

PROGRESS AGAINST KEY ACTIONS MEMBER DEVELOPMENT PLAN – 2013-14 Appendix A

	KEY ACTION	COMMENTS
1	Continue to ensure all Members are aware of and contribute to, where feasible, major projects.	<p>The City Deal has been an example of a major project that has progressed in the past 12 months;-</p> <p>A well-attended Learning Hour on City Deal was held, in March this year.</p> <p>Members were invited to a launch event hosted at County Hall on 10th June and Cabinet members also attended a Business Launch event on the same day.</p> <p>Members have been given briefing packs and emails about the City Deal. Furthermore, Members are able to raise and discuss the City Deal at My Neighbourhood Forums.</p> <p>All Members have been made aware of the City Deal Infrastructure Delivery Plan and are aware of the planned works. Discussions with Members and Parish and Town Councillors are taking place.</p> <p>Further updates and information will be made available as the City Deal progresses.</p>
2	Develop Members to take a leadership role in the community and participate in local community activities.	<p>Several projects, events and activities have been undertaken during the past twelve months with Members taking a leadership role, examples of this include;-</p> <p><u>Neighbourhood Forums</u></p> <p>Quarterly forums across the borough are held for residents to see what's going on in their area and get involved in their community. All members are involved in forum planning meetings, where the content of forums is determined, funding proposals considered and decisions on community support made.</p>

Leyland Festival

Members from across the borough volunteer over the weekend to support the event with some 15,000 people attending this year. This includes one of the ward members being part of the organising committee.

Greenbank Road

A ward member is leading work to enhance a conservation area in Penwortham, attending meetings, engaging with residents and keeping fellow forum members updated.

Moss Side Playing Fields

A ward member is fronting the improvement scheme to Moss Side playing fields, a significant project which will have a legacy for years to come. This entails working closely with user groups such as the rugby club and horse riders from the local bridleway association, and leading discussions with land owners and surveyors to ensure the best possible outcome for the site.

Penwortham Live!

A ward member sponsored Penwortham Live! in March 2014 as part of the Penwortham Neighbourhood Plan. This included playing a key role in the promotion of the event, including social media and radio coverage and was involved as an event manager all weekend.

Gregson Green

A ward member is the project sponsor for a new community centre to serve Gregson Lane and Coupe Green. This covers a range of roles, from mediator between user groups to critical friend for funding bids. Fundraising for the construction of the new centre is a long term project;

		<p><u>Farington Fun Day</u></p> <p>The ward members all took a lead role in July's Farington Fun Day, working closely with Farington Parish Council. They were involved in the organisation of the event in advance, as well as on the day. One ward member is responsible for liaison with Fields in Trust including feeding back on the success of the event and submission of photographs.</p> <p><u>New Longton Garden of Remembrance</u></p> <p>In this scheme to extend the garden of remembrance and create a quiet community space, with ward members working to broker an arrangement between the church, the council and the local community. They sought 'in kind' support from local builders and championed the use of the community payback team (probation) for labouring work.</p>
3	<p>Deliver the Council's priorities through close working between Members and Officers.</p>	<p>Members and officers work closely together in a variety of ways, this includes for example;</p> <p>My Neighbourhood Chair and Vice Chair meetings with officers are held, looking to continually improve the approach to community involvement and in particular;</p> <p><u>Chair and Vice Chair meetings;</u> Several times each year, chairs and vice chairs of neighbourhood forums meet with officers to discuss progress with neighbourhood forums, share ideas and look for ways of improving community involvement. Forum chairs set the agenda and consult with their forum members as to what issues are pressing at any given time. The portfolio holder is invited to attend as and when his presence is required</p> <p><u>Neighbourhood Plan projects;-</u> Project sponsors work closely with the community involvement team to deliver improvement schemes and community events. This</p>

		<p>can range from regular meetings with residents groups, partners and other agencies, to front end event management with hundreds of people present. Because neighbourhood plans are community driven, projects vary significantly – Members work closely with officers to be resilient and flexible enough to meet those needs.</p> <p><u>Penwortham Improvement Plan</u>;- Consultation is currently underway on a scheme of streetscene improvements in Penwortham, led by a cross party member working group. They are working closely with officers from community involvement, engineers and colleagues at Lancashire County Council to agree on and deliver a scheme worth £110,000 for 2015.</p> <p>In addition;-</p> <p>Committee Chairs close working with relevant Officers</p> <p>There is a close working relationship between Directors and Managers with Portfolio Holders.</p> <p>Officers attend Council meetings and Working Groups of Members and Officers, for example the Waste Steering Group and also present at the Learning Hours.</p>
4	<p>Equip, update and provide members with best practice to meet changing legislation and statutory obligations, including training for Scrutiny, Licensing, Planning, and Standards</p>	<p>All Committees annually provide training for newly appointed Members, as well as refresher and update training as required. For example, Planning Committee training was undertaken by all committee members in May 2014 and further planning training will be delivered throughout the year.</p> <p>Licensing updates have been held - including 1-2-1 sessions for members unable to attend sessions.</p> <p>Scrutiny Committee identified a training need regarding “Effective Questioning Skills” training and this was delivered in October 2013.</p>

		<p>Appeals committee training has been undertaken for new members of the committee.</p>
5	<p>Develop Members via training and support processes to make greater and more effective use of new technologies. To include awareness of the benefits of the new website and social media.</p>	<p>The roll out of tablets to all members took place in January 2014.</p> <p>Each My Neighbourhood now has a facebook page, set up as a “community” so that anyone can contribute. The links are;-</p> <p>www.facebook.com/easternforum</p> <p>www.facebook.com/leylandforum</p> <p>www.facebook.com/mycentralforum</p> <p>www.facebook.com/penworthamforum</p> <p>www.facebook.com/westernparishesforum</p> <p>These were set up under the watch of a Member Working Group. Members from across the borough post messages, photographs, etc. Community groups use the pages to promote events, recruit volunteers and relay messages. Photographs of events or local views are regularly posted, with the local media using the pages as a source of news. In addition to the working group, a learning hour on social media for all members was held in April.</p> <p>Four Members have begun ECDL programme and have now completed three modules and plan to complete the whole course by the end of the year.</p> <p>Dedicated support from ICT continues to be provided, this has been particularly beneficial in the transfer over to tablets and the introduction of online payslips.</p> <p>A Learning Hour on Website, Tablets and Smartphones, was held in August 2013.</p>

		A Learning Hour on Social media was held in April 2014.
6	Support Members to share skills / knowledge and experiences with other members and officers.	<p>Examples of this include;-</p> <p>The Members Older Peoples Champion has attended two sessions on Dementia Awareness and has become a Dementia Friend. Her knowledge has now been shared through My Neighbourhood Forums to other Councillors, officers and the public. Also she has undertaken training specifically for Members in Longton.</p> <p>Member development is raised and discussed at Group meetings, as necessary.</p> <p>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.</p> <p>In addition, annually, a workshop is held for all members on the ‘My Neighbourhood’ approach, where chairs and sponsors speak about what has worked well or been a particular challenge in their area. Examples from last time included a talk about the progress with Gregson Green as a result of the council’s involvement, A talk about work in Western Parishes to increase public attendance at forums, and a talk about the challenges of trying to engage local businesses in Lostock Hall.</p> <p>Members are encouraged to attend neighbourhood forums in other areas, to see how differently each one operates. Feedback from other forums is often shared at planning meetings, particularly when something has worked well and members want to try it in their own area. A recent example of this is the chair’s welcome and introduction of other members – Penwortham forum is now aligned with Eastern and Western Parishes, with members expected to speak up about progress on their sponsored projects.</p> <p>Members regularly share their experience with peers from other organisations, which has led to telephone calls, meetings and visits about neighbourhood forums.</p>

		<p>Learning visits to other organisations have been carried out, including a masterclass in neighbourhood planning, and a seminar on 'love where you live'. We continue to look for learning opportunities for members which will add value.</p>
7	Promote the use of online resources as a tool for learning and development.	<p>E-Learning as tool for development was promoted in 2012 – as part of a Learning Hour on Member Development. There was no actual take-up to this however. The approach therefore regarding this issue is for members to ask for their individual requirements and bespoke arrangements will be put in place.</p>
8.	Promote external local events and seminars relating to key topics and challenges.	<p>The Scrutiny Committee was selected to take part in a Department of Health and Centre for Public Scrutiny pilot on the NHS Scheme with LCC.</p> <p>The chair of the Scrutiny Committee presented and shared the learning at a national conference on the Pilot.</p> <p>A Scrutiny task group presented their Local Health Scrutiny Protocol to Chief Officers of Health partners in Lancashire.</p> <p>Events to brief Members on the City Deal have been held and will continue on an ongoing basis.</p>
9	Deliver a training programme based on feedback from members personal development plans, best practice and updates on key legislation changes.	<p>Learning Hours continue to be provided on a monthly basis on key topical issues that Members have identified.</p> <p>Hand-outs are now provided in response to a Member requesting them.</p> <p>The majority of training needs identified through Members Personal Development Plans being completed two years ago have been addressed.</p> <p>As changes in legislation occur, update sessions for Committee members will take place, for example; planning changes for the Planning Committee members.</p>
10	Capture and share information on Member learning and development and review progress with each Member.	<p>PDPs have been completed for Members who joined the Council in Autumn 2013.</p> <p>A skills audit for Scrutiny Members was completed in July 2014. This was to identify the skills, knowledge and experience of the Members and to target any further training and development needs.</p> <p>Induction for new Members – work on induction programme will begin in the Autumn, working closely with the Member Development Group members and</p>

		<p>members in general – to seek their views and input into further improving the Induction Programme.</p> <p>A satisfaction and review of Member Development questionnaire is to be circulated to all Members in September.</p>
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PERFORMANCE AGAINST KEY TARGETS – 2012-15 [at August 2014]

	TARGET	OUTCOME
1	Successful renewal of the North West Development Charter in 2012	Charter successfully renewed - October 2012 – next review 2015
2	52 out of 55 Members satisfied with the opportunities provided for personal development and learning	39 PDP's were completed in 2012 and a further 3 completed in 2013 for newly elected members
3	52 out of 55 Members satisfied with the quality of training and development provided	Of the 47 members who attended training events, 44 rated each event as excellent or good with 3 rating lower than this [on certain individual events]
4	44 out of 55 Members to take part in training and development activities	47 Members have taken part in training and development activities in the past twelve months.

Notes;-

The targets are set and measured annually over the three year period- 2012 -15

Scrutiny Committee requested at the meeting in August 2013 to change from percentages to whole numbers for the performance targets – the targets therefore now reflect this.

Target 2 is mainly based upon the number of PDP's completed in 2012