

	AGENDA ITEM NO.
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Report Cover Sheet

Name of Meeting:	Employment Committee
Date of Meeting:	11 th March 2008
Report Title:	Members Development
Summary of report:	To report on the meetings of the Members Development Group and request the Group Leaders to consider volunteers to be trained in undertaking the annual development reviews
For Further Information Please Contact (report author):	Karen Pearce
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	
Key Decision?	No
Included within the Forward Plan?	No (If Yes, include reference number)
Is the report Private & Confidential	No
Background Papers:	Employment Committee 13 th March 2007 Executive Committee 26 th March 2007

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees		
Ward Councillors		
Portfolio Holders		
Other Councillors		
Warwick District Council recognised Trades Unions		
Other Warwick District Council Service Areas		
Project partners		
Parish/Town Council		
Highways Authority		
Residents		
Citizens Panel		
Other consultees		

Officer Approval

With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.

Officer Approval	Date	Name
Relevant Director(s)		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION(S)

- 1.1 To note the work of the Member Development Group and approve the proposed approach to the member development programme
- 1.2 To request that Group Leaders nominate volunteers to be trained in undertaking member development reviews.

2. REASONS FOR THE RECOMMENDATIONS

- 2.1 The Employment Committee agreed that the Member Development Group should continue after the Council were successful in achieving the Primary Award in the West Midlands Member Development Charter.
- 2.2 The Employment Committee agreed to the introduction of member development reviews and that these should take place in April/ May.

3. ALTERNATIVE OPTION CONSIDERED

- 3.1 The report is an update on the work of the group so no alternative was considered.

4. BUDGETARY FRAMEWORK

- 4.1 There are no budgetary implications in this report. The Members Development Group will monitor the annual member development budget on a quarterly basis and report as appropriate to further committees

5. POLICY FRAMEWORK

- 5.1 The work of the group supports the corporate objective to provide clear community leadership and effective management of resources whilst delivering responsive public services in an open and transparent manner.

6.0 BACKGROUND

- 6.1 The group has met on a quarterly basis to consider the recommendations from the assessment and monitor member development activities.
- 6.2 The group was very involved in producing the induction programme for new members that ran from May until July 2007. The general feedback from the programme was very positive and a formal evaluation was carried out by members' services as part of their member survey. There has been some criticism that the programme did not continue after the induction phase; this is now being remedied by the publication of a full training programme.
- 6.3 The group have produced a development needs questionnaire which has been circulated to all members; although the response rate has been low (12 out of 46 members) the group intend to use the responses received as a sample and develop a programme from this sample. The full programme will be reported o the next Employment Committee in June 2008

- 6.4 Part of the next stage of development is to introduce annual development reviews for members, as agreed by the Employment Committee in December 2006. The Group would encourage the Group Leaders to ask for suitable and interested volunteers to undertake training in how to conduct such reviews and to submit those names to Tracy Leonard, Learning and Development Officer.
- 6.5 The group have continued to consider the recommendations from the Charter Assessment and the actions taken and proposed are included below.

<u>Standard 1</u>	A corporate Annual Development Plan developed in consultation with members that outlines the priority development needs, how they link to achieving the corporate objectives of the local authority; how they will be met and when.
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Recommendation 1

To have an annual development plan that is clearly linked to the corporate objectives.

It was proposed that a report on the Annual Development Plan should be made to the meeting of the Employment Committee on 11 March 2008. (This has now been deferred to June)

Recommendation 2

To give an identity to the development and support provided – ‘branding’ – which enables Members to record their activity; evaluate learning and development gained.

The use of the learning log and the established branding of member development should be promoted as part of the future programme.

Recommendation 3

To ensure that via the Annual Development Review process the individual personal skills and competencies are identified (lead members carrying out ADR interviews should provide a consistent standard and approach in order to achieve this).

This recommendation required further consideration and would be referred to in the report to the Employment Committee meeting on 17 December 2007, with the request that each group should identify their members who would be carrying out the interviews. (This request is included in this report)

Recommendation 4

The MDG needs to manage the overall process more effectively via use of an annual member development plan as a working tool which provides them with the means to prioritise budget allocation, offers a clear criteria to accessing training and reviews take up and impact.

It was agreed to consider this recommendation further at the next meeting. – The group have agreed to receive a budget breakdown at each of their quarterly meetings starting in June 2008

<u>Standard 2</u>	Allocation of financial resources to deliver the development needs as detailed in The Annual Member Development Plan.
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Recommendation 5

The budgetary process needs to be made more transparent through evaluation of return on investment. (see Rec. 1.)

This recommendation would be considered in conjunction with recommendations 1 and 4

Recommendation 6

Consideration needs to be given to a four year budget plan to take account of members needs in years 3 and 4.

This matter was already receiving consideration.

Recommendation 7

Considerations need to be given to the officer resource required to deliver member development.

The provision of officer resource had been referred to within the Building on Excellence proposals and agreed by the Executive in September 2007

Recommendation 8

The MDG should be given a clearer role in the monitoring of the budget to ensure that robust evidence is generated with regard to both budget and resource pressures.

This recommendation would be considered further at a future meeting. Decision now taken as at recommendation 4

<u>Standard 3</u>	An agreed approach that offers members an annual development review.
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Recommendation 9

To have an agreed process to feed training requests identified in the ADR interview into the annual member develop plan.

It was agreed to consider this further at the meeting either in January or April 2008.

Recommendation 10

Provide consistent training for all lead members who will undertake ADR interview (Group Leaders) – to include methods to capture data which will enable future evaluation of learning and development.

This recommendation would be taken into consideration in developing the evaluation of learning and development needs. Training will be organised for all members who undertake reviews

Recommendation 11

To provide clear guidance for all members as to how the PDP process will work; including individual responsibilities both for those conducting and undertaking the ADR.

It would be necessary for the Group to consider how the Personal Development Plan process would operate.

Recommendation 12

To ensure a process is in place to accommodate those members who do not wish to undertake an ADR to ensure their training needs are met.

A process in response to this recommendation would need to be produced. Consideration has been given to the idea of using the training and development audit as an alternative for members who do not wish to have a review meeting and also providing a mechanism for members to decline from being involved.

<u>Standard 4</u>	<p>An induction process that includes:</p> <ul style="list-style-type: none"> - A standardised induction for all members. - An introduction to the West Midlands Member Development Charter. - A review for new members after 6 months, which includes an evaluation of the induction process. -
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Recommendation 13

To ensure that evaluation is undertaken immediately after the Induction programme is completed to record what worked and what did not for future planning and subsequent by-elections.

This recommendation would require further consideration. The evaluation has taken place and the responses recorded .

Recommendation 14

To ensure that the Induction programme includes an introduction to the WM Member Development Charter (key to re-enforce continuous learning).

This recommendation had already received attention as the Charter had been referred to as part of the induction programme for new councillors.

Recommendation 15

To encourage returning members to attend Induction programme modules wherever appropriate.

This recommendation had already received attention.

<u>Standard 5</u>	An approach to member development that seeks to attract a diversity of elected members and supports their specific development needs.
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Recommendation 16

To include in the annual member development plan a statement to express its accessibility and the aim to meet individual needs and expectations.

This recommendation would be included as part of the production of the Member Development Programme.

<u>Standard 6</u>	A process to ensure officers and members involved in supporting the implementation of the Charter, receive appropriate training/support to carry out their responsibilities.
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Recommendation 17

To ensure that consideration of the relevant skills and competencies are addressed through the individual ADR's of both Members and Officers involved in supporting member development.

Response to this recommendation would be on an ongoing basis as the requirements under the revised Charter would need to be considered further. It

was agreed that a representative of the West Midlands LGA should be invited to a future meeting to explain the new Charter requirements in more detail.

<u>Standard 7</u>	A mechanism to evaluate the overall effectiveness of the member development process.
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Recommendation 18

The MDG should ensure that regular monitoring reports are received and that they undertake quality assurance through their championing role within their respective groups.

This recommendation would require further consideration. Two members of the working group attended a workshop and received a tool kit on evaluation but the group have yet to study it in detail

Recommendation 19

Consideration should be given to incorporating member development targets into the Council's performance management framework.

It was agreed to consider this recommendation further at the next meeting.

<u>Standard 8</u>	Allocated officer(s) support to ensure the delivery of all the above aspects of member development.
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Recommendation 20

Consideration needs to given to the capacity currently available of officers to support the 2007 programme and to meet the expectations generated from the ADR process.

Capacity to respond to this recommendation had been included within the Building on Excellence proposals.