

**MAIDSTONE BOROUGH COUNCIL**

**REPORT OF THE HEAD OF HUMAN RESOURCES**

**MEMBERS DEVELOPMENT BUDGET**

**Recommendations agreed from previous years and ongoing commitments** (costs are approximate)

| Activity                                   | No's  | Reason   | Cost   | Total    |
|--|---|--|--|----------|
| <b>Planning</b>                            |   |  |  |          |
| <b>Planning Summer School</b>              | 3   | Those to attend to be agreed at Planning Spokespersons meeting –each member to attend a different mobile workshop so that the fullest learning opportunity is taken advantage of. Upon return, members to disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.  | £760.00 pp approx (With multi buy and early bird discount) | £2100.00 |
| <b>General Planning Committee Training</b> | New members only<br><br>All committee members and open to all members Parish members will be invited to some sessions * | Basic Planning awareness for all new members done in 3 modules by internal officers.<br><br>When new legislation is introduced our internal officers will ensure that all members of the committee are kept up to date and will carry out briefings/workshops as necessary with the support of Learning and Development.<br><br>2012 requirements already known are:<br><br>National Planning Policy Framework<br>Gypsies – new Governance Guidance<br>Neighbourhood Planning<br>Enforcement (From the Localism perspective)<br>CiL and S106 * | Officer time only  | £0.00    |

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| <b>Planning Tour</b>                    | Committee, Subs, Cabinet                 | 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.   | Cost only related to expenses | £0.00   |
| <b>Localism in relation to planning</b> | All members/ 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  | Officer/member time only      | £0.00   |
| <b>Standards</b>                        |  |  |                               |         |
| <b>Standards</b>                        | New members                              | Any new members to the Standards committee to attend training on the basics which will be run internally.  | Officer time only             | £0.00   |
|   | All committee members                    | Emerging needs will be identified and acted on accordingly, until such times as we know what the nature of Standards will be, training will be given as necessary.<br><br>Any important topics or changes that arise, a briefing will be carried out by our internal officers; this will ensure that all members of the committee are kept up to date. |                               |         |
|   | All members                              | Ethical Governance training is required for all members from time to time as a refresher.  |                               |         |
| <b>Overview &amp; Scrutiny</b>          |  |  |                               |         |
| <b>Overview &amp; Scrutiny</b>          | 3  | Members Scrutiny Academy (annual conference). We recommend that the 3 Chairpersons attend the conference as agreed by the O&S Manager and committee.   | £149.00 PP                    | £447.00 |
|   | New members (2 new members, McLoughlin & | New members of any Scrutiny committee will attend training on General Scrutiny skills, run by internal officers.   | Officer time only             | £0.00   |

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|  | Munford)<br><br>Open to all members<br><br>All O&S committee members and open to all members<br><br>All O&S committee members and open to all members, MBC, TW & SBC | Awareness and refreshers will be provided to all committee members as needed - internally. <b>Scrutiny Surgeries</b> will be available during the day and in the evenings.<br><br>In addition formal training will take place on:<br><br>Making an Impact (questioning and making recommendations)<br><br>Localism and Scrutiny – this session is being set up hopefully to run with Tunbridge Wells | Officer time only<br><br>Officer time only<br><br>External trainer/facilitator supported by Internal officers | £0.00<br><br>£0.00<br><br>£1000.00 |
| <b>Licensing</b>                               |  |  |   |                                    |
| <b>Licensing Training</b>                      | All committee Members & subs   | Ongoing requirement to update committee on legislation, often also complimented by briefings by officers. This training will be done on the days that the committee meeting falls and will be no longer than 2 hours. This will cover all key topics, e.g. Gambling, Licensed premises, hackney Carriage and Private Hire etc  | Officer time only   | £0.00                              |
| <b>National Training Event (ex Conference)</b> | 1  | 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. Any additional members to attend will be funded by Democratic Services.                                    | £219.00 (based on last years prices as this years not yet out)  | £219.00                            |

| <b>Audit</b>                    |                                  |   |                                   |                       |
|---------------------------------|----------------------------------|---|-----------------------------------|-----------------------|
| <b>Audit Committee Training</b> | Audit committee members and subs | <p>Audit committee will require training. A report regarding Internal Audit training and the approach that members would like to take for this went to the Audit committee and was approved. Audit training will be on a rolling basis and will cover all core skill and knowledge areas. Training for new members will be conducted prior to the first meeting.</p> <p>From this discussion the 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.</p> | Officer time only<br><br>£1000.00 | £0.00<br><br>£1000.00 |
| <b>Housing</b>                  |                                  |   |                                   |                       |
| <b>Housing</b>                  | Open to all members              | <p>A number of briefings/workshops were run last year covering all manner of Housing areas, e.g. Allocation Scheme and Choice Based Lettings, Homelessness and Housing Advice, Housing Standards and Management (to include responsibilities of the Landlord) and Affordable Housing and Tenure Strategy.</p> <p>At the first meeting of the Housing Consultative Board in 2012 training will be on the agenda for discussion and planning purposes.</p>  | Officer time only                 | £0.00                 |
| <b>Conferences</b>              |                                  |   |                                   |                       |
| <b>LGA Conference</b>           | Leader                           | The Leader to attend this conference, if the Leader is unable to attend then 1 member from the Cabinet  | £495.00 PP                        | £495.00               |
| <b>English Heritage</b>         | 1                                | Last year the Heritage Champion attended – it is not know yet if there will be one this year  | tbc                               | tbc                   |
| <b>LGA Rural Assembly</b>       | 1                                | Last year one member attended there was no Urban Assembly   | £250.00                           | £250.00               |

| <b>General</b>                    |                        |  |  |       |
|-----------------------------------|------------------------|--|--|-------|
| <b>Cabinet Away Days</b>          | Cabinet                | There are a number of Cabinet away-days throughout the year focusing on various priorities, these are set up and run with members by CLT with input from Senior Managers as appropriate.   | Officer time only                            | £0.00 |
| <b>IDeA Leadership Academy</b>    | 1 councillor           | One Member to attend this training and upon return disseminate all relevant information and learning points to members utilising the mechanisms as highlighted in the Member Development Policy.   | £1000.00 (reduced from last year by £500.00) | £0.00 |
| <b>Inductions for new members</b> | All new members        | We run 2 inductions for members 1 internally and 1 in conjunction with SEE covering regional topics. This is then supported as per the Member Development Policy by Group Leader support.  | Officer time only and some expenses          | £0.00 |
| <b>General Training</b>           | Offered to all members | <p>Due to the changing nature and the planned approach to understanding member learning needs this year; we anticipate that some of the topics below will be needed. These needs have been identified through the Member workshops and the Member Survey that has been carried out and in discussion with members. This is not an exhaustive list and will be added to once the outcomes of the interviews and workshops have been completed.</p> <p><b><u>Community Leadership / Localism</u></b><br/> <b>Social media – facebook/twitter etc</b><br/> <b>Negotiation skills</b><br/> <b>Influencing skills</b><br/> <b>Community Right to Buy and Challenge</b><br/> <b>Supporting the community with Business Case creation</b><br/> <b>Planning in respect to Localism</b><br/> <b>Community engagement / Local Leadership</b></p> |  |       |

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|  |  | <b>General</b><br><b>IT 1 to 1</b><br><b>Chairman skills</b><br><b>Meeting Etiquette &amp; Protocols</b><br><b>Speaking with Impact</b><br><b>7 Habits of Highly Effective People</b>   |  |                   |
|  |  | <b>Member Personal Development Planning</b> sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager<br><br><b>In addition</b> - other training sessions that are included on the Corporate Training Calendar are also on offer to members. For example Accelerated Reading, report writing etc – there is not normally a charge for this if the course is well subscribed |  |                   |
|  |  | <b>Total currently allocated</b>  |  | <b>£5511.00</b>   |
|  |  | <b>Budget for 12/13</b>   |  | <b>£11,100.00</b> |
|  |  | <b>Variance to be held in budget for emerging needs</b>   |  | <b>£5589.00</b>   |