

MEMBER DEVELOPMENT SUB-COMMITTEE

AGENDA

**Meeting to be held in the Civic Centre (Committee Room 5) on
Tuesday, 9 March 2010 at 2.00 p.m.**

ITEM		PAGE
1.	Apologies for Absence	
2.	Minutes of Meeting held on 22 December 2009 (Copy herewith).	1
3.	Member Development for Financial Resources Report of the Director of Financial Resources. (Copy herewith).	3
4.	Improving Support Services for Members (Discussion Item).	-

R.C. RAYNER,
Chief Solicitor.

Civic Centre,
SUNDERLAND.

26 February 2010

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At a meeting of the MEMBER DEVELOPMENT SUB-COMMITTEE held in the CIVIC CENTRE on 22 DECEMBER 2009 at 2.00 p.m.

Present:-

Councillor M. Smith in the Chair

Councillors Allan, J. Walton, P. Watson and A. Wright.

In Attendance:-

Councillor J. Scott.

Minutes

1. RESOLVED that the minutes of the meeting held on 6 July 2009 (copy circulated) be signed as a correct record.

Member Development Sub-Committee Report

The Director of Human Resources and Organisational Development submitted a report (copy circulated) which provided the Committee with an opportunity to recruit a Consultant to develop and implement a training package for Chairs and Vice-Chairs of Area Committees.

(For copy report – see original minutes).

Mike Frankland, Training Manager outlined the report, and in doing so enquired whether the proposal to appoint a training consultant was acceptable to Members. He advised Members that the issue of training had arisen as part of the Community Leadership Programme in order to assist Members in their Community Leadership role.

Members' attention was drawn to the report, and information was provided on the tender process that had taken place.

Mike Frankland then referred to the Quote Specification within the report which described the actions that had been undertaken to date and the timescales of future actions.

At this juncture, Members were notified that the Council had sought three quotations from different Consultants, however only one tender was left standing.

Discussion then ensued between Members. During which, it was made apparent that the Chair in particular would have found some early consultation on this issue helpful.

Councillor J. Walton enquired what reason was behind two out of the three Consultants withdrawing from the process. In response Mike Frankland advised that aspects of the tender process posed to be too difficult which resulted in them withdrawing.

Members having considered the issues raised in the report felt that although three quotes were sought in accordance with the Corporate Procurement Policy, the return of only one tender was not sufficient to give the Sub-Committee a choice.

Upon further discussion, it was:-

2. RESOLVED that the tendering exercise be repeated in consultation with the Chair.

The Chair thanked Members and Officers for their attendance then declared the meeting closed.

(Signed) M. SMITH,
Chairman.

Member Development Sub – Committee: 9th March 2010

Member Development for Financial Resources

Report of the Director of Financial Resources

1. Introduction

Whilst a range of member development / training sessions have been provided over recent years which, from the feedback received, have been well received the attendance levels have been relatively low. Training has been made available to all members and additional specific sessions have been organised where deemed appropriate, for example for the Audit and Governance Committee members. As such the opportunity has been taken to review the coverage and timing of sessions as well as the method of delivery to ensure it remains useful and relevant to members.

This report sets out proposals for 2010/2011 in relation to development for those areas provided by Financial Resources.

2. Coverage and Timing

2.1 The opportunity has been taken to rationalise the topics offered, as follows:

- a) Procurement
- b) Local Government Finance Overview (including a general financial management update)
- c) Governance, Risk Management and Internal Audit
- d) Benefits

2.2 It is considered that the timing of the sessions should be aligned with relevant Council activity, and as such the following is proposed.

- a) Procurement

A review of how procurement is undertaken and organised is taking place during the first half of 2010, therefore scheduled for October 2010 in order to cover new arrangements.

- b) Local Government Finance Overview

It is proposed that this be scheduled for September 2010 as the lead in to the budget setting process commences.

- c) Governance, Risk Management and Internal Audit

The Corporate Risk Profile is reviewed every 6 months and it is therefore suggested that this session be scheduled for March 2011 after the second review has been undertaken and reported.

d) Benefits

There is no relevant need to link this session to specific activity within Benefits, and it is therefore suggested that this session be scheduled for June 2010.

- 2.3 In order to ensure the sessions meet the needs of members it is proposed that the intended scope and objectives of each session will be sent to members in advance in order that they can consider and notify officers as to their specific needs or areas of interest, i.e. what they want from the session.

3. Methods of Delivery

- 3.1 Given the different roles of members, e.g. member of Cabinet, Audit and Governance Committee, Scrutiny Committee, Area Committees etc., it is considered that it may be useful to tailor the training provided to the role of the members. Views from the Member Development Sub-Committee would be welcomed.
- 3.2 It is proposed that for all of the areas listed in paragraph 2.1 above, that e-learning modules will be developed, in order to provide an alternative method of delivery for those members who wish to use this option.
- 3.3 It is also proposed that a greater use of activities which involve and promote greater interaction between members and those leading the sessions be adopted, e.g. use of case studies to seek to 'bring to life' the topics covered. It is expected that this will make the sessions more relevant and interesting for members.

4. Recommendations

- 4.1 The Sub-Committee is asked to consider and agree or provide comments on the following:
- a) Are the topics listed in paragraph 2.1 accepted?
 - b) Is the timing of the proposed events agreed?
 - c) Does the committee agree that events should be tailored to the different roles of members?
 - d) Should e-learning modules be developed and offered as an alternative?
 - e) Should case studies and other methods of achieving greater interaction be used more?