



William J Taylor M.B.E
Chief Executive

52 Derby Street
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West Lancashire
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13 October 2010

TO: COUNCILLORS: **GREENALL, MS MELLING, BALDOCK, GRICE,
HENNESSY, J A ROBERTS**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held in the **COMMITTEE ROOM 1, 52 DERBY STREET, ORMSKIRK, WEST LANCASHIRE, L39 2DF** on **21 OCTOBER 2010** at **07:30PM** at which your attendance is requested.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'W J Taylor', written over a horizontal line.

William J Taylor
Chief Executive

A G E N D A
(Open to the Public)

- 1. APOLOGIES**
- 2. SUBSTITUTIONS (IF ANY)**
- 3. DECLARATIONS OF INTEREST**

If a member requires advice on Declarations of Interest, he/she is advised to contact the Council Secretary and Solicitor in advance of the meeting. (For the assistance of members a checklist for use in considering their position on any particular item is included at the end of this agenda sheet.)

Page(s) 1 to 2

- 4. MEMBER TRAINING PROVISION**
To consider the report of the Council Secretary and Solicitor. **Page(s) 3 to 18**
- 5. MEMBER TRAINING AND DEVELOPMENT - AGREEMENT WITH LANCASHIRE COUNTY COUNCIL (LCC)**
To consider the report of the Council Secretary and Solicitor. **Page(s) 19 to 20**
- 6. MEMBER TRAINING & DEVELOPMENT - DATA BASE**
To receive an oral report on the development of the Data Base on training undertaken by Members.
- 7. INDIVIDUAL TRAINING NEEDS ASSESMENTS, INDIVIDUAL TRAINING PLANS AND TRAINING RECORDS**
To consider the report of the Council Secretary and Solicitor. **Page(s) 21 to 30**
- 8. MEMBER DEVELOPMENT COMMISSION AGENDAS AND REPORTS**
To consider whether the Commission's papers and minutes are published on the Council's website.
- 9. MEMBER DEVELOPMENT COMMISSION WORK PROGRAMME 2010-11**
To consider the attached Work Programme. **Page(s) 31 to End**
- 10. DATE OF FUTURE MEETINGS**
To agree dates for meetings of the Commission in February and April 2011.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.
MOBILE PHONES: These should be switched off at all meetings.

*For further information, please contact:-
Cathryn Jackson on 01695 585016
or email cathryn.jackson@westlancs.gov.uk*

FIRE PRECAUTIONS ACT 1971
FIRE EVACUATION PROCEDURE FOR MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)

PERSON IN CHARGE: Most Senior Officer present
FIRE MARSHAL: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **DO NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the fire marshals and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to the **WARDENCALL SECTION** in Westec House in order to ensure that a back-up call is made to the **FIRE AND RESCUE SERVICE**.

4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.
5. Ensure that the **FIRE MARSHAL** has reported to you on the results of his checks, i.e. that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the **FIRE AND RESCUE OFFICER IN CHARGE** on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the FIRE AND RESCUE SERVICE. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR FIRE MARSHAL

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **FIRE MARSHAL** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.

DECLARATION OF INTEREST - CHECKLIST FOR ASSISTANCE OF MEMBERS – 2007 OVERVIEW AND SCRUTINY

Name: Councillor

Overview and Scrutiny Committee:

Date:

Item No: Item Title:

Nature of Interest:

A Member with a personal interest in any business of the Council must disclose the existence and nature of that interest at commencement or when interest apparent except:

- Where it relates to or is likely to affect a person described in 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose the existence and nature when you address the meeting on that business.
- Where it is a personal interest of the type mentioned in 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- Where sensitive information relating to it is not registered in the register, you must indicate that you have a personal interest, but need not disclose the sensitive information.

A Member with a prejudicial interest must withdraw, **either** immediately after making representations, answering questions or giving evidence where 4 or 6 below applies **or** when business is considered and must not exercise executive functions in relation to that business and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	Overview and Scrutiny only		Notes
1.	I have a personal interest* but it is not prejudicial.	<input type="checkbox"/>	<i>You may speak and vote</i>
2.	I have a personal interest* but do <u>not</u> have a prejudicial interest in the business as it relates to the functions of my Council in respect of:		
(i)	Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.	<input type="checkbox"/>	<i>You may speak and vote</i>
(ii)	school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a personal interest* and it is prejudicial because it affects my financial position or the financial position of a person or body described in 8 overleaf and 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 my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 8 overleaf and 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 my judgement of the public interest	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 7 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 7 below</i>
4.	I have a personal and prejudicial interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>
5.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you are a Cabinet member attending under section 21(13) of the LGA 2000 when you may speak to answer questions</i>

6.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken, however I am attending the meeting for the purpose of making representations, answering questions or giving evidence relating to the business as the public are also allowed to attend the meeting for this purpose, whether under a statutory right or otherwise	□	<i>You may make representations, answer questions or give evidence but must leave the room once you have finished and cannot vote</i>
7.	A Standards Committee dispensation applies.	□	<i>See the terms of the dispensation</i>

* **“Personal Interest”** in the business of the Council means either it relates to or is likely to affect:

- 8(1)(a)(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) any body -
- (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
- of which you are a member or in a position of general control or management;
- (iii) any employment or business carried on by you;
- (iv) any person or body who employs or has appointed you;
- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
- (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
- (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- (ix) any land in your authority's area in which you have a beneficial interest;
- (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer.

or

A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

“a relevant person” means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body 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 person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 8(1)(a)(i) or (ii).

“body exercising functions of a public nature” means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

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.

NB Section 21(13)(b) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.



AGENDA ITEM: 4

**MEMBER DEVELOPMENT
COMMISSION:
21 October 2010**

Report of: Council Secretary and Solicitor

**Contact for further information: Mr G Martin (Extn. 5065)
(E-mail: gary.martin@westlancs.gov.uk)**

SUBJECT: MEMBER TRAINING PROVISION

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the current arrangements for Member Training and recent provision.

2.0 RECOMMENDATIONS

- 2.1 That the arrangements for Member Training and the extent of recent provision be noted.
- 2.2 That the Political Groups be asked to only put forward the names of Councillors who have received requisite training for relevant roles.
-

3.0 CURRENT ARRANGEMENTS

- 3.1 The Protocol for Members Attending Conferences/Courses (attached at Appendix A) details the current arrangements in relation to the circulation of material promoting courses/conferences to Members and the procedure to be followed.
- 3.2 IT Training for Members is provided in accordance with the Protocol on the Use of ICT by Members, paragraph 3.6, which states:

“Each Councillor will have their computer training needs assessed on installation of computer equipment and will be provided with the appropriate training. Additional training can be arranged by contact the ICT Help Desk on ext. 5078 or email ithelpdesk@westlancs.gov.uk “

4.0 STANDARDS COMMITTEE TRAINING

4.1 The Standards Committee consider a Report each Year on Training and I attach a copy, at Appendix B, of the report considered in June 2010.

5.0 PLANNING COMMITTEE TRAINING

5.1 A training session has been organised for members on 19 October 2010 in relation to basic policies and procedures. This will be provided by the Planning Advisory Service and will cover real-life case studies to assist in meeting its aims.

6.0 LICENSING COMMITTEES' TRAINING

6.1 A training session provided by James Button and Co has been organised for members in relation to the policy and procedural aspects of licensing legislation. This will be held on 3 November 2010.

7.0 OTHER TRAINING RECENTLY PROVIDED

7.1 The Audit and Governance Committee have a half hour training Session before each meeting. Recent topics have included:

- International Financial Reporting Standards;
- Regulation of Investigatory Powers Act;
- Prevention of Fraud and Corruption;
- Money Laundering

Sessions are also planned on Contract Procedure Rules and the prevention of Fraud and Corruption.

7.2 Regular training on risk management is undertaken and a Risk Management Session for all Councillors is to take place on Thursday 23 November 2010, run by Gallagher Bassett covering the Council's Risk management arrangements.

7.3 Health and safety was the subject of a training session available for all members in March 2010.

7.4 Induction Training is provided for Members each year after the Elections and also after the recent By Elections, a copy of the Agenda is attached at Appendix C Members will see this links in to the Courses provided via NW Employers.

7.5 Other training sessions have been provided for members in relation to matters such as Affordable Housing and the reform of Housing finance.

7.6 In addition to the above provision, individual members have attended a range of courses to suit their requirements.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

8.1 The provision of training to Members supports them in the discharge of their responsibilities as Councillors and in their wider community role.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

9.1 There are no significant financial/resource implications arising from this report, other than officer time spent dealing with these matters.

10.0 RISK ASSESSMENT

10.1 There are no significant risks arising from this report.

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

Appendix A: Protocol for Members Attending Conferences/Courses

Appendix B – extract from report to Standards Committee

Appendix C – Newly elected Member Induction agenda



Protocol for Members Attending Conferences/Courses

1. Course/conference Material will arrive to Members from a variety of sources. Details of courses running internally can be obtained from the Training Course Directory and Appendix for Members located on the web-site. Material received in the Office will be sent to the relevant Portfolio Holder, by the Group Leaders' P.A. who will also send out material to relevant Members in accordance with interest areas notified to them and generally by using their discretion. A copy of the information will also be sent to the Groups via the nominated Member Development Commission Member (Councillors Greenall (Conservative) and Councillor J A Roberts (Labour). Where possible, information will be sent to Members via email. Members might find it helpful to consult the appropriate Divisional Manager for advice on the standard/value for money of the course/conference in question.
2. If a Member wishes to attend a course/conference he/she should, complete An Expression of Interest Form (Appendix A) obtainable from the Group Leaders' PA to obtain the agreement of the Leader of the Council.
3. The Leaders' PA will confirm there is provision in the Members' budget or other appropriate Divisional budget and notify the Council Secretary & Solicitor and any appropriate Divisional Manager of the details for their information.
4. Once confirmation of attendance is obtained, the Leaders' PA will make the necessary booking arrangements on behalf of the Member and charge the costs to the appropriate budget code. If payment has to be made in advance the Leaders' PA should requisition a cheque and fax confirmation of attendance to secure the place. The booking form and cheque should be forwarded later.
5. If necessary, a travel requisition giving details of dates, times, class of travel etc. should be passed to Admin, who will book the seats.
The Administration office will negotiate the best possible deal and book seats as appropriate. (see also separate guidance note 'Travel for Members').
Members holding Senior Citizen railcards should indicate this at the appropriate section on the Expression of Interest Form. This information will be transferred to the travel requisition form.
6. If overnight accommodation is required it should be booked in advance. (If booked early enough, some hotels will send invoice for payment afterwards.)
Otherwise the Member will settle the account and reclaim the costs after attendance.
7. The Leaders' PA will send out all relevant details for the seminar/conference to the Member attending.

8. One week in advance of the course/conference (or seminar) the Leaders' PA will check with the Member attending that they have all the arrangement details (course, travel and accommodation (if applicable)).
9. On return to the office the Member concerned will circulate notes of the meeting to relevant Members and Officers.

In-House Training

1. From time to time training events are organised by particular service areas. Details of these events will be circulated, usually via email, by the relevant area organising the training.

Useful contact numbers

- Jan Gardner, Leaders' PA 01695 585009
Jan.gardner@westlancs.gov.uk
- Cathryn Jackson, Principal Overview & Scrutiny Officer (Link Officer – Member Development) 01695 585016
- Julia Brown, Member Services Officer 01695 585024
- Gary Martin – Member Services Manager (Lead Officer - Member Development) – 01695 585065 (Gary.Martin@westlancs.gov.uk)

EXPRESSION OF INTEREST FORM
(to attend an external conference/course/seminar)

SECTION 1

Name:

Telephone No.:Email:

SECTION 2

Title of Event:

Date of Event:

Course/Conference/Seminar (*delete as appropriate*)

SECTION 3

Do you require a travel booking to be made? Yes/No (*delete as appropriate*)

If yes, please give details:

Date:Time:

Class of travel:

(Please note Admin. will negotiate the best possible deal and book seats as appropriate)

Do you hold a Senior Citizen railcard Yes/No (*delete as appropriate*)

Do you require accommodation: Yes/No (*delete as appropriate*)

If yes, please give details:

From:To:

SECTION 4

Where did you first hear/read about this event?

.....

SECTION 5

Signature:Date:

SECTION 6

Authorisation:

SignatureDate:

Leader of the Council



AGENDA ITEM: 14

**STANDARDS COMMITTEE:
3 June 2010**

REVISED

Report of: Council Secretary and Solicitor

**Contact for further information: Mrs G Rowe (Extn. 5004)
(E-mail: gill.rowe@westlancs.gov.uk)**

**SUBJECT: ANNUAL MONITORING OF TRAINING REPORT, TRAINING NEEDS
AND TRAINING PLANS FOR INDEPENDENT AND PARISH
REPRESENTATIVES**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider training needs and training plans for Independent Members and Parish Representatives on the Standards Committee and evaluate the effectiveness of the training undertaken to date.

2.0 RECOMMENDATIONS

2.1 That the training undertaken and the evaluation of it be noted.

2.2 That identification of training needs and training plans for Independent Members and Parish representatives be prepared in the same manner as they will be for elected Councillors.

3.0 BACKGROUND

3.1 One of the key roles of the Standards Committee is to ensure that Members are properly trained in the requirements of the Code of Conduct. Section 54 of the Local Government Act 2000 says the Committee is responsible for:

- (a) promoting and maintaining high standards of conduct by the Members and co-opted Members of the Authority;
- (b) assisting Members and co-opted Members of the Authority to observe the Authority's Code of Conduct;
- (c) monitoring the operation of the Authority's Code of Conduct;

(d) advising, training or arranging to train Members and co-opted Members of the Authority on matters relating to the Authority's Code of Conduct.

3.2 A report presented to the Committee on 5th February 2002 suggested a training programme for the introduction of the Code. It was noted that it was essential that **all** Members receive training (including co-opted Members). A further report was presented on 25th June 2003 considering future training requirements and evaluating the training conducted to that date. Annual updates on training have been provided to the Committee since then, with extra training being included when the revised Code of Conduct was introduced in 2007.

4.0 TRAINING REQUIREMENT

4.1 There seem to be four main aspects to the Code where Members require training:-

- background
- general obligations
- declarations of interest (probably the most complex area)
- the need to notify the Monitoring Officer of financial and other entries in the Register of Interests which also includes gifts and hospitality

4.2 Background

4.2.1 This would cover the national structure for dealing with complaints and include the roles of:-

- the Monitoring Officer
- the Council's Standards Committee
- the Standards Board and the Adjudication Panel

4.3 General Obligations

4.3.1 This would cover:-

- general principles governing conduct (ten principles)
- when the code applies (outside bodies, private life etc)
- the duty of confidentiality
- bringing the authority into disrepute
- taking personal advantage

4.4 Declarations of Interest

4.4.1 Historically, the most difficult area for Members has been to understand when interests need to be declared, and, in particular, to recognise what type of interest is involved.

4.4.2 This will include:-

- when does the duty to disclose arise? How much detail must be given?

- what is a personal interest?
- when does a personal interest become prejudicial?
- when do you have to leave a meeting?
- the different rules for Cabinet and Overview and Scrutiny
- how/when to apply for a dispensation

4.5 The Register of Members' Personal Interests

4.5.1 This will cover:-

- what has to be declared to the Monitoring Officer
- when it has to be done
- rights of public inspection

4.6 Equality Enactments

4.6.1 Separate training on equalities is organised via Human Resources.

5.0 DELIVERY OF TRAINING

- 5.1 The first training on the Code was delivered using North West Employers and comprised 2 seminars with Workshop Sessions held in February and April 2002, with a refresher workshop on the 8th July 2002. The training was well received, particularly the April session at the Skelmersdale Arts Centre at which there was a good attendance from Parish Councils.
- 5.2 A further seminar/workshop session was held at Ormskirk School on Thursday the 20 November 2003. The seminar was delivered using North West Employers and the workshop session was organised "in house" using cases from the Standards Board website. Feedback was extremely positive with requests being made for longer workshop sessions.
- 5.3 New Councillors were introduced to the Code at the Induction Sessions held in May 2003, June 2004 and have been each May since, except when there is no District/Borough Council election. Courses entitled "Ethics and Standards" run by North West Employers in Manchester to complement this training have also been attended.
- 5.4 The induction training briefly refers to the Planning Protocol (on which there was specific training on 7 October 2003, 15 July 2004 and 19 February 2009, which will continue) and the Protocol on Member/Officer Relations, as local guidance supporting but not forming part of the Code. A Protocol in relation to Members Interests and LSVT was the subject of detailed briefings by Trowers and Hamlins Solicitors in December 2004/January 2005 but is no longer relevant.
- 5.5 I understand from the Human Resources Manager that training has been undertaken in Diversity, Race, Impact Assessments, Background to the Race Relations Amendment Act and Equality issues.
- 5.6 The Standards Committee, at its meeting on 28th April 2004, gave consideration to training for both Standards Committee Members and for training for all

Members, Co-opted Members and Parish Councillors and Clerks on the Code. Training sessions specifically for Standards Committee Members were held in July and August 2004 on the Code and local determination; and in September and November 2008 on the assessment and filter of complaints and hearings. Standards Committee Members have continued to attend Standards Board Roadshows and the Lancashire Standards Conference as well as the training for all Members.

- 5.7 Members agreed in 2004 that a full session for all District and Parish Councillors should be arranged for the Autumn following the format successfully adopted in previous years. A further Seminar/Workshop session was held at Hale Hall, Edge Hill on Wednesday, 24 November 2004 at 7.30 pm and over 80 people attended.
- 5.8 Members agreed that they wished to continue to organise the Seminar/Workshop Session on the Code of Conduct as an annual event. I was fortunate to secure the services of Peter Keith-Lucas of Bevan Brittan, Solicitors, an acknowledged expert on the Code to Conduct to present the 2005 Seminar on a cold windy night at Edge Hill. Members of the Standards Committee who attended the session at Wyre were very complimentary about the course he presented on that occasion and his presentation on Thursday, 24 November 2005 entitled 'The Code in Practice' was excellent. This has enabled us to move the training session we offer each year, on from that presented for a number of years by North West Employers. I feel that this has been a very successful approach and this was supported by the feedback forms, the only critical comment on that occasion being that perhaps the presentation was $\frac{1}{4}$ / $\frac{1}{2}$ hour too long.
- 5.9 Due to the imminence of the New Code of Conduct we moved the Annual Seminar/Workshop to 29 March in 2007. The Seminar was presented by Graeme Creer of Weightmans Solicitors and he made an informative presentation which as the New Code was unfortunately only published on 4 April 2007 had, of necessity, to include those issues flagged up in the consultation version. An extremely useful case study session with model answers proved very successful. This format was repeated on 29 November 2007 and 2008 with an excellent turnout at Edge Hill and was well received and then again in November 2009 at 52 Derby Street.
- 5.10 Standards Committee Members John Cailles, Councillor Una Atherley and Ms. Joan Draper attended the Standards Board Conference in Birmingham on Monday 9th and Tuesday 10th June 2003 and Jacky Denning, Assistant Member Services Manager and myself attended Conference on Monday 13th and Tuesday 14th September 2004. In 2005 Terry Broderick, Legal Services Manager attended and as usual an update on the Conference was discussed at the Committee. Similarly, I and the Member Services Manager, Gary Martin attended the Conference in October 2006. I attended in October 2007 and Terry Broderick attended in October 2008, however both members and officers were unable to attend the 2009 Conference this year. The Conference this year is being held on 18 and 19 October 2010 in Birmingham and Members are most welcome to attend.

- 5.11 I issue guidance to Members and Parishes on the Code at regular intervals, either through '7 Days' or by specific letters. The Board's website and the "Case Reviews" provide insight into the interpretation given to the Code by Ethical Standards Officers and the Adjudication Panel.
- 5.12 On receipt of the New Code an updated Training Pack was issued in May 2007 to all Standards Committee Members, District Councillors, Parish Clerks and Parish Councillors in West Lancashire comprising the New Code of Conduct, a set of notes and case studies with model answers. This was followed up with the Pocket Guide and Standards Board Guide on the Code. The Training Pack was then updated again in November 2007, 2008 and 2009 and similarly circulated. A review of the Planning Protocol was undertaken in the context of the New Code and it has been revised and re-issued with training held in February 2009.
- 5.13 The Standards Committee viewed a DVD available on local investigations and hearings in November 2006 which was useful and another DVD on Local Assessment in February 2010. Refresher training on the Local Assessment Procedures was also held in October 2009.
- 5.14 Members are of course always able to attend external training on the Code should they so wish.

6.0 MONITORING

- 6.1 Details are kept of attendance at training sessions and reported, so the Standards Committee are able to monitor the take up of the training.
- 6.2 The success of the training is assessed each year by a customer satisfaction questionnaire after each training event and can be followed up by asking Members if they need further training on certain aspects, or a general "refresher".

7.0 IDENTIFICATION OF TRAINING NEEDS AND TRAINING PLANS

- 7.1 I am currently working on a new approach to member development with Lancashire County Council which will involve preparing an identification of Training Needs and Training Plan for each Councillor. I would suggest that it would also be helpful to prepare these documents for Independent and Parish representatives in respect of their Standards Committee roles taking into account the Government's proposals for the future.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 8.1 The training provided will assist in promoting high ethical Standards which will in turn contribute to achievement of the Community Strategy.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 9.1 The costs of providing training on standards is met from existing budget provision.

10.0 RISK ASSESSMENT

- 10.1 Training needs to be provided to comply with statutory obligations and to ensure Members are fully aware of the requirements placed upon them. This will enable them to avoid being in breach of the Code of Conduct with all the adverse consequences which would necessarily flow. Specific training for Standards Committee Members is provided to enable them to carry out their duties effectively.
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Background Documents

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

Appendices

None.



THURSDAY 9th SEPTEMBER 2010

Mayor's Room

4.00 pm – 5.00 pm

**INDUCTION PROGRAMME FOR NEW
COUNCILLORS**

Introduction to West Lancs Borough Council

- West Lancs B.C.
- Current major issues

Getting to grips with the new role

- Divisional structure and roles
- Representing your Community

Political Management Structure and Standards

- Leader and Cabinet Model
- Introduction to the Code of Conduct
- Role of the Standards Committee and Standards for England

Financial Framework

- Local Government Finance
- The Council's Budget

Performance and Improvement

- National Framework
- Local Framework and Performance
- The role of partnerships

Coffee and biscuits – discussion with Council Secretary and Solicitor and Assistant Member Services Manager of support and arrangements – short tour of Civic rooms, Council Chamber, reception etc.

This Induction Training is intended to give you a brief introduction to the work of the Council and what is expected of you as a Councillor. It is complemented by the Regional Induction Programme offered by North West Employers, please see overleaf.

***Induction Module for New Councillors** at North West Employers, Manchester, please contact Cathryn Jackson in Member Services on 01695 585016 to book your place.

***Elected Member Calendar of Events**

***Idea Councillor's Guide**

* Details attached

The Chief Executive will be meeting with you individually.

Please feel free to contact Member Services if you need any assistance

Either

by phoning Gill Rowe, 585004 – Council Secretary and Solicitor
Gary Martin, 585065 – Member Services Manager
Jacky Denning, 585384 – Assistant Member Services Manager
Sue Griffiths, 585017 – Principal Member Services Officer
Cathryn Jackson, 585016 – Principal Overview & Scrutiny

Officer

Jill Jones, 585017 – Member Services Officer
Julia Brown, 585024 – Member Services Officer

or

emailing – gill.rowe@westlancs.gov.uk
gary.martin@westlancs.gov.uk
jacky.denning@westlancs.gov.uk
susan.griffiths@westlancs.gov.uk
cathryn.jackson@westlancs.gov.uk
jill.jones@westlancs.gov.uk
julia.brown@westlancs.gov.uk



AGENDA ITEM: 5

**MEMBER DEVELOPMENT
COMMISSION:
21 October 2010**

Report of: Council Secretary and Solicitor

**Contact for further information: Mr G Martin (Extn. 5065)
(E-mail: gary.martin@westlancs.gov.uk)**

**SUBJECT: MEMBER TRAINING AND DEVELOPMENT - AGREEMENT WITH
LANCASHIRE COUNTY COUNCIL**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To apprise the Commission of arrangements with Lancashire County Council (LCC) in respect of Member Development.

2.0 RECOMMENDATIONS

2.1 That the arrangements with LCC be noted.

**3.0 ARRANGEMENTS FOR IDENTIFYING AND MEETING MEMBERS TRAINING
AND DEVELOPMENT NEEDS**

3.1 Historically, Member training and development has been the responsibility of the Council's Human Resources team, in consultation with Member Services. In this respect, an exercise to identify the training and development needs of each member was undertaken some time ago. However, the HR team then became involved in the Job Evaluation and Organisational Downsizing initiatives and, as a result did not have the capacity to make further progress.

3.2 Members will be aware that LCC entered a partnership agreement with the Council for the provision of a range of HR services. This agreement came into force in April 2010. This partnership did not deal with issues relating to Member Training and Development. Accordingly, discussions were held with the LCC Member Service to explore options for the Council to utilise the County Council's expertise in this area, in conjunction with the Member Services Manager and his team.

- 3.4 As a result of the discussions, arrangements have been made with LCC's Member Development Unit for them to provide a range of services as follows:
- Conduct one-to-one interviews with 27 Borough Councillor this year;
 - Prepare for each of the 27 members, following the one-to-one interview, an Individual Training Needs Assessment (ITN)
 - Prepare for each member an Individual Training Plan (ITP), based on the ITN referred to above.
- 3.5 In addition to the above, the County Council has agreed to give the Council free access to a range of training courses it provides for its members, where this is relevant and there are spaces available. The Member Services Team will prepare individual Training Records for each Councillor.
- 3.6 A report elsewhere on the agenda reports on progress in relation to these arrangements.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 4.1 There are no financial/resource implications arising from this report, in terms of officer time spent dealing with these matters. The cost of this and the arrangement with LCC has been met from existing resources.

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: none



AGENDA ITEM: 7

**MEMBER DEVELOPMENT
COMMISSION:
21 October 2010**

Report of: Council Secretary and Solicitor

**Contact for further information: Mr G Martin (Extn. 5065)
(E-mail: gary.martin@westlancs.gov.uk)**

**SUBJECT: INDIVIDUAL TRAINING NEEDS ASSESSMENTS, INDIVIDUAL
TRAINING PLANS AND TRAINING RECORDS**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To apprise the Commission on progress in relation to these issues.

2.0 RECOMMENDATIONS

2.1 That a presentation be received from the Lancashire County Council (LCC) Member Development team.

3.0 BACKGROUND

3.1 Best practice dictates that each Councillor should have a Training Needs Assessment, a Training Plan and keep a Record of Training undertaken, in order to effectively discharge their various roles. This was picked up as an action in the Use of Resources Assessment and arrangements were subsequently made with LCC to prepare these documents and carry out the necessary interviews. I describe below progress made to date.

3.2 Whilst the Use of Resources Assessment has now been discontinued by the Audit Commission, the importance of this work remains. Several Councillors are "twin hated" (ie they are both County and Borough Councillors) and it is therefore intended to combine the County and Borough work into one set of documentation.

3.2 Elsewhere on this agenda I report on, arrangements made with Lancashire County Council's Member Development Unit for them to provide a range of services as follows:

- Conduct one-to-one interviews with 27 Borough Councillors this year;

- Prepare for each of the 27 members, following the one-to-one interviews, an Individual Training Needs Assessment (ITN)
- Prepare for each of the 27 members an Individual Training Plan (ITP), based on the ITN referred to above.

3.3 Attached as Appendix A is a schedule showing those members who have indicated their interest to become involved in the process.

3.4 To date we have agreed the form of analysis and one-to-one interviews commenced on 13 October, with 4 members attending. Feedback to date has been very positive and we will continue to arrange for the remaining Councillors who have expressed an interest in the process to be interviewed.

3.5 Catherine Earnshaw, a member of the LCC Member Development team working closely with the Council, will be present at the meeting and will advise on progress to date.

4.0 FINANCIAL AND RESOURCE IMPLICATIONS

4.1 There are no financial/resource implications arising from this report, in terms of officer time spent dealing with these matters. The cost of this and the arrangement with LCC has been met from existing resources..

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:

Appendix A – members involved in one-to-one interviews

Appendix B (1-6) – Lancashire County Council Member Development Working Group agendas

MEMBER TRAINING AND DEVELOPMENT

ITN/ITP EXPRESSIONS OF INTEREST

1. Councillor I Grant
2. Councillor J Coyle
3. Councillor I Moran
4. Councillor J Kay
5. Councillor I Ashcroft
6. Councillor B Kean
7. Councillor G Pratt
8. Councillor P Greenall (Member Development Commission member)
9. Councillor R A Pendleton
10. Councillor W Cropper (dual hated)
11. Councillor N Delaney
12. Councillor J Fillis
13. Councillor N Hennessey (Member Development Commission member)
14. Councillor N Furey
15. Councillor D Mee
16. Councillor P Cotterill
17. Councillor J Grice (Member Development Commission member)
18. Councillor E Pope
19. Councillor Y Gagen
20. Councillor C Mawdsley
21. Councillor J Gibson
22. Councillor Mrs U Atherley
23. Councillor Mrs M Blake
24. Councillor Ms R Melling (Member Development Commission member)
25. Councillor J A Roberts (Member Development Commission member)

**AGENDA FOR MEMBER DEVELOPMENT WORKING GROUP MEETING
Friday 15 January 2010 at 9.30am
Committee Room C, County Hall**

Agenda

1. Training and Conferences – budget update
2. Update on Member Development Training Programme 2009/2010
3. Members IT update
4. Team Lancashire – Community Cohesion Programme
5. Review of County Councillor 2009 Induction
6. Rollout of the Tours of the County
7. Any Other Business
8. Date and time of next meeting

**Agenda for Member Development Working Group Meeting
Friday 12 March 2010 at 9.30am
Committee Room A, County Hall**

Agenda

9. Minutes from previous meeting
10. Training and Conferences – budget update
11. Update on Member Development Training Programme 2009/2010
12. Members IT update
13. Rollout of the Tours of the County (to be tabled)
14. Any Other Business
15. Date and time of next meeting

**Agenda for Member Development Working Group Meeting
Friday 16 April 2010 at 9.00am
Committee Room A, County Hall**

Agenda

16. Minutes from previous meeting
17. Members IT review and update
18. Training and Conferences – final budget position
19. Review of the Member Development Training Programme 2009/2010
20. Proposals for the Member Development Programme 2010 - 2011
21. Any Other Business
22. Date and time of next meeting

**Agenda for Member Development Working Group Meeting
Friday 11 June 2010, 9.00am
Scrutiny Resource Room, 3rd Floor CCP**

Agenda

23. Minutes from previous meeting
24. Councillors' access to detailed and comprehensive divisional information
25. Update on WACE pilot
26. Member Development training update
27. Any Other Business
28. Date and time of next meeting

**Agenda for Member Development Working Group Meeting
Friday 9 July 2010, 9.00am
Cabinet Room C**

Agenda

29. Minutes from previous meeting
30. Encryption of USB memory sticks
31. How can social media tools support councillors?
32. Member Development training update
33. Any Other Business
34. Date and time of next meeting

**Agenda for Member Development Working Group Meeting
Friday 10 September 2010, 9.00am
Cabinet Room C**

Agenda

35. Minutes from previous meeting
36. Community Development Foundation Pilot
37. West Lancashire District Member Training
38. Paperless Meetings Pilot
39. Scheduling of training sessions
40. Any Other Business
41. Date and time of next meeting

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME

2010/11

<p>Meeting 21 October 2010</p>	<ol style="list-style-type: none"> 1. Member Training Provision. 2. Preparation of ITNs, ITPS and Training Records – current position Catherine Earnshaw Lancashire County Council. 3. Sample Lancashire County Council Member Development Working Group Agendas and Minutes. 4. Commission’s Work Programme 2010/11. 5. Commission Meetings are legally ‘Working Groups’. Do Members want Papers and Minutes publishing? 6. Date of February and April meetings.
<p>Meeting February 2011</p>	<ol style="list-style-type: none"> 1. Preparation from North West Employers and Councillor Iain Ashcroft on Member Development’. 2. Update on Preparation of ITNs, ITPs and Training Records. 3. Commission’s Work Programme 2010/11.
<p>Meeting April 2011</p>	<ol style="list-style-type: none"> 1. Future involvement in NW Employers’ (Member Development) Programme. 2. Update on Preparation of ITNs, ITPs and Training Records. 3. Commission’s Work Programme 2011/12.