

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		
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 connected person or, a 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 a connected person or, a 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 (relevant lines in the budget – Dispensation 20/2/13 – 19/2/17)	<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

Prescribed description

Employment, office, trade, profession or vocation

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

Sponsorship

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 Dereli (Chairman)

Councillors: Gagen Mrs Marshall
Pendleton O'Toole

Officers: Principal Overview & Scrutiny Officer (Mrs C A Jackson)
Member Services/Civic Support Officer (Mrs J Brown)

1. APOLOGIES

There were no apologies for absence.

2. SUBSTITUTIONS

In accordance with Council Procedure Rule 4, the Commission noted the termination of Membership of Councillor Moran and the appointment of Councillor Pendleton for this meeting only, thereby giving effect to the wishes of the political group.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES

The Principal Overview & Scrutiny Officer outlined the Minutes of the previous meeting for the benefit of Members new to the Commission.

AGREED: That the Minutes of the meeting held on Thursday 12 March 2015 be noted.

5. MEMBER INDUCTION 2015

Members considered the report of the Borough Solicitor as contained on pages 7 to 16 of the Book of Reports, which provided feedback on the induction process offered to newly elected Members in May 2015.

The Principal Overview & Scrutiny Officer outlined the report. It was reported that the Members Induction process had gone well and that new Members had been issued with an Identification of Training Needs questionnaire (ITN).

In discussion an enquiry was made in respect of the analysis criteria as set out in the ITN form and a modification to the form was put forward. This was noted by the Principal Overview and Scrutiny Officer who undertook to evaluate and circulate a modified ITN form to the MDC Group representatives to raise in their respective Groups with a view to gaining a collective view of training needs.

Members also expressed an interest in the understanding of ICT, particularly when an error occurs, explaining that it would be helpful to acquire a contact, within ICT, that specifically assists with this type of enquiry on a day to day basis. .

AGREED : A. That the report be noted.

B. That in relation to the ITN pro-forma the following be actioned:

- (a) the Principal Overview and Scrutiny Officer to explore the amendments put forward.
- b) the draft amended pro-forma be circulated to the MDC representatives for discussion in and feedback from their groups.

C. The provision of a 'contact' to support/training in ICT for Members be explored.

D. That feedback in relation to B and C above be provided to the next meeting.

6. MEMBER TRAINING - SUMMARY OF EVENTS HELD MARCH 2015 TO PRESENT

Members considered the report of the Borough Solicitor as contained on pages 17 to 22 of the Book of Reports, which provided an update on Member training undertaken since March 2015.

Members noted the various training sessions that had been undertaken and provided feedback on them.

It was further noted that a number of the 'required and essential training' for Members had taken place.

In discussion reference was made to the provision of Overview and Scrutiny training for Members and the possibility of in-house training.

AGREED: A. That the update be noted.

- B. That the MDC representatives ascertain from their respective Groups the demand for an in-house training session on Overview and Scrutiny.

7. FEEDBACK FROM MEMBER DEVELOPMENT REPRESENTATIVES

It was noted that this item is included on the agenda to provide an opportunity for the MDC representatives to give oral feedback from their respective Groups.

8. TRAINING EVENTS

The Principal Overview and Scrutiny Officer informed Members of the upcoming training events to be held as follows:-

- Introduction to I-pads –6 October 2015
- Drainage & Development – Roles and Responsibilities –20 October 2015
- Chairmanship Skills – 26 October 2015
- Code of Conduct – June 2016

Members were also informed of a 'Presentation Skills' training session for women that will take place, at a date to be confirmed. Details to be circulated, when available.

In discussion a comment was made with regard to the optimum start time of training sessions. Members sought to put forward this question at their Group meetings in order to provide the 'best' time to Member Services.

Information was also sought in relation to access, by Members, to training offered to staff through Human Resources (HR).

- AGREED:
- A. That the update be noted.
 - B. That the MDC representatives raise start times of training / briefing sessions within their Groups, taking account of duration of training provided. Feedback to be provided to Member Services.
 - C. The Timing of Training to be included as an item for discussion at the next meeting of the Commission.
 - D. That further information from Human Resources in relation to access by Members to training offered to staff training be sought.

9. WORK PROGRAMME 2015/2016

Members considered the Work Programme as circulated on page 23 of the Book of Reports.

AGREED That the Work Programme, for the next meeting, be amended to include the following items:

- ITN Pro-forma (Personal Assessment)
- IT Support / Training for Members
- Timing of Training
- Overview and Scrutiny Training



AGENDA ITEM: 5

**MEMBER DEVELOPMENT
COMMISSION:**

17 March 2016

Report of: Borough Solicitor

**Contact for further information: Mrs J Brown (Extn 5065)
(E -mail: julia.brown@westlancs.gov.uk)**

**SUBJECT: MEMBER TRAINING – SUMMARY OF EVENTS SEPTEMBER 2015 TO
PRESENT**

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To provide an update on Member training undertaken September 2015 to present.

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 September 2015, Members have attended events covering a variety of subjects related to their role as elected Members and community leaders including the essential and required training as agreed at the meeting of the Member Development Commission held on 12 March 2015. Further training has been arranged for Members from this list including Equality training undertaken by WLBC and Jonathan Holden, Forbes Solicitors on 4 February 2016.

4.2 Appendix 1 summarises events attended by Members under the Protocol for Members Attending Conferences/Courses from September 2015 and presents information on the cost and location of training undertaken.

5.0 CONCLUSION

- 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 September 2015 to present.

MEMBER TRAINING				
SUMMARY OF EVENTS ATTENDED - September 2015 to Present				
Date	Title	Training Provider	Cost	Attendees
29 September 2015	Procurement Training (Prior to A&G Committee)	WLBC		Councillor: Baybutt, Blane, Bullock, Delaney, Dereli, Gagen, Mee, Pendleton, Pope, Whittington, Wright TOTAL: 11
30 September 2015	PAS Conference 2015 - Birmingham	PAS	Free	Councillor: Forshaw TOTAL: 1
1 October 2015	LGA Environment, Economy, Housing & Transport meeting	LGA	Free	Councillor: D Westley TOTAL: 1
6 October 2015	Introduction to I-Pads	Simon Morgan LCC	£200	Councillor: Dereli, Moran TOTAL: 2
13 October 2015	Councillor Development Network	NWE	Free	Councillor: Wynn TOTAL: 1
20 October 2015	Drainage and Development - Roles and Responsibilities	LCC		Councillor: Barron, Baybutt, Bell, Dereli, Furey, G Hodson, J Hodson, Mee, Ms Melling, Owens, Pope, D Westley TOTAL: 12

26 October 2015	Chairing Skills for Councillors	North West Employers	£475	Councillor:- Aldridge, Barron, Delaney, Devine, Dowling, Owen, Wilkie TOTAL: 7
4 November 2015	Armed Forces Community Covenant Conference - London	Ministry of Defence	Free	Councillor: Devine TOTAL: 1
19 November 2015	Delivering through Devolution Conference - Manchester	The i-network Partnership	Free	Councillor: Pendleton TOTAL: 1
20 November 2015	Introduction to Overview & Scrutiny - Manchester	NWE	£85	Councillor: Pendleton TOTAL: 1
20 November 2015	Planning Code of Good Practise	Information only		Information sent to ALL Councillors
25 November 2015	Effective Presentation Skills	LGA	Free	Councillor: Gagen, Hennessy, Owen, Patterson, West TOTAL: 5
10 December 2015	Presentation to Members on Lower Alt Wind Farm	WLBC		Councillor: Aldridge, Baybutt, Mrs Blake, Cotterill, Dereli, Mee, O'Toole, Pendleton, Pope, Mrs Westley TOTAL: 10
15 January 2016	Leaders Academy - Warwick	LGA	Free	Councillor: Moran TOTAL: 1

26 January 2016	National Budget - Implications for tenants and the HRA context (Prior to A&G Committee)	WLBC		Councillor: Baybutt, Blane, Bullock, Cotterill, Dereli, Gagen, Mee, Pendleton, Pope, Whittington TOTAL: 10
4 February 2016	Equality Training	WLBC and Jonathan Holden, Forbes Solicitors.	£400	Councillor: Ashcroft, Blane, Cotterill, Delaney, Furey, Gagen, Ms Melling, Oliver, Pendleton TOTAL: 9
17 February 2016	I-PAD Training one to one	LCC		Councillor: Aldridge TOTAL: 1
18 February 2016	Universal Credit and Welfare Reform Update	WLBC BTLS		Councillor: Aldridge, Ashcroft, Bailey, Mrs Blake, Blane, Bullock, Cotterill, Davis, Delaney, Dereli, Furey, Gagen, G Hodson, J Hodson, Moran, Owen, Owens, Pendleton, Pope, D Westley, Mrs Westley TOTAL: 21
1 March 2016	Fulfilling our Commitment to the Armed Services Community: The Challenge for Local Authorities London	Public Policy Exchange	£295	Councillor: Devine TOTAL: 1

3 March 2016	Member Briefing - Student Accommodation	WLBC		Councillor: Ashcroft, Mrs Baybutt, Blane, Dereli, Furey, G Hodson, J Hodson, Mrs Marshall, Mee, Ms Melling, Oliver, Owens, Pendleton, Pope, Mrs Stephenson, D Westley, Mrs Westley, Wynn TOTAL: 18
7 March 2016	LLG-Regeneration Masterclass - Birmingham	Anthony Collins Solicitors and Acadis -	Free	Councillor: Moran TOTAL: 1

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 – details your 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 Julia Brown, Member Services/Civic Support Officer (email: julia.brown@westlancs.gov.uk or direct dial telephone 01695 585065)

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)

	MY COMPETENCE/NEED IN ROLE		
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			
	MY COMPETENCE/NEED IN ROLE		
RELATIONSHIPS	LOW	MEDIUM	HIGH
Managing conflicting demands			
Coaching/Empowering others			
Team-working			
	MY COMPETENCE/NEED IN ROLE		
COMMUNICATING	LOW	MEDIUM	HIGH
Effectively contributing in meetings			
Giving formal presentations			
Voice and personal presentation skills			
Influencing skills			
Diplomacy skills			
Listening skills			
Questioning skills			
	MY COMPETENCE/NEED IN ROLE		
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	MY COMPETENCE/NEED IN ROLE		
	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	MY COMPETENCE/NEED IN ROLE		
	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)

	MY COMPETENCE/NEED IN ROLE		
ONE TO ONE	LOW	MEDIUM	HIGH
Verbal communication			
Problem solving skills			
Expressing yourself in writing			
Advocacy skills			
Supporting people with change			
	MY COMPETENCE/NEED IN ROLE		
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			
	MY COMPETENCE/NEED IN ROLE		
SURGERY SKILLS	LOW	MEDIUM	HIGH
Interviewing skills			
Identifying risky situations			
Following up issues			
Counselling skills			
	MY COMPETENCE/NEED IN ROLE		
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)

	MY COMPETENCE/NEED IN ROLE		
SKILLS	LOW	MEDIUM	HIGH
Promoting social and economic well-being			
Strategy Development			
Developing and managing constructive relationships			
Developing partnerships and other organisations			
Networking skills			
	MY COMPETENCE/NEED IN ROLE		
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 Julia Brown by

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME 2016/17

<p>22 September 2016</p>	<ol style="list-style-type: none"> 1. Member Induction 2016 2. Member Training - Summary of Events held March 2016 to Present 3. Member Development Group Representatives – Feedback from Members – Oral Report 4. Future Training Events – Oral Report 5. Work Programme 2016/17 6. Date of next meeting - 16 March 2017
<p>16 March 2017</p>	<ol style="list-style-type: none"> 1. Member Training - Summary of Events held September 2016 to Present 2. Member Development Group Representatives – Feedback from Members – Oral Report 3. Future Training Events – Oral Report 4. Work Programme 2016/17 5. Date of next meeting (t b c)