

MAIDSTONE BOROUGH COUNCIL

REPORT OF THE HEAD OF HUMAN RESOURCES/DEMOCRATIC SERVICES

MEMBERS DEVELOPMENT BUDGET

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

Activity	No of Members	Reason	Cost	Total
Planning				
Planning Summer School	4	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.	£980.00 pp approx (With multi buy and early bird discount)	£3925.20
General Planning Committee Training	New members only 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. When new legislation is introduced 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.	Officer time	£0.00
Planning Tour	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

Localism in relation to planning	All members/ Parishes	The areas of the Localism Act 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
Overview & Scrutiny				
Overview & Scrutiny	3	Members Scrutiny Academy (annual conference). Recommend that the 3 Chairpersons attend an Overview and Scrutiny Conference of their choice New members of any Scrutiny committee will attend training on General Scrutiny skills, run by officers. Awareness and refreshers will be provided to all committee members as needed - internally. Scrutiny Surgeries will be available during the day and in the evenings.	£149.00 PP	£447.00
	New members		Officer time	£0.00
	Open to all members	In addition formal training will take place on areas as they are identified.	Officer time	
	All O&S committee members and open to all members		Officer time	£0.00
			External trainer/facilitator supported by officers	£0.00 £1000.00
Licensing				
Licensing Training	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	£0.00

National Training Event (ex Conference)	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.	£240.00 (approx)	£240.00
Audit				
Audit Committee Training	Audit committee members and subs	Audit committee will require training. A new training needs analysis will be carried out in September 2013. From this the learning needs an 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 £1000.00	£0.00 £1000.00
Housing				
Housing	Open to all members	Training proposed for 2013-2014 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	£0.00
Conferences				
LGA Conference	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
LGA Rural Assembly	1	One member to attend	£229.00	£229.00
General				
Cabinet Away Days	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	Officer time	£0.00

		appropriate.		
IDeA Leadership Academy	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	£1000.00
Inductions for new members	All new members	2 inductions for members are held 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
		New members would benefit from having a mentor when they first join the Council. To support new (and existing) members, Mentoring Training will be provided to a group of existing councillors from each group who will then be able to act as a Mentor to new members when they join.	£750.00 (estimate)	£750.00
General Training	Offered to all members	<p>General Effective Questioning (types of questions, preparing questions for committee, personal impact)</p> <p>Chairing Skills</p> <p>Support for Ward Councillors Using Social Media</p>	<p>£600.00 per session (estimate)</p> <p>External trainer/facilitator supported by Internal officers</p>	£1800.00
IT	Pilot Group	Use of Tablets	Officer time	£0.00
		<p>Member Personal Development Planning sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager</p> <p>In addition - 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</p>		

		Total currently allocated		£9,886.20
		Budget for 13/14		£11,100.00
		Variance to be held in budget for emerging needs		£1213.80