

PROGRESS AGAINST KEY ACTIONS MEMBER DEVELOPMENT PLAN – 2012-13

Appendix A

	KEY ACTION	COMMENTS
1	Deliver the outcomes of the Scrutiny review of community leadership.	The Scrutiny Review of the Community Leadership and Ward Role of Councillors has led to an agreed role description for Members and it was also used as part of the Induction Programme for new Members. In addition, it has been used in the development of the 'My Neighbourhood' Forums and the Action Plans. The review was completed in 2012 and reported to Scrutiny Committee.
2	Develop Members to take a leadership role in the community and participate in local community activities.	<p>Various activities have been undertaken during the past twelve months. Example of this include;-</p> <ul style="list-style-type: none"> • My Neighbourhood Member representation at Neighbourhood Planning Seminar • Training sessions on 'performing well at community forums' • My Neighbourhood Member representation at Love Where You Live seminar • My Neighbourhood Workshop – sharing good practice session for all members • Members working with schools to promote democracy with young people, e.g. <ul style="list-style-type: none"> - Balshaws classroom sessions - Penwortham Priory Democracy Day – classroom sessions, hustings and mock election - Mock Council at the Civic Centre • My Neighbourhood approach to supporting Members as Community Champions, e.g. <ul style="list-style-type: none"> - Volunteering opportunities – Penwortham Live, Leyland Live, community food growing, Leyland Festival - Leading forum projects – resident meetings, working with parish councils, allocating funding locally
3	Deliver the Council's priorities through close working between Members and Officers.	<p>Examples of this include;-</p> <ul style="list-style-type: none"> • My Neighbourhood Chair and Vice Chair meetings with Officers, looking to continually improve the approach to community involvement • Committee Chairs close working with relevant Officers • My Neighbourhood chairs close working relationship with lead officers on delivery of plans • Close working relationship between Directors and

		<p>Portfolio Holders</p> <ul style="list-style-type: none"> • Political awareness training undertaken for Officers in March 2013 • Officers attending Council meetings and Working Groups
4	Equip, update and provide members with best practice to meet changing legislation and statutory obligations, including training for Scrutiny, Licensing, Planning, and Standards.	<p>All Committees provide training for newly appointed Members, prior to taking a place on the Committee, with refresher and update training provided for current Members if required. Additional training is provided as and when appropriate, throughout the year.</p> <p>A good illustration of this is the work undertaken with the Scrutiny Committee. The Scrutiny Committee has received a number of training sessions to ensure it remains effective as a committee and adds value to South Ribble. A number of awareness/training sessions on the health reforms have been delivered for the Committee.</p> <p>In addition, Learning hours for all Members have been held on;-</p> <ul style="list-style-type: none"> • Planning for non-planners • Scrutiny Committee Workshop
5	Develop Members via training and support processes to make greater and more effective use of new technologies and emerging work practices.	<ul style="list-style-type: none"> • Cabinet members have been issued with Smart Phones • My Neighbourhood social media task group set up with representatives from all Neighbourhood Forums • Dedicated support from ICT continues to be provided
6	Support Members to share skills / knowledge and experiences with other members and officers.	<p>Examples of this include;-</p> <ul style="list-style-type: none"> • My Neighbourhoods workshops are an example of sharing good practice • A practical session for completion of Personal Development Plans (PDPs) has been held with peer and officer support • A Scrutiny led Health Inequalities Workshop has been held, with the opportunity to network and share learning • My Neighbourhood Task Groups have been held with representation from all forums on groups to lead on social media, love where you live campaigns, and children and young people • Member development is raised and discussed at Group meetings, as necessary • There is now a standing item on all Scrutiny Committee agendas for Members to share learning and update the wider committee on any training or meetings that they have

		attended.
7	Promote the use of online resources as a tool for learning and development.	E-learning packages, as a way of learning, were promoted at the Learning Hour regarding Member Development in 2012
8	Promote external local events and seminars relating to key topics and challenges.	<ul style="list-style-type: none"> • As referred to in numbers 2 and 4 Members have attended local events and seminars • North West Employers events are circulated to all Members • The Scrutiny Committee has been specially selected to take part in a Department of Health and Centre for Public Scrutiny pilot on the NHS Scheme with LCC. This will be evaluated and provide learning both in South Ribble and nationally.
9	Deliver a training programme based on feedback from members personal development plans, best practice and updates on key legislation changes.	<p>PDPs completed by Members in 2012, with two main themes for development being identified;</p> <ul style="list-style-type: none"> - Facilitating meetings and workshops. Training has now been provided on performing well at community forums - Social Media. Facebook pages have been set up for Neighbourhood Forums with input from task group. It is recognised that a wider approach to Member access and training still needs to be provided <p>A further training need identified by Members was to continue to provide information and updates at the Learning Hours. Various topical issues have been covered in the past twelve months, ranging from; South Ribble Partnership provided training on bid writing for external funding to Safeguarding Awareness.</p>
10	Capture and share information on Member learning and development and review progress with each Member.	<ul style="list-style-type: none"> • PDPs were completed in 2012 • A skills audit for Scrutiny Members has been undertaken to make the most of the skills, knowledge and experience available and target any further training and development needs. • My Neighbourhoods sessions are an opportunity to sharing ideas • Induction of new Members - Member Development Working Group members, Cllrs Bell and Hothersall welcome newly elected members.

PERFORMANCE AGAINST KEY TARGETS

TARGET	OUTCOME
Successful renewal of the North West Development Charter in 2012	Charter successfully renewed - October 2012
95% of Members satisfied with the opportunities provided for personal development and learning	Every Member who has attended an event in the past twelve months has rated it as either excellent or good
95% of Members satisfied with the quality of training and development provided	Every Member who has attended an event in the past twelve months has rated it as either excellent or good
80% of Members to take part in training and development activities	98% of Members have taken part in training and development activities in the past twelve months.