

MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	General		Notes
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest because it affects my financial position or the financial position of a person or body described in 10.1(1)(i) and (ii) 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 10.1(1)(i) and (ii) 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"/> <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i> <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 16/7/12) or a pecuniary interest but 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. (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. (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay. (iv) An allowance, payment or indemnity given to Members (v) Any ceremonial honour given to Members (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>You may speak and vote</i> <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary 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>

'disclosable pecuniary interest' (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

Interest

Employment, office, trade, profession or vocation

Sponsorship

Prescribed description

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;

"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI; "relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

'non pecuniary interest' means interests falling within the following descriptions:

- 10.1(1)(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 (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) 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 easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) 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 connected 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 connected 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 10.1(1)(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) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

PRESENT: Councillor Greenall (Chairman)

Councillors: Baldock Mrs Houlgrave

Officers: Member Services Manager (Mr G Martin)
Principal Overview & Scrutiny Officer (Mrs C A Jackson)

11. APOLOGIES

There were no apologies for absence.

12. SUBSTITUTIONS (IF ANY)

There were no substitutions.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. MINUTES

RESOLVED: That the Minutes of the meeting of the Member Development Commission held on 14 July 2011 be noted.

15. UPDATE OF MEMBER DEVELOPMENT ACTIVITY - LANCASHIRE COUNTY COUNCIL

The Member Services Manager provided an update in relation to member development involvement with Lancashire County Council (LCC).

He reported that since the previous meeting of the Commission Members had participated in training organised by LCC including Equalities Training and a workshop on Understanding Scrutiny.

He further reported that it was understood that the Learning and Development Service, HR Consultancy of which Member Development is a part was now with One Connect Ltd. It was not known whether the change would affect further access to LCC's Member training activities. It was agreed that this would be further explored and be reported to the next meeting of the Commission.

RESOLVED: That the update be noted.

16. TRAINING EVENTS

The Principal Overview and Scrutiny Officer reported that information related to training/information events is regularly circulated via email in accordance with the Protocol for Members attending Courses/Conferences and provided an update on events undertaken by Members between July 2011 and October 2011.

It was reported that Members had taken the opportunity to attend information sessions provided internally by service areas in relation to the introduction of "zone" system for domestic waste collection, wind turbines and renewable energy. Attendance at external training in the period included an event organised by NWE0 in respect of Developments in Local Authority Housing Finance. Unfortunately, a couple of events in relation to Bringing Funding into your Ward and Overview and Scrutiny organised by NWE0 had been cancelled. Future known applications for external training events included Delivering Community Budgets, the Future Role of LA's in Local Economies and Getting Ready for Police and Crime Commissioners.

It was further reported that interactive training, where an event held in one part of the country is transmitted to a local venue, allowing participation in the training without extensive travel, is beginning to be offered by training providers.

During discussion a Member raised the possibility of overview and scrutiny training locally. It was explained that the Overview and Scrutiny Annual Report, which provided information on the work undertaken by the overview and scrutiny Committees over the previous twelve months, had recently been circulated. It was felt that an information session in relation to overview and scrutiny at WLBC would be useful and officers undertook to give this consideration.

RESOLVED: That the update be noted.

16. ITN EXERCISE - UPDATE

The Principal Overview and Scrutiny Officer reported in relation to the ITN exercise that work was on-going and arrangements were being put in place to circulate a training needs questionnaire to those Members new to the Council in May 2011, with a view to compiling information on their individual training needs. This would be followed, if necessary, by a one-to-one interviews. The results from this exercise would assist in compilation of Members' Individual Training Plan.

In relation to Lancashire County Council's involvement with this process it was reported that this had now finished and that future ITN initiatives would be undertaken internally, facilitated by Member Services.

RESOLVED: That the updated be noted.

17. MEMBER DEVELOPMENT COMMISSION WORK PROGRAMME 2011-12

Members considered the Work Programme as circulated and contained on page 29 of the Book of Reports.

RESOLVED: That the Work Programme be updated to include the items 'Update of Member Development Activity – LCC and 'Update on the Training Needs Questionnaire related to ITNs', for consideration at the next meeting of the Commission.

18. DATE OF NEXT MEETING

The date of the next meeting, subject to confirmation, would be 16 February 2012.



AGENDA ITEM: 5

**MEMBER DEVELOPMENT
COMMISSION:
27 November 2012**

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Contact for further information: Mrs J. Brown (Extn 5024)
(E-mail: julia.brown@westlancs.gov.uk)
Mrs C. A. Jackson (Extn 5016)
(E-mail: cathryn.jackson@westlancs.gov.uk)

SUBJECT: MEMBER TRAINING AND DEVELOPMENT STRATEGY

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To consider the Member Training and Development Strategy.

2.0 RECOMMENDATION

2.1 That the Member Training and Development Strategy be noted and circulated to all Members for information

2.2 That the Member Development Group Representatives are Councillor Greenall (Conservative) and Councillor (to be agreed) (Labour).

3.0 BACKGROUND

3.1 At the Member Development Commission held on 7 April 2011, the Commission considered the arrangements relating to Member training and endorsed the Member Training and Development Strategy.

4.0 CURRENT POSITION

4.1 The updated Member Training and Development Strategy is attached at Appendix 1 to the report.

5.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

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

6.0 FINANCIAL AND RESOURCE IMPLICATIONS

6.1 There are no significant financial/resource implications arising from this report. The current budget for 2012/13 is as follows:

- Member Training Development - £5000
- Conferences and Meetings - £3,500
- Training Expenses £6000

6.2 The current amount spent from the above budgets is £3672.36

6.3 The budget for 2013/14 following MSR reductions is as follows:

- Conferences and Meetings - £3000
- Training Expenses - £3000

7.0 RISK ASSESSMENT

8.1 There are no significant risks arising from this report.

8.0 CONCLUSIONS

9.1 The Member Training and Development Strategy sets out the approach the Council takes in supporting training and development for its Members.

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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

1 Member Training and Development Strategy (Including the Protocol for Members attending Courses/Conferences and Expression of Interest form).

WEST LANCASHIRE BOROUGH COUNCIL**MEMBER TRAINING AND DEVELOPMENT STRATEGY****INTRODUCTION**

Fundamental to the strategy is that members take a leading role, through the Member Development Commission, to ensure its implementation.

PURPOSE

- To demonstrate the approach the Council will take to training and development for Members.
- To inform Members of the Protocol for Members Attending Conferences/Courses

TRAINING AND DEVELOPMENT OBJECTIVES

The principle training and development objectives for Members will be:

1. To improve the knowledge, skills and abilities of elected members to undertake their community role efficiently and effectively.
2. To meet the Council's statutory obligations and understand the implications of new legislation and codes of practice that impacts on their role.
3. To embrace the benefits, application and skills necessary to make full use of emerging technology in meeting business objectives.

TRAINING AND DEVELOPMENT PRIORITIES

The Council will determine its priorities in relation to training and development needs. It is likely that, given its finite financial resources and the need to ensure that service delivery continues on a daily basis, it will need to determine priorities each year in relation to training and development needs. A procedure in relation to Members Attending Conferences and Courses is set out at Appendix A.

The main areas of training and development to be given priority will be:

1. Induction training provided for elected Members new to the Council to ensure they have the necessary information and awareness of the organisation's internal and external relationships;
2. Health and Safety in working practices;
3. Training in the use of ICT and new technology as and when introduced.

TRAINING OPPORTUNITIES

As indicated in the Protocol for Members attending Conferences/Courses, information on courses etc. will arrive from a variety of sources, such as by email, directly addressed letters or 'flyers'.

Training and development requirements will be met in a range of ways and with an assortment of partners including:

- Through collaboration with other authorities, for example with Lancashire County Council (LCC);
- In-house training provided by the Council's officers or bought in;
- Distance learning;
- Self-study.

All applications to participate in training will be treated in accordance with the Protocol for Members attending Conferences/Courses.

MEMBER COMMITMENT

Members have a responsibility to attend training and development opportunities organised for them. Developing skilled Councillors is not the exclusive responsibility of the Council, it is also the responsibility of elected Members.

INDUCTION

The starting point for the Strategy is to support Members when they first join the Council. Following their election a Member is provided with a comprehensive induction pack. An induction briefing session is held within the first weeks of taking office and a follow-up session, usually after six months in office, is available if requested.

IDENTIFICATION OF TRAINING NEEDS (ITN)

To assist with the identification of training needs for Members new to the Council, a Councillor Training Needs Questionnaire is circulated with the Induction pack. One to one interviews are also offered as part of the ITN arrangements.

ANNUAL MONITORING

The Member Development Commission, which will meet twice a year, is responsible for monitoring progress in relation to Member Development. An annual report, outlining training and development undertaken by Members will be considered by the Commission each year.

EVALUATION

As far as practicable all Member Development activities will be evaluated.

RECORDS

A record of training approved by the Leader in accordance with the Protocol for Members Attending Conferences/Courses will be maintained in Member Services. However, Members will be responsible for maintenance of their own individual development record related to other forms of training undertaken.

ROLE OF POLITICAL GROUPS

Each political Group is asked to nominate one of their Members to promote Member Development and to encourage this being a regular item on group meeting agendas.

The Groups are also asked to assist their Members in informal ways, for example, mentoring of newer Members to encourage one-to-one interviews and attendance at training sessions.

The Member Development Group Representative is normally also a Member of the Member Development Commission and acts as a link between the Commission and their Political Group.

RESOURCE

Member training and development activities are to be delivered within resources and have to provide value for money. If additional resources are required then a business case would need to be made and taken forward through appropriate channels.

RISK ASSESSMENT

There are no significant risks arising from this document. Risks associated with any training undertaken by Members would be assessed at the point of delivery.

EQUALITY IMPACT ASSESSMENT

The Strategy provides Members with an opportunity to undertake training to ensure that the target groups are not disadvantaged.

APPENDIX

A Protocol for Members attending Conferences/Courses



Protocol for Members Attending Conferences/Seminars/Courses/Training

1.0 GENERAL

- 1.1 Material promoting conferences/courses for Members may arrive from a variety of sources. Any material received in Member Services will be forwarded to the relevant Portfolio Holder or to other appropriate Members. A copy of the information will also be sent to the Groups via the nominated Member Development Group Representative. Where possible, information will be sent to Members via email. It is suggested that Members might find it helpful to consult the appropriate Head of Service for advice on the standard/value for money of the conference/course in question.

2.0 APPROVAL

- 2.1 If a Member wishes to attend a conference/course he/she should, complete An Expression of Interest Form (Appendix A), which is available from Member Services. Agreement of the Leader of the Council will be sought together with confirmation that there is provision in the Members' budget. Approval is still required for 'free' conferences/courses where there is a claim for travel or 'subsistence'.

3.0 BOOKING

- 3.1. When the Leader has agreed attendance, Member Services 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 this will be arranged and confirmation of attendance sent by email/fax to secure the place. The booking form and payment will be forwarded later. Member Services will send out all relevant details for the conference/course to the Member attending.

4.0 RAIL TICKETS

- 4.1. If required Members can purchase their own rail tickets or alternatively a travel requisition giving details of dates and times etc. can be completed. These are purchased by Admin who will book the seats on rail services at standards rates. (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 so that any concessionary fare can be claimed.

5.0 ACCOMMODATION

- 5.1 Should overnight accommodation be required Members should book this in advance and reclaim any costs after attendance. Assistance in this respect is available from Member Services.

6.0 FEEDBACK

6.1. On his/her return, the Member concerned should circulate any notes of the conference/course to relevant Members and Officers.

7.0 IN – HOUSE TRAINING

7.1. 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:-

- Julia Brown - Member Services/Civic Support Officer 01695 585024
julia.brown@westlancs.gov.uk
- Cathryn Jackson - Principal Overview & Scrutiny Officer (Lead Officer – Member Development) 01695 585016
cathryn.jackson@westlancs.gov.uk
- Councillor Greenall - Member Development Group Representative (Conservative) 01695 578504
cllr.greenall@westlancs.gov.uk
- Councillor (to be agreed) (Labour) – Member Development Group Representative

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:

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: 6

**MEMBER DEVELOPMENT
COMMISSION**

27 November 2012

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

Contact for further information: Mrs. J. Brown (Extn. 5024)

(E-mail: julia.brown@westlancs.gov.uk)

Mrs. C. A. Jackson (Extn 5016)

(E-mail: cathryn.jackson@westlancs.gov.uk)

SUBJECT: MEMBER INDUCTION

Borough wide interest

1.0 PURPOSE OF THE REPORT

1.1 To provide feedback on the Induction process offered to newly elected Members in May 2012.

2.0 RECOMMENDATION

2.1 That the report be noted.

3.0 BACKGROUND

3.1 Induction for newly elected Members commences following the elections each May.

3.2 New Members are issued with a New Councillor Pack containing information and forms to assist them in their new role.

3.3 The Councillor's guide produced by the I&DeA is also issued to each new Member. The Guide particularly focuses on the needs of newly elected Frontline Councillors and explores things that new Councillors need to know at the start of their careers in public life.

4.0 CURRENT POSITION

- 4.1 Following the elections in May 2012 the eleven elected Members new to the Council were issued with their New Councillor Pack. A copy of the Councillor's Guide for 2012-13 was also issued.
- 4.2 On 11 May 2012 an induction session took place in the Cabinet and Committee room for new Members. This was led by the Managing Director (People and Places) and Managing Director (Transformation). The induction programme covered the following:-

Welcome and Introductions	Large Scale Organisation
Councillors' Role	Funding
Officer Role	Member Involvement
Management Structure	Representing your Community
Political Management Structure	Developing Positive Relationships
Council Functions	Dealing with Constituent Issues
Cabinet Functions	Essential Tools
Quasi-Judicial Committees	The Council's Business Plan
Overview and Scrutiny Arrangements	Workstreams
The Code of Conduct	Priority Projects
Standards Committee	Conclusion

- 4.3 Following the Induction session, Officers from Members Services were on hand to go through the contents of the induction pack and cover some of the domestic arrangements including familiarisation with the offices and facilities at 52 Derby Street.
- 4.4 The success of Member Induction is assessed each year from the Induction feedback form issued with the Induction packs.
- 4.5 Members new to the Council were also issued with an Identification of Training Needs questionnaire (ITN) to identify their learning and development needs, a copy of which is attached at Appendix 1. The information then assists in identifying the most significant needs of Councillors in relation to Member training and development. Members were also offered a 'one to one' ITN interview if preferred, although no Members undertook this.
- 4.6 Members were invited to attend introductory training sessions in relation to the following:- Code of Conduct - May 15 2012, Introduction to Licensing - 22 May 2012, Introduction to Planning and Probity - 24 May 2012 and an Overview & Scrutiny Workshop - 14 June 2012.

5.0 CONCLUSIONS

5.1 The induction process for newly elected Members is important and assists the development of elected Members in their role as effective community leaders and is reflective of the Council's commitment towards Member training.

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 other than officer time in dealing with these matters.

8.0 RISK ASSESSMENT

8.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of 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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no equality Impact Assessment is required.

Appendices

1. Councillor Identification of Training Needs Questionnaire

WEST LANCASHIRE BOROUGH COUNCIL

COUNCILLOR TRAINING NEEDS

Background

This questionnaire is designed to identify the learning and development needs of West Lancashire Borough Councillors. The information gathered will be collated and will assist in the identification of the most significant needs of councillors in relation to member training and development.

Questionnaire

The questionnaire is subdivided into three sections:

Section 1 – personal details and current role with the Council.

Section 2 – focuses upon skills/knowledge and have been grouped into four separate sections:

- Personal skills
- Work related skills
- Working with communities
- Political context

In this section you are asked to reflect on your current strengths and help to identify any potential areas for development.

The information gathered from Sections 1 and 2 will be collated and recorded on your individual training record.

Rating

You are asked to reflect on your current role to identify any skills or knowledge gaps that you may have. A training and development need could be something you feel you have but need to improve. It could also be something that you feel you already do well, but would like to further develop.

Please use the rating scale below to assist you in deciding if these skills and knowledge are **low**, **medium** or **high** development need.

LOW: (development need) Low level of priority – training is not required to fulfil current role.

MEDIUM (development need) Moderate level priority – although training will assist in fulfilment of current role it is not an immediate priority.

HIGH (development need) High level priority – training as soon as practicable would assist fulfilment of current role.

Analysis

1. Once completed information within the questionnaires will be analysed.
2. If there are any queries in relation to the completed questionnaire you will be contacted, in the first instance, via email.
3. Findings from completed questionnaires will be collated and used to assist with relevant training and development activities for you and other councillors.
4. If you would prefer a one-to-one interview to go through the questionnaire or require any further information relating to the questionnaire please contact Cathryn Jackson, Principal Overview and Scrutiny Officer (email: cathryn.jackson@westlancs.gov.uk or direct dial telephone 01695 585016)

Appendix

- 1 Roles and functions of all Councillors and Job Profile for non Cabinet Councillor (*extracted from Article 2 of Constitution 3.2*)

Section 1

PERSONAL DETAILS

Name:

Please tick the appropriate box

Length of Service as an elected Member

0 to 1 year

1 to 5 years

5 to 10 years

10 + years

Gender

Male

Female

Current Role

Chairman

Vice Chairman

Cabinet/Portfolio Holder

Opposition Spokesperson

Community Representative

Current situation

Working full time

Working part time

Retired

Other, please specify

.....

(If you fail to place your name on the questionnaire, the information will be processed into the general database, however, an individual profile cannot be completed.)

Before you start you may wish to refer to the Job Profile information attached at Appendix 1.

Having regard to the rating system please consider each of the following skill or knowledge areas and tick the rating which you feel is appropriate.

Section 2

PERSONAL SKILLS (PLEASE TICK)

SELF	LOW	MEDIUM	HIGH
Adapting to change			
Behaving assertively			
Managing time			
Balancing the needs of home and work			
Analysing and interpreting information			
Managing your own stress			
Exercising leadership			
Presenting a positive self image			
Managing your own safety			
Effective reading skills			

RELATIONSHIPS	LOW	MEDIUM	HIGH
Managing conflicting demands			
Coaching/Empowering others			
Team-working			

COMMUNICATING	LOW	MEDIUM	HIGH
Effectively contributing in meetings			
Giving formal presentations			
Voice and personal presentation skills			
Influencing skills			
Diplomacy skills			
Listening skills			
Questioning skills			

INFORMATION TECHNOLOGY	LOW	MEDIUM	HIGH
Basic keyboard skills			
Use of email/internet			

Any other areas you feel should be addressed:

WORK RELATED SKILLS (PLEASE TICK)

SKILLS	LOW	MEDIUM	HIGH
Presenting a positive image of the local authority			
Making contributions in meetings			
Chairing meetings			
Facilitating groups			
Analysing complex information			
Project Management			
Expressing concerns			
Monitoring Performance			
Evaluating options to improve services			
Contributing to Best Value reviews			
Monitoring financial information			
Developing positive relationships with officers			
Representing the L.A. positively with external organisations			
Decision making			
Negotiating funding from external bodies			
Managing Performance			
Acknowledging diversity			

WORK RELATED KNOWLEDGE (PLEASE TICK)

KNOWLEDGE	LOW	MEDIUM	HIGH
New decision making structures			
Overview and scrutiny process			
Local authority's core values			
Budgetary process			
Local authority structure and services			
Planning processes			
Licensing processes			

Any other areas you feel should be addressed:

WORKING WITH COMMUNITIES (PLEASE TICK)*(Skills required to work within the community you may wish to develop)*

ONE TO ONE	LOW	MEDIUM	HIGH
Verbal communication			
Problem solving skills			
Expressing yourself in writing			
Advocacy skills			
Supporting people with change			

WORKING WITH GROUPS	LOW	MEDIUM	HIGH
Chairing skills			
Facilitating discussions			
Dealing with conflict			
Leading groups			
Increasing participation. Community cohesion/race/diversity/equality			
Developing and managing constructive relationships			
Identifying community needs with groups			

SURGERY SKILLS	LOW	MEDIUM	HIGH
Interviewing skills			
Identifying risky situations			
Following up issues			
Counselling skills			

AWARENESS	LOW	MEDIUM	HIGH
Recognising and working with under represented groups			
Using different methods of consultation i.e. focus groups			
Awareness of the diversity agenda			

Any other areas you feel should be addressed:

POLITICAL CONTEXT (Please tick)

SKILLS	LOW	MEDIUM	HIGH
Promoting social and economic well-being			
Strategy Development			
Developing and managing constructive relationships			
Developing partnerships and other organisations			
Networking skills			

KNOWLEDGE	LOW	MEDIUM	HIGH
Ethics and standards			
Community planning			
Social exclusion			
Best Value			
Regional initiatives			
Crime and Disorder			
Human Rights			

Any other areas you feel should be addressed:

Thank you very much for completing the questionnaire. Please note training and development is not always undertaken through a training course and other learning solutions may be advised.

All training is subject to the usual approvals.

Please return to Cathryn Jackson, Principal Overview and Scrutiny Officer by



AGENDA ITEM: 7

**MEMBER DEVELOPMENT
COMMISSION:**

27 November 2012

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mrs J Brown (Extn 5024)
(E -mail: julia.brown@westlancs.gov.uk)**

SUBJECT: MEMBER TRAINING – 2011/2012

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on Member training undertaken during 2011/12.

2.0 RECOMMENDATION

2.1 That the update be noted.

3.0 BACKGROUND

3.1 The Member Development Commission are kept informed periodically of the training and development undertaken by Members of the Council.

3.2 The Corporate and Environmental Overview and Scrutiny Committee are kept informed of the work of the Member Development Commission through the Notes of its meetings.

4.0 CURRENT POSITION

4.1 During 2011/2012, Members have attended events covering a variety of subjects related to their role as elected Members and community leaders.

4.2 Appendix 1 shows the events attended by Members under the Protocol for Members Attending Conferences/Courses etc during 2011/12.

4.3 The Members' Identification of Training Needs (ITN) questionnaire highlights the learning and development needs for Members according to low, medium or high needs. The subjects requested most by Members are listed as follows;

- Code of Conduct
- New Legislation and Policies

- Scrutiny
- Licensing
- Planning
- ICT and Media Skills

These subjects including a variation of others were offered to Members throughout the year from various organisers both internally and externally. A list, of where those offers were taken up are attached at Appendix 1.

4.4 In addition the ICT section has provided Members with assistance on information technology throughout the period.

5.0 CONCLUSIONS

5.1 Development of elected Members in their role as effective community leaders is important and the training undertaken by Members in the previous twelve months reflects the Council's commitment towards Member training and its response to emerging legislation.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

6.1 On-going Member Development gives support to Members in discharging their responsibilities 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 other than officer time spent dealing with these matters.

8.0 RISK ASSESSMENT

8.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of 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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

1. Member Training – Summary of Events attended May 2011 to May 2012.

**MEMBER TRAINING
SUMMARY OF EVENTS ATTENDED
May 2011 to May 2012**

DATE	TITLE	Training Provider	Attendees
4 May 2011	Assessment of written complaints of a Breach of the Code of Conduct	NWE	1
25 May 2011	Setting up Mutuals and Social Enterprises	NWE	2
7 June 2011	Waste Zone Recycling	LCC	8
30 June 2011	Engaging your Community in Social Enterprise	NWE	2
8 July 2011	Understanding Scrutiny Workshop	LCC	4
12 July 2011	Developments in LA Housing Finance in England 2011, London	AWICS	1
21 July 2011	Wind Turbine Presentation	LCC	11
7 Sept 2011	LGA Rural Commission, Bath	LGA	1
20 Sept 2011	Renewable Energy training session	WLBC	10
28 Sept 2011	Statement of Accounts Training Session	WLBC	9
5 Oct 2011	Speed Reading Workshop	LCC	1
10 Oct 2011	Members Winter Service Briefing	LCC	8
18 Oct 11	Capita - Delivering Community Budgets – Manchester	CAPITA	1

DATE	TITLE	Training Provider	Attendees
19 Oct 2011	NWEO - Future role of Local Government in Local Economies - Preston	NWEO	2
3 Nov 2011	Licensing Training - James Button & Co	J. Button & Co	1
16 Nov 2011	CCA Planning Seminar – London	CCA	2
23 Nov 2011	Risk Management	WLBC	1
15 Dec 2011	Asset Management Training – WLBC	WLBC	4
6 Jan 2012	NWBLT Shaping the future conference	NWBLT	2
12 Jan 2012	Event Elephant - Getting for Police and Crime Commissioner – Preston	LCC	1
16 Jan 2012	LGA Local Government Summit 2012	LGA	2
19 Jan 2012	Delivering Public Services - NW Employers	NWE	1
26 Jan 2012	Strategic Asset Management Project	WLBC	6
1 Feb 2012	Housing Revenue Account - Self Financing	WLBC	11
10 Feb 2012	Localism Act 2011 in relation to Parish Councils	NWE	2
29 Feb 2012	Championing Health and Wellbeing in your Community - 29 Feb-1 March 2012	NWE	1
12 March 2012	NHS Reforms Conference	LCC	1
15 March 2012	Local Government Finance Bill Briefing	LGA	1

DATE	TITLE	Training Provider	Attendees
29 Mar 2012	Introduction of Police and Crime Commissioners- LCC -free event	LCC	2
4 April 2012	Briefing on Partnership/Shared Services – WLBC	WLBC	6
24 April 2012	NMTF - Market Conference - Royal York Hotel – York	NMTF	1
11 May 2012	New Member Induction session	WLBC	8
22 May 2012	Introduction to Licensing Training – WLBC	WLBC	13
24 May 2012	Planning Training – WLBC	WLBC	33
29 May 2012	Cuadrilla Presentation - Hydraulic Fracturing	CUADRILLA	14



AGENDA ITEM: 8

**MEMBER DEVELOPMENT
COMMISSION:**

27 November 2012

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mrs J Brown (Extn 5024)
(E -mail: julia.brown@westlancs.gov.uk)**

SUBJECT: MEMBER TRAINING – 2012 TO PRESENT

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on Member training undertaken since May 2012.

2.0 RECOMMENDATION

2.1 That the update be noted.

3.0 BACKGROUND

3.1 The Member Development Commission are kept informed periodically of the training and development undertaken by Members of the Council.

3.2 The Corporate and Environmental Overview and Scrutiny Committee are kept informed of the work of the Member Development Commission through the Notes of its meetings.

4.0 CURRENT POSITION

4.1 Since May 2012, Members have attended events covering a variety of subjects related to their role as elected Members and community leaders.

4.2 Appendix 1 shows the events attended by Members under the Protocol for Members Attending Conferences/Courses since May 2012.

4.3 The various 'in - house' training sessions arranged for Members as attached at Appendix 1 had proved very successful and Members commented on how informative and helpful these had been to them.

5.0 CONCLUSIONS

- 5.1 Development of elected Members in their role as effective community leaders is important and the training undertaken by Members reflects the Council's commitment towards Member training and its response to emerging legislation.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

- 6.1 On-going Member Development gives support to Members in discharging their responsibilities and in their wider community role.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

- 7.1 There are some financial / resource implications arising from this report in respect of the training of Members, however these will be met using existing resources.

8.0 RISK ASSESSMENT

- 8.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of 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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no Equality Impact Assessment is required.

Appendices

1. Member Training – Summary of Events attended since May 2012.

Appendix 1

**MEMBER TRAINING
SUMMARY OF EVENTS ATTENDED
May 2012 to Present**

DATE	TITLE	Training Provider	Attendees
11 May 2012	New Member Induction session	WLBC	8
22 May 2012	Introduction to Licensing Training – WLBC	WLBC	13
24 May 2012	Planning Training – WLBC	WLBC	33
29 May 2012	Cuadrilla Presentation - Hydraulic Fracturing	CUADRILLA	14
13 June 2012	LDF Briefing	WLBC	27
14 June 2012	Overview & Scrutiny workshop - WLBC	WLBC	11
18 June 2012	Royal Geological Society – Shale Gas Extraction	GEOLOGICAL SOCIETY	2
26 June 2012	The role of Audit and Governance Committee - WLBC	WLBC	11
2 July 2012	Code of Conduct	WLBC	45
10 July 2012	'The High Street of the future - Beyond the Portas Review'	INSIDE GOVERNMENT	1
17 July 2012	The Public Sector Reform – The current Landscape	NWE	1
4 Sept 2012	Welfare Reform Act Training	WLBC	18

DATE	TITLE	Training Provider	Attendees
6 Sept 2012	Planning Presentation - WLBC	WLBC	21
10 Sept 2012	LGA – Annual Rural Conference	LGA	1
25 Sept 2012	Statement of Accounts – Briefing WLBC	WLBC	10
27 Sept 2012	Community Budgeting – Opportunity or Threat? - LGA	LGA	3
9 Oct 2012	Demystifying Commissioning - NWE	NWE	1
16 Oct 2012	Winter Briefing - LCC	LCC	11
23 Oct 2012	Understanding the new Local Standards Framework – a workshop for independent persons	Hoey Ainscough Associates Ltd	2
31 Oct 2012	Making Accountability Work	CfPS	1
3 Nov 2012	Delivering Local Planning: getting the most from the new framework. The RTPI Politicians in Planning Network (PIPA) Conference 2012.	RTPI	1
29 Nov 2012	Myriad CEG Wind Limited - wind turbine open day	Myriad CEG Wind Ltd	2

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME

2012/13

<p>Meeting 27 November 2012</p>	<ol style="list-style-type: none">1. Member Training and Development Strategy2. Member Induction3. Member Training - 2011/124. Member Training – 2012 to Present5. Commission’s Work Programme 2012/13
<p>Meeting 7 February 2013</p>	<ol style="list-style-type: none">1. Member Training – 2012 to Present2. Commission’s Work Programme 2013/143. Date of next meeting (t.b.c.)