WEST LANCASHIRE BOROUGH COUNCIL

Report of: Council Secretary and Solicitor

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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