

# **Supplementary Committee Agenda**



## **Constitution and Members Services Scrutiny Standing Panel Monday, 4th December, 2006**

**Place:** Committee Room 1

**Time:** 7.30 pm

**Committee Secretary:** Zoe Folley, Research and Democratic Services  
Tel: 01992 564532 Email: [zfolley@eppingforestdc.gov.uk](mailto:zfolley@eppingforestdc.gov.uk)

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### **9. MEMBER TRAINING REVIEW (Pages 3 - 10)**

To consider the attached results of member consultation.

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### **Report to Constitution and Members' Services Scrutiny Standing Panel**

**Date of Meeting: 4 December 2006**

**Subject:** Member Training Programme 2007/8

**Officer contact for further information:** I Willett (01992 564243)

**Democratic Services Assistant:** Z Folley (01992 564532)

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#### **Recommendation:**

- (1) To consider the two responses by Councillors to consult on next year's training programme; and**
- (2) To advise on the shape of next year's training programme in order that the Head of Research and Democratic Services can commence on planning the programme, including the points set out in paragraphs 3 and 5.**

#### **Report:**

- ...
1. On 10 October 2006, the Panel decided to consult members on next year's training programme. Two responses were received and these are enclosed in Appendix 1.
  2. The Panel agreed the following points in principle:
    - (a) inclusion of a new course on being a Cabinet member - this could follow on from course M8;
    - (b) a course on advocacy skills - this may be best achieved by altering the Public Speaking course to give more emphasis to this aspect;
    - (c) a scaled down programme of Overview and Scrutiny skills programme - members are asked to advise on one or two courses which are considered priorities;
  3. Members are also asked to give guidance on the following issues:
    - (a) Repeat courses - do the Panel agree that these should be provided only if necessary?
    - (b) Tour of the Offices (M4 and 18)/Tour of the District (M14) - do the Panel see a value in these events? Take up has not been great and it should be borne in mind that they are resource intensive;
    - (c) M16 - do the Panel see value in these courses?

- (d) Courses M30 and 35 - were suggested courses which could be brought forward for next year. By next year, the Council will have new statutory responsibilities for Equalities - do the Panel agree that a course on Councillors duties in this regard would be useful?
  - (e) Courses M22 and M23 - these are pilot awareness sessions on specific services. Do the Panel feel that this kind of course should continue and, if so, which aspects of Council operations would be of most interest?
  - (f) M11 and M12 - two courses were held in financial matters - do the Panel feel that one finance course would be sufficient?
  - (g) M3, M17 - is the current pattern of planning courses suitable?
  - (h) M2/M9 - it is suggested that COMS training may require two courses rather than one;
  - (i) Overview and Scrutiny - Review Seminar - are the arrangements for a review seminar in 2006/7 to be followed?
4. The budget available for next year has not yet been determined. Assuming that there is no reduction, the programme set out above can be contained within the available funding.
5. The Panel may wish to consider whether any courses would benefit from being held in the daytime or at weekends. Some guidance on this would assist in planning the programme.

## Member Questionnaire – Training 2007/8

Name: K. E. ANGLAND-STEPHENS

1. What are your views about courses in Overview and Scrutiny Skills? Which courses should be held? When should they be held?

I attended all the courses & found them very helpful. A course every 2 yrs may be sufficient but certainly highly desirable for all members. Prefer evening courses to Saturdays.

2. What are your views of Cabinet member training?

Good idea for all members but again once every 2 yrs (arguably every 4 yrs) should be sufficient.

3. Do you think that Advocacy Skills should play a bigger part in the programme?

Useful but not absolutely essential. Could be part of public speaking training session.

4. Should the repeats of Planning Protocol and Code of Conduct courses be provisional only?

Yes, based on demand but should be compulsory for all members so those who have not been trained must be reminded of the requirements.

5. Which parts of the 2006/7 programme do you feel are;

(a). Valuable

M1, M2 (consentivity scheme), M3, M4, M5, M6, M7, M8, M9, M10, M11, M12, M13, M14, M21, M22, M23, M26, M27.

(b). Could be discontinued

Repeat courses (unless there is demand), M.25 (unless  
significant demand), M.28, M.29 (unless required),  
M.30, M.33 (demand led), M.34, M.35

6. Attendance at Courses

This continues to be a problem. What comments would you like to make about;

(a). daytime courses?

Fine for retired members. Difficult for others  
so overall attendance likely to be low

(b). evening courses?

O.K.

(c). weekend courses?

not popular as most people like their  
weekends free but for very occasional courses  
which can not be fitted into an evening. O.K.

7. Any other comments

Need to impress new members on importance  
of training but equally important to impress  
on old hands the need for up-dates & refreshers.

Signed *K. A. S. H.*

Date 27/10/06

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## Member Questionnaire – Training 2007/8

Name: Councillor Pat Richardson

1. What are your views about courses in Overview and Scrutiny Skills? Which courses should be held? When should they be held?

Initially after election, outlining the purpose of the committee. Periodically, different aspects of workings.

2. What are your views of Cabinet member training?

Fine if you get the chance to hold a cabinet seat. Where is the training for obtaining a cabinet seat (course given below).

3. Do you think that Advocacy Skills should play a bigger part in the programme?

Most certainly, as this is a common activity of most councillors.

4. Should the repeats of Planning Protocol and Code of Conduct courses be provisional only?

Yes unless the original training was not effective or not understood.

5. Which parts of the 2006/7 programme do you feel are;

(a). Valuable

A brief outline of the purpose of each committee, with further training at a later date.

(b). Could be discontinued

training sessions to close together  
or tend to bog down, as helpful.

6. Attendance at Courses

This continues to be a problem. What comments would you like to make about;

(a). daytime courses?

Time for those not in full time employment.

(b). evening courses?

O.K. unless people work late or evenings.

(c). weekend courses?

Easier for a good turn out and concentration.

7. Any other comments

It is not easy to please everyone all  
the time, so week-end would appear to  
have the edge.

Signed P. Richardson

Date 6/11/06

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## List of Members' Training Courses

Course No.	Course Title	Date	Page
M1	Member Welcome	8 May 2006	5
M2	IT Skills for Members	9 May 2006	6
M3	Introduction to Planning	10 May 2006	7
M4	New Member Induction	11 May 2006	8
M5	Code of Conduct	15 May 2006	9
M6	Planning Protocol	16 May 2006	10
M7	Overview & Scrutiny – Questioning and External Scrutiny	20 May 2006 (Saturday)	11
M8	Council, Cabinet / OSC Awareness	22 May 2006	12
M9	COMS - Committee Management Systems (Platinum)	23 May 2006	13
M10	Licensing Panel – Introduction	8 June 2006	14
M11	Finance for Councillors	9 June 2006	15
M12	Financial Scrutiny	10 June 2006 (Saturday)	16
M13	Housing Appeals	22 Jun 2006	17
M14	Tour of the District	3 July 2006	18
M15	Public Speaking	11 July 2006	19
M16	Media Skills	Part 1 – 22 September 2006 Part 2 – 6 October 2006	20
M17	Planning - Follow Up (s)	2 October 2006	21
M18	Follow Up Tour	5 October 2006	22

M19	Planning Protocol - Repeat	12 October 2006	23
M20	New Member Induction – Follow Up	6 November 2006	24
M21	Standards Board/Committee Adjudication	10 November 2006	25
M22	Awareness Session: Emergency Planning	27 November 2006	26
M23	Insight into Leisure Services	28 November 2006	27
M24	Code of Conduct – Repeat	8 January 2007	28
M25	Chairmanship	26 January 2007	29
M26a	OSC Skills (Modules)	TBA – After January 2007	30
M26b	OSC Skills (Modules)	TBA – After January 2007	31
M26c	OSC Skills (Modules)	TBA – After January 2007	32
M26d	OSC Skills (Modules)	TBA – After January 2007	33
M27	OSC Review Seminar	TBA – After January 2007	34
M28	Staff Appeals Panel	When required	35
M29	Complaints Panel	When required	36
M30	Effective Reading	Under Consideration	
M31	Dealing With Difficult People	Under Consideration	
M32	Handling Difficult Situations	Under Consideration	
M33	Understanding and Managing Stress	Under Consideration	
M34	Equalities	Under Consideration	
M35	Child Protection	Under Consideration	