

12. MEMBER DEVELOPMENT AND EVENTS PROGRAMME JULY 08 – OCTOBER 09 (A111/RMM)

Proposal

- 1 This report asks Members to agree a programme for Members covering the period July 2008 to October 2009 with a mixture of development events and events to progress the Authority's business.

RECOMMENDATION:

- 2 **That**

1. The programme in Annex 1 be approved

Policy/Legal Background

- 3 The job description for Members of National Park Authorities includes as a key function:

- attend appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and the UK Association of National Park Authorities

- 4 In October 2007 the Authority agreed a document titled 'Review of Member Training and Development'. As part of this a revised objective for Member training and development was agreed of:

- To enable Members to develop appropriate skills, knowledge and behaviours to improve effectiveness and fulfil their role as a Member of the Authority and that processes are in place to support this within a framework of good governance and continuous improvement

- 5 In March 2008 Members agreed (minute ref: 23/08)

- the Authority to sign up to the East Midlands Member Development Charter and Mrs P Coleman be appointed as a Member Representative for Member Learning and Development

Key Issues and update

- 6 The proposed Member Development and Events Programme is given at Annex 1. In addition to the events shown Members of the Standards Committee will undertake training, on 25 June 2008, on the new regulations and procedures for considering complaints made against members.

- 7 A meeting with a representative from Local Government East Midlands took place on 11 June (with the Member Representative for Member Learning and Development) on tailoring the Member Development Charter to the National Park Authority. Following this we will:

- Advise Members soon of how the Charter Standards have been adapted to meet our circumstances
- Plan progressing the development of Member Personal Development Plans. It is hoped in future years these will then inform the content of the annual programme of events.

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- 8 In accordance with the principles agreed, on 25 April 2008 Strategic Advisory Group reviewed the evaluation report of the last programme, considered topics for including in the new programme and gave a steer prior to this report to the Authority. It was particularly recognised that all Members have opportunities for development through other activities and roles as well as through the Authority's programme. It was also requested that:
- when training sessions are to be held on the same days as Committee meetings that they are held in the afternoons and the Committee meetings are in the mornings
 - when a Member is unable to attend due to other Authority commitments that this is noted in the apologies
- 9 At the moment the County Council election date is 7 May 2009. However, the government is consulting on a proposal to move the County elections to 4 June 2009 so that they can be run together on that day with the European Parliament elections. If that happens the proposed 18 June 2009 date for the new member induction will be too early for new council member appointments so we have added an alternative date of 3 July 2009. If the County Council elections remain at 7 May 2009 we will use 20 February 2009 for the Level 1 Priorities briefing and not 8 May 2009.

APPENDIX

Background

- 1 In October 2007 Members approved a set of proposals to improve the way that we provide member training and development. It was agreed that:
 - i) **Implementation of Member training and development** will be through the following key activities:
 - a) Preparation of an annual corporate training programme that is aimed at meeting the essential needs of the authority
 - b) An annual review of Members' training needs in terms of skills and knowledge through the preparation of Personal Development Plans using an agreed skills and knowledge matrix.
 - c) An annual evaluation of training and development activities and events to ensure that they are meeting the needs and priorities of the organisation and to ensure that delivery is cost effective and offers best value
 - ii) **Guidance on Member training and development and a steer on the annual programme will be sought from SAG** before the annual June report to the Authority.
 - iii) **Content of corporate programme would be based on:**
 - a) Topics for the programme proposed by Management Team (to include any ideas given during the year by Members), considered annually by SAG and decided by the Authority. The focus on what the Authority provides should be distinctive to the National Park
 - b) A distinction made between a) events focusing on progressing the Authority's business which often include an element of learning but are essential to involving Members in moving the work of the Authority forward and b) events focusing on meeting the needs in Members' Personal Development Plans (although it is recognised that there will be overlaps between the two)
 - c) Annual programme to have essential topics planned and some days reserved for training with no subject attached so that there is room for urgent suggestions that come up during the year. Urgent topics to be agreed by Management Team and Chair of the Authority
 - d) Any topics not considered as urgent that arise during the year to be considered as part of drawing up the following year's programme
 - e) Whenever possible opportunities to meet the training needs of individual Members will be extended to all Members
- 2 The average annual training days per Member over the last three years has been:
 - 2005/06: 6 days
 - 2006/07: 7.3 days
 - 2007/08: 4.42 days
- 3 Members have agreed that we will monitor and report on attendance at the agreed pre-planned corporate events open to all Members.

Resources

- 4 A budget of approximately £12,000 is available for Member training and development (including costs of attending conferences e.g. ANPA annual conference and workshop). This can fund external facilitation for some events but as the budget is limited such use needs to be prioritised.

Risk Management

- 5 The main risk is failure to enable Members to develop appropriate skills, knowledge and behaviours to improve effectiveness and fulfil their role. The Authority has provided training for Members for many years and the proposals in this report are a key part of our approach. Signing up to the East Midlands Member Development Charter provides external scrutiny and eventually accreditation of our work in this area.

Human Rights, Equal Opportunities, Health & Safety

- 6 There are no issues to highlight. All Members have access to training and development opportunities

Consultees

- 7 The Management Team and Heads of Service have been consulted on this report and programme and comments included as appropriate. The Strategic Advisory Group has discussed a first draft of the programme at Annex 1.

Enclosures

- 8 Annex 1: proposed Member Development and Events Programme for the period July 2008 to October 2009.

List of Background Papers (not previously published)

- 9 Nil

Report Author

- 10 Ruth Marchington, Director of Corporate Resources

Publication date

- 11 19 June 2008