

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)

Activity	No's	Further details	Cost	Total
Planning				
General Planning Committee Training	<p>New members only</p> <p>All committee members and substitute members and open to all members Parish members will be invited to some sessions</p>	<p>Basic Planning awareness for all new members done in 4 modules by internal officers.</p> <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	£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	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

planning		will be developed with officers and members of the planning committee as appropriate		
Overview & Scrutiny				
Overview & Scrutiny	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
	New members	New members of any Scrutiny committee will attend training on General Scrutiny skills, run by internal officers.	Officer time only	£0.00
	Open to all members	Awareness and refreshers will be provided to all committee members as needed - internally.	Officer time only	£0.00
	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
Licensing				
Licensing Training	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
National Training Event	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)	£495.00

Audit				
Audit Committee Training	Audit committee members and subs	<p>Audit committee will require training.</p> <p>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.</p>	<p>Officer time only</p> <p>£1000.00</p>	<p>£0.00</p> <p>£1000.00</p>
Housing				
Housing	Open to all members	<p>Training proposed for 2014-2015 to include:</p> <p>General housing legislation overview (homelessness & new build)</p> <p>The new Allocation Scheme</p> <p>Housing Assistance Policy (grants)</p> <p>Private Sector Housing enforcement and interventions</p>	Officer time only	£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 Annual Rural Conference	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 appropriate.	Officer time only	£0.00
LGA Leadership Academy	1 councillor in a leadership position	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	£1000.00	£1000.00

		Member Development Policy.		
Inductions for new members	All new members	See "Essential Member Development Programme for New Members 2014"	Officer time only and some expenses	£500.00
Briefing: Citizens Advice Bureau	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.		
General Training	Offered to all members	General Media & Social Media Accelerated Reading Respecting Difference (Equality and Diversity)	£1000 £1750 £1850	£4600
		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.		
		Total currently allocated		£9915
		Budget for 14/15		£11,100
		Variance to be held in budget for emerging needs		£1185