

**MAIDSTONE BOROUGH COUNCIL**

**REPORT OF THE HEAD OF HUMAN RESOURCES/DEMOCRATIC SERVICES**

**MEMBERS DEVELOPMENT BUDGET 2014/2015**

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

<b>Activity</b>	<b>No's</b>	<b>Further details</b>	<b>Planned cost</b>	<b>Actual cost</b>
<b>Planning</b>				
<b>General Planning Committee Training</b>	New members only  All committee members and substitute members and open to all members Parish members will be invited to some sessions	Basic Planning awareness for all new members done in 4 modules by internal officers.  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.	Officer time only £0.00	Officer time only
<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	£0.00
<b>Localism in relation to</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	Officer/member time only £0.00	Officer time only

<b>planning</b>		will be developed with officers and members of the planning committee as appropriate.		
<b>Overview &amp; Scrutiny</b>				
<b>Overview &amp; Scrutiny</b>	4	Members Scrutiny Academy (annual conference). We recommend that the 4 Chairpersons attend the conference as agreed by the Head of Policy and Communications and the scrutiny coordinating committee.	£149.00 PP (£596.00)	No invoice received. Attendance not confirmed.
	New members	New members of any Scrutiny committee will attend training on General Scrutiny skills, run by internal officers.	Officer time only £0.00	Officer time only
	Open to all members	Awareness and refreshers will be provided to all committee members as needed - internally.	Officer time only £0.00	Officer time only
	All O&S committee members and open to all members	There will be a workshop on developing the relationship between Cabinet and Overview and Scrutiny as agreed by the coordinating committee.	External trainer/facilitator supported by Internal officers £1000.00	No invoice received (training not carried out)
<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. There will be two training sessions each running for 2 to 2.5 hours. This will cover all key topics, e.g. Gambling, Licensed premises, hackney Carriage and Private Hire etc	Officer time only £0.00	Officer time only
<b>National Training Event</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.	£495.00 (for full residential 2 days )	£255.00

<b>Audit</b>				
<b>Audit Committee Training</b>	Audit committee members and subs	Audit committee will require training.  A new training needs analysis will be carried out in September 2014. From this 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.	Officer time only £0.00  £1000.00	Officer time only  No funds utilised
<b>Housing</b>				
<b>Housing</b>	Open to all members	Training proposed for 2014-2015 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 £0.00	Officer time only
<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	£495.00
<b>LGA Annual Rural Conference</b>	1	One member to attend	£229.00	No invoice received. Attendance not confirmed.
<b>Building the Future Conference</b>	2			£640.00
<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	Officer time only £0.00	Officer time only

		appropriate.		
<b>LGA Leadership Academy</b>	1 councillor in a leadership position or with leadership potential	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	No invoice received. Attendance not confirmed.
<b>Inductions for new members</b>	All new members	See "Essential Member Development Programme for New Members 2014"	Officer time only and some expenses £500.00	£367.35
<b>Briefing: Citizens Advice Bureau</b>	All members	The CAB partnership approach to resident assistance. An open session before full council to ensure members are aware of the service they give.		
<b>General Training</b>	Offered to all members	<b>General</b> Media & Social Media Accelerated Reading Questioning Skills	£1000 £1750 £1850	£797.40 £797.40 £3400
		<b>Member Personal Development Planning</b> sessions are also on offer to any member delivered by the Learning & Development Shared Service Manager  <b>In addition</b> - other training sessions that are included on the Corporate Training Calendar are also on offer to members. For example, report writing.		
		<b>Total</b>	<b>£9915</b>	<b>£6752.15</b>
		<b>Budget for 14/15</b>	<b>£11,100</b>	<b>£11,100</b>
		<b>Variance</b>	<b>£1185</b>	<b>£4347.85</b>