# Report

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| Report to: | **Corporate Resources Committee** |
| Date of Meeting: | **7 May 2008** |
| Report by: | **Executive Director (Corporate Resources)** |

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| Subject: | **Elected Members' Learning and Development** |

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- consider and approve the next stages of learning and development for elected members

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

**(1)** that the progress to date with members' learning and development be noted;

**(2)** that arrangements be made to develop members' personal profiles and undertake training needs' analyses on an annual basis; and

**(3)** that the continued development and roll-out of the Councillors' Case Management System be noted.

## 3. Background

3.1. Immediately following the elections on 3 May 2007 and prior to the Summer recess, an initial member induction and training programme was undertaken covering the following areas:-

- Councillors' Code of Conduct – Ethical Standards in Public Life etc (Scotland) Act 2000 – briefings attended by all councillors
- Local Government Pension Scheme
- Local Government Finance
- Appeals Panel training
- Overview of Licensing Boards, Licensing Committee, Public Processions Panel and Planning Committee/procedures
- ServeWise Licensing Board Members' Qualification training
- Introduction to Information Communications Technology and the Councillors' Case Monitoring System

3.2. All elected members were invited to attend Resource awareness presentations which were held following the first meeting of each Resource Committee. Those presentations provided an overview of each Resource and their key objectives and priorities.

3.3. Individual development records are in place for each of the elected members and all training/development is recorded.

**4. Programme of Further Member Learning and Development**

4.1. Members have also been given the opportunity to identify their individual learning and development needs which comprises:-

- Local government in context/local government in operation
- How to manage surgeries
- The roles of elected members
- Time management
- IT skills
- Diversity in Action
- Councillors' Case Management System

- Effective public speaking
- Report writing
- Effective meetings
- Relationships between elected members and chief officials
- Negotiation skills
- Presentation skills

4.2. Training in IT skills, Diversity in Action and the Councillors' Case Management System have been undertaken and the rest of the sessions are being scheduled for the remainder of 2008/2009.

4.3. A programme of awareness sessions and briefings on key areas/priorities identified by Resources formed the next stage of members' learning and development as follows:-

- Lanarkshire Waste Development Partnership and Sustainability*
- Company Law/Membership of Outside Bodies
- Freedom of Information/Data Protection Act
- Councillors Code of Conduct (updates)
- Update on new Liquor Licensing legislation
- Media/publicity arrangements
- Community Councils
- Community Planning/Health Improvement Strategy*
- Parent Councils*
- Child Protection
- Housing Allocations Policy
- Public Processions
- Journey of an application under the Civic Government (Scotland) Act
- Risk Management*

- Community Regeneration*
- Update on new Planning legislation*
- Insurance claims
- Housing Repairs/Current Investment Programme
- Anti-Social Behaviour
- Administration of house rents, Council Tax collection and benefits*
- Occupational Therapy
- Best Value
- Local Housing Strategy
- Leisure Strategy
- Vulnerable Adults
- Contracts/Tendering Process
- Gambling*
- Members' Personal Safety*
- Defamation*
- Multi-Agency Public Protection arrangements*
- Corporate Parenting*

* indicates sessions/briefings still to take place *(as at 11 April 2008)*

4.4. On completion of all training sessions, there will be the opportunity for certain sessions to be repeated.

4.5. Further targeted training will also be arranged for chairing meetings, scrutiny, media training for senior councillors, Education Appeals and recruitment and selection procedures for those involved in the Recruitment Panel.

4.6.	To develop the provision of members' learning and development further, it is proposed to:-

♦	use the role profiles for elected members approved by the Council in May 2007 to assist in the identification of appropriate training and development
♦	complete an individual training needs' analysis questionnaire with each elected member on an annual basis
♦	discuss training and development needs on a one to one basis with each elected member
♦	establish a Personal Development Plan for each elected member to be reviewed each year
♦	ask Resources to identify any further key areas to be included in the ongoing programme

4.7.	The Improvement Service is developing a framework to support the Continuous Professional Development of all councillors in Scotland.  The purpose of the framework is to identify skill sets and capabilities that are relevant to elected members, and which reflect different responsibilities, seniority and experience among councillors.  Seven councils – Aberdeenshire, Falkirk, South Ayrshire, West Dunbartonshire, Scottish Borders, Fife and East Lothian – will pilot the framework. The outcome of the pilot will be considered as part of any future proposals for members' learning and development.

4.8.	Information on the Improvement Service's Political Leadership Programme, which aimed to support the development needs of senior elected members, was circulated to all political group leaders.  Councillor McCann has attended the programme which commenced in September 2007.  Political group leaders will be kept advised of any future opportunities.

**5	Councillors Case Management System**
5.1.	The Councillors' Case Management System (CCMS) is designed to:-

♦	enable councillor enquiries on behalf of constituents to be logged and tracked
♦	allow councillors to view the progress of their own enquiries
♦	enable performance reporting on the progress of enquiries and associated timescales
♦	reduce the potential for duplication of officer resources in dealing with enquiries across multi-member wards and ensure a consistent approach

5.2.	The use of CCMS is not dependent on individual members using the system to log their enquiries.  All member enquiries which require a response on behalf of a constituent, whether received by memo, letter, email, phone call, etc, should be logged on the system.  Resources are working towards having in place appropriate processes to enable all such enquiries to be logged and responses progressed within corporate timescales.

5.3.	Limited use has been made to date of performance reporting to allow the system to bed in.  It is, however, intended to provide performance information to an initial group of members in the next few weeks.

5.4. Good progress has been made in rolling out CCMS across the Council and in member take-up. There is, however, the need to further progress the system both within Resources and with elected members. This is to be done in the following ways:-

- ♦ continuation of the cross-Resource Group which has been established to roll-out CCMS
- ♦ further training opportunities for members and officers
- ♦ establishment of a members' focus group designed to develop and promote its use

## 6. Employee Implications
6.1. None

## 7. Financial Implications
7.1. Any associated costs can be met through existing resources.

## 8. Other Implications
8.1. None

## 9. Equality Impact Assessment and Consultation Arrangements
9.1. This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

9.2. Consultation has taken place with elected members. Key Resource personnel have also been consulted.


**Robert McIlwain**
**Executive Director (Corporate Resources)**

4 April 2008

**Link(s) to Council Objectives/Values**
- ♦ Work together to improve the quality of life of everyone in South Lanarkshire
- ♦ People Focused
- ♦ Working with and Respecting Others
- ♦ Accountable, Effective and Efficient
- ♦ Modernising and Improving

**Previous References**
None

**List of Background Papers**
- ♦ Members' induction/training programme – June/July 2007 and September 2007 to June 2008
- ♦ Members' consultation document – December 2007

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-
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