to training and development
- North West Charter in Member Development
- Competency models and appraisals
- ITN Exercise
- Comprehensive Action Plans
- Specific service area training
- Member induction

**AGREED:** (A) That the revised Project Plan be confirmed subject to:

- (i) Amendment of the Terms of Reference as follows:

“9... To ensure that the Council takes ownership of its training and development and it appears as a regular item at Group meetings.

10. To monitor training through feedback from the Commission’s Group representatives and Officer reports.

Renumbering of the remaining terms of reference.”

- (ii) Amendment of the Objectives as follows:

**“The present**

- To receive regular feedback from the Groups’ on the “way forward” for Member Development in the Council.

**The future**

- To ensure Councillors have a knowledge and understanding of service delivery within the Council.”

- (iii) Amendment of **Establish Ways of Working** as follows:

“Use of service areas in training, as deemed appropriate”

- (B) That a report on Competencies be considered at the next meeting of the Commission.

**ACTION:**

- (A) *Human Resource Manager/Senior Member Services Officer*
- (B) *Human Resource Manager/Training and Human Resources Manager*

**20. MEMBER DEVELOPMENT - FEEDBACK FROM THE GROUPS**

Members considered feedback from the Groups in respect of Member Development following agreement at the Commission's meeting held on 7 June 2006 that training should now be raised regularly at Group meetings.

Comments/observations in discussion included reference to:

- Members' perception of training and development
- The availability of specific service area training
- Competencies
- Training Needs Analysis
- Recognition of training
- Assessment of individual training needs

It was agreed that in order to promote member development that the re-establishment of an ITN exercise would be worthwhile pursuing with each Member of the Council.

It was further agreed that the Member Development Commission should receive, on a regular basis, details of training undertaken by Members, in order to fulfil its monitoring of training role as identified in the Project Plan.

**AGREED:**

- (A) That the ITN exercise with Members be re-established.
- (B) That details of in-house training undertaken by Members be reported on a regular basis to the Commission.

**ACTION:**

*Human Resources Manager/Training and Human Resources Officer*

**21. MEMBER DEVELOPMENT COMMISSION - PROGRESS REPORT**

The Commission considered the joint report of the Council Secretary and Solicitor and the Human Resources Manager presented to the Internal Review Committee on 6 July 2006 which had advised that Committee of the developments and progress made by the Member Development Commission.

**AGREED:** That the report be noted.

## **22. DEMONSTRATION OF MEMBER INDUCTION**

The Commission received a presentation from the Health and Safety Manager in respect of the contents of the Induction diskette which had been circulated to newly elected Members of the Council following the elections in May.

The diskette contained an array of information including details of Members, Management and services of the Council.

Members of the Commission acknowledged its usefulness to newly elected Members. However, it was noted that the information, particularly in respect of Members, was only current at the time it was produced and that Members would need to use the intranet and internet once their PCs were up and running as those systems contained the most up-to-date and current information.

It was suggested that a url link within the diskette could be provide a direct link to the information contained on the web pages, particularly the details provided by the CoiNs management information system.

It was further suggested that the diskette could also be beneficial to those Members who had only been on the Council a few years.

The Chairman thanked the Health and Safety Manager for the presentation.

**AGREED:** That the presentation be noted.

## **23. ICT TRAINING FOR MEMBERS**

The ICT and e-Government Manager updated the Commission on the ICT training for Members of the Council and made reference to the following:

- The completion of roll-out of laptops/initial training to newly elected Members.
- The additional ICT training offered to Members and take-up of that training.

Comments/observations noted in discussion included reference to the following:

- Opportunities to undertake specific training, for example Publisher and ECDL.
- Replacement of dated laptops.
- Cancellation of training.

**AGREED:** (A) That Members be reminded to contact the ICT Helpdesk if experiencing difficulties with equipment or for additional assistance with the generic systems.

(B) That Member Development Group Representatives be kept informed of the take-up of ICT training.

- ACTION:**
- (A) *Member Development Group Representatives*
  - (B) *ICT and e-Government Manager*

#### **24. PLANNING TRAINING**

The Human Resource Manager updated the Commission on the request to the Executive Manager Planning and Development Services to provide training for Members involved with the Planning process. In his update he made reference to the following:

- The type/availability of externally facilitated planning training, including modular training.

Comments/observations noted in discussion included reference to:

- Provision of general planning knowledge training to assist Members, possibly facilitated in-house.
- The need for more specific planning training, for example, on the new Local Development Framework.

It was agreed that the possibility of the provision of a basic planning knowledge course for Members should be explored further and that facilitating more specific training in respect of the Local Development Framework should also be considered.

- AGREED:**
- (A) That the views of the Executive Manager Planning and Development Services be sought to assess the possibility of providing in-house general planning knowledge training for Members.
  - (B) That the views of the Commission in regard to more specific training on the new Local Development Framework be passed to the Executive Manager Planning and Development Services.

- ACTION:**
- (A) *Human Resources Manager*
  - (B) *Human Resources Manager*

#### **25. IVY ON-LINE LEARNING COURSES**

The Human Resource and Training Officer updated the Commission on the opportunity to undertake on-line training courses through Ivy Learning On-Line. It was explained that various applications were covered through this learning package including computer and soft skills courses.

The Commission were of the opinion that this form of on-line training could be beneficial to Members of the Council and it was agreed that a "flyer" should be distributed via Members' mail, and electronically, to raise awareness the learning opportunity.

It was suggested that presentations from Ivy On-Line Learning would be useful.

- AGREED:**
- (A) That a "flyer" be distributed to all Members' giving further details on the Ivy On-Line Learning Courses.
  - (B) That the processes for access/use of the Ivy On-Line Learning Courses be instigated.
  - (C) That presentations, by Ivy On-Line Learning, be organised.

- ACTION:**
- (A) *Human Resources and Training Officer.*
  - (B) *Human Resources and Training Officer/ICT and e-Government Manager.*
  - (C) *Human Resources and Training Officer/Member Development Representatives.*

## **26. LGA'S COUNCILLOR INFORMATION STUDENT PROJECT**

The Human Resource Manager updated the Commission on the national LGA's Councillor Information Student Project initiative. He explained that the project's intention was to raise young people's awareness of the Councillor's role by encouraging students to become more directly involved with the work of Members.

It was stated that with the improvement of technology there was now a wealth of information on the West Lancashire District Council web-site on the Council, its Members and its services and that individual Members of the Council could be contacted via the email system. It was also stated that to improve communication further one initiative for future consideration was the development of individual Member web-pages.

- AGREED:** That the LGA' Councillor Information Student Project initiative be noted.

## **27. DATE OF NEXT MEETING**

It was agreed that the next meeting be held, subject to availability, in January 2007.





## **MEMBER DEVELOPMENT COMMISSION PROJECT PLAN**

### **MEMBERSHIP:**

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

Councillors: Collinson, Dereli, Swiffen and W G Roberts

Additional Member: Hanlon

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 update the training and development policy for Elected Members.
2. To continue to develop and renew processes to identify and resource a member training needs analysis including a exploration of a competency model.
3. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
4. To monitor the expenditure of the Elected Members Training and Development budget.
5. To update and monitor the induction process, review and revise procedures as necessary.
6. To evaluate Elected Member training and development undertaken.
7. To ensure that all Members are given equal opportunities to attend Training courses/seminars in line with their responsibility as Councillor.
8. To monitor the expenditure of the Elected Members Training and Development budget.
9. To ensure that the Council takes ownership of its training and development and it appears as a regular item at Group meetings.
10. To monitor training through feedback from the Commission's Group representatives and Officer reports.

11. To update and monitor the induction process, review and revise procedures as necessary.
12. To evaluate Elected Member training and development undertaken.
13. To support the role of Elected Members as it applies to the Local Government Act 2000 and other appropriate legislation.
14. To consider future developments of the Members Development website.

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## **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.
- To receive regular feedback from the Groups' on the "way forward" for Member Development in the Council

### **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 laptops effectively.
- To ensure Councillors have a knowledge and understanding of service delivery within the Council.

### **Comparison –**

NWEAO 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.

Who?	Why?	How?
North West Employers  Employers Organisation (National)  Neighbouring Authorities	To obtain an understanding of what is needed to obtain Charter Status.  To learn from other neighbouring Councils on Member Development	A presentation at the meeting.  Presentation by Hynburn Borough 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.
Visits to and by neighbouring Authorities	To share good practice/experiences

## ESTABLISH WAYS OF WORKING

### Officer Support

Lead Officer Support – Clive Walsh, Human Resources Manager  
Scrutiny Support Officer – Cathryn Jackson, Senior Member Services Officer  
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

### **Additional support**

Use of service areas in training, as deemed appropriate.

### 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.)