

MAIDSTONE BOROUGH COUNCIL

REPORT OF THE HEAD OF HUMAN RESOURCES/DEMOCRATIC SERVICES

MEMBERS DEVELOPMENT BUDGET 2015/2016

Includes items from previous years and ongoing commitments (costs are approximate)

Activity	No's	Further details	Predicted Cost	Actual Spend
Planning				
General Planning Committee Training	<p>All committee members and substitute members and open to all members</p> <p>Parish members will be invited to some sessions at some point throughout the year</p>	<p>Essential Planning awareness and refresher training for all members delivered by internal officers, covering:</p> <ul style="list-style-type: none"> • The context of determining planning applications (Planning Policy and Guidance) • Development Plan • National Planning Policy Framework • National Planning Policy Guidance • Neighbourhood Plans • Planning Conditions • Reasons for Refusal • Material Considerations • Section 106/Planning Obligations • Other considerations <p>When new legislation is introduced our internal officers will ensure that all members of the committee and substitute members are kept up to date and will carry out briefings/workshops as necessary with the support of Learning and Development.</p>	Officer time only	
Planning Tour	<p>Committee, Subs,</p> <p>All members/</p>	<p>This is a tour of local planning sites and is used as a learning tool through observation and discussion. The tour of planning sites is part of the MBC Constitution's Planning Code (Section 13). The Planning Code states that this tour has to be arranged at least annually.</p>	<p>Cost only related to expenses</p> <p>Officer/member</p>	

Localism in relation to planning	Parishes	The areas from the Localism Bill that impact on Planning will be shared with members as and when they emerge. Sessions will be developed with officers and members of the planning committee as appropriate.	time only	
Licensing				
Licensing Training	All committee Members & subs	Induction for new members plus an on-going requirement to update committee on legislation, often also complimented by briefings by officers. There will be two parts to the training each running for 2 to 2.5 hours. Part one – Licensing Act 2003, Regulatory Framework and Hackney Carriage/Private Hire Part Two - Gambling Act 2005, Street Trading and Sex Establishments. One Spokesperson of Licensing to attend the annual conference for Licensing which updates on new legislation and best practice. Upon return disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.	Officer time only	
National Training Event	1		£495 (for full residential 2 days 2014 costs)	
Audit				
Audit Committee Training	Audit committee members and subs	Audit committee will require induction training for new members and refresher training for existing members. Learning needs and approach can be detailed specifically. It is likely that some external training will be needed, thus some funds have been set aside for this. If all or part of these funds are not utilised then these funds will be maintained in the budget for 'ad hoc' general training needs that may arise over the coming year.	Officer time only £750	
Housing and Communities				
Housing	Open to all members	Training proposed for 2015-2016 to include: General housing legislation overview (homelessness & new build) The new Allocation Scheme Housing Assistance Policy (grants) Private Sector Housing enforcement and interventions	Officer time only	

Safeguarding Training	Open to all members	The safeguarding policy, practice and training across the Council is currently under review, and it is likely that training will be required to ensure knowledge and understanding is up-to-date. This training will be met through briefings provided by Officers and some external training will also be required.	Officer time £750	
Finance				
Local Government Finance	Open to all members	Internally run briefings on local government finance. These were last run in 2010/2011 and since then there has been significant change, so updated briefings will be run by Paul Riley/Alison Broom.	Officer time	
Committee System				
Procedure Guidance briefings	Open to all members	Briefings facilitated by the Legal team (may require an external facilitator), to include areas such as: <ul style="list-style-type: none"> • Rules of debate • Ongoing legislative changes, etc. 	Officer time £750	
Conferences				
LGA Conference	Leader	The Leader to attend this conference, if the Leader is unable to attend then a sub will be selected.	£495 PP + accom expenses and workshops (£1000)	£495.00 + £490.00
LGA Annual Rural Conference	1	One member to attend	£229	
General				
LGA Effective Leadership in a No Overall Control Context	Group Leaders	<i>(provided at no cost; there is the opportunity if we feel it would be helpful to have further workshops)</i>	£0	
LGA Leadership Academy	1 councillor in a leadership position or with leadership	One Member to attend this training and upon the agreement of all Group Leaders	£1250	£1000.00 +£265.00

	potential			
Inductions for new members	All new members (open to all members)	<ul style="list-style-type: none"> • Essential points in the Constitution • Decision making at Maidstone Borough Council • Protocols for Committees and Council meetings • Responsibilities under the Code of Conduct • Disclosable Pecuniary Interests and Other Significant Interests • Responsibilities as a Council under the Data Protection Act 	Officer time only and some expenses (£125)	
General Training	Offered to all members	General Respecting Difference (Inclusion) Chairing Skills – drama based workshop (delivered 15/6/15) Questioning Skills – drama based workshop (cost committed)	£1850 £1700 £1700	£3063.59
		Member Personal Development Planning sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager In addition – other training sessions that are included on the Corporate Training Calendar are also on offer to members. For example, report writing.		
		Miscellaneous Room Hire/Refreshments at Oakwood House 15/06/2016		£328.60
		Total currently allocated	£10,599	
		Budget for 15/16 (incl Conference Budget)	£11,100	
		Actual Spend 2015-2016		£5,642.19

Briefings 2015-2016

13 July 2015	Audit Committee – Essentials workshop
27 October 2015	Briefing Maidstone Bridges Gyatory Improvement scheme
23 November 2015	Audit Committee – Selecting an External Auditor
15 December 2015	Local Plan briefing
21 December 2015	Local Plan briefing
9 March 2016	Licensing – Evidence based decision making
31 March 2016	Licensing – pre meeting training Licensing Act 2003
21 March 2016	Audit Committee – Value for Money Conclusion