

STANDARDS TASK AND FINISH GROUP - TRAINING NEEDS ANALYSIS

NOTES OF THE STANDARDS TASK AND FINISH GROUP - TRAINING NEEDS ANALYSIS MEETING HELD ON 27 APRIL 2010 IN COMMITTEE ROOM III, COUNTY HALL.

Present:

Cllr Nigel Carter, Mr Philip Gill, Mr Robert Oglesby JP and Mr Gerry Robson (Chairman).

Also Present:

Katie Fielding, Marie Gondlach, Lynda Williams and Roger Wiltshire

1. **Apologies**

Apologies were received from Mr MacCallum.

2. **Notes of the Previous Meeting**

The notes of the previous meeting held on 8 March 2010 were approved as a correct record.

3. **Update from the Councillors Development Group**

Councillor Nigel Carter, as the link member between the Task Group and the Councillor Development Group (CDG), gave a verbal update regarding the decision taken by the CDG at its 7 April 2010 meeting to agree in principle for the Standards Task and Finish Group – Training Needs Analysis to look into some joint training and the possibility of establishing a partnership between Wiltshire Council and WALC to cover the joint training pending a more formal proposal.

He pointed out that the CDG was striving for Charter Status for Wiltshire Council and welcomed any initiative heading in the same direction. The only reservation from the CDG was to ensure inclusion of Town and Parish Councils who were not members of WALC.

He also explained that the CDG would welcome an update, at its next meeting on 2 June 2010, from this Task and Finish Group.

4. **Next step(s)**

The Task and Finish group was asked to consider the notes of the officers' meeting held on 15 March 2010 and the recommendations within it and to decide a course of action to be referred to the Standards Committee.

The Chairman reminded the Task and Finish Group of the task it had been charged with: "To set up a task and finish group to look at training needs analysis" and asked them to concentrate on the three questions officers had been asked to consider at the 15 March meeting:

- The appropriateness of training needs analysis for Town and Parish (T&P) Councillors
- Possibilities and ways of extending the development opportunities offered by Wiltshire Council to T&P Councils
- As a priority to consider the training in place for Chairmanship skills; Conflict Management; Mediation and Equalities and Diversities.

The group discussed issues and ideas around these three questions including the following:

- How to incentivise people to attend (e.g. accreditation, compensation, congratulating)?
- How to ensure as many people as possible can attend (e.g. venue, location, different dates and times being offered)?
- How to ensure the people most in need of the training do attend the sessions (e.g. could some training sessions be made compulsory)?
- How to establish strong bridges between Wiltshire Council(lors) and T&P Council(lor)s (e.g. (a) a formal invitation to "come and meet your Council day" which would also include a presentation / training on the Code of Conduct and the role of the Standards Committee and Chairmanship skills training for newly elected Chairmen and Vice Chairmen, (b) Wiltshire Councillors to be involved with training delivery)?
- The need to train T&P clerks as well as Chairmen, and possibly Vice-Chairmen.
- The difficulties in assessing training effectiveness.

The Task and Finish Group considered the amount of officers' time required to conduct the exercise and analyse the results against the likely low number of forms returned (as previously experienced by WALC). However the Task and Finish Group felt that to help design an accurate and efficient training programme for T&P Councillors a training needs analysis for T&P clerks, chairmen and vice-chairmen could be required

The Task and Finish Group, with the support in principle from the CDG, considered whether it would be beneficial for Wiltshire Council development programme to be opened up to T&P councillors.

Lynda Williams and Katie Fielding explained that Chairmanship skills, Conflict Management, Mediation and Equalities and Diversities were on the WALC or Wiltshire Council development programme either as specific sessions or embedded in other development sessions.

Resolved:

(1) Not to engage in a Training Needs Analysis exercise for all Town and Parish Councillors at present.

(2) To ask officers to list, for the next Standards Committee meeting, the pros and cons for Wiltshire Council, in conjunction with WALC, to deliver a training needs analysis exercise for all Town and Parish Clerks, Chairmen and Vice-Chairmen. (Appendix 1)

(3) To ask the Standards Committee to consider the need for Wiltshire Council, in conjunction with WALC, to deliver a training needs analysis exercise for all Town and Parish Clerks, Chairmen and Vice-Chairmen and how this could be organised.

(4) To recommend to the Standards Committee that the Councillor Development Group consider inviting all Town and Parish Councillors (and Clerks) to attend the development sessions it organises as and when appropriate. The Councillor Development Group would have to consider the best ways to advertise these sessions to all Town and Parish Councils and relevant financial arrangements.

(5) To recommend to the Standards Committee that the Councillor Development Group consider as a priority inviting all Town and Parish Councillors (and Clerks) to attend development sessions on Chairmanship skills; Conflict Management; Mediation and Equalities and Diversities. Again the Councillor Development Group would have to consider the best ways to advertise these sessions to all Town and Parish Councils and relevant financial arrangements.

(6) To recommend that the Standards Committee consider the possibility of establishing a partnership, possibly including Wiltshire Council (Councillor Development Group), Town and Parish Councils and WALC, to deliver joint training to all Town and Parish Councillors (and Clerks) as well as Wiltshire Councillors when appropriate. The Terms of Reference of that partnership would need to be assessed.

(7) To ask officers to list the possible benefits of joint training between Wiltshire Council and Town and Parish Councillors (and Clerks) (Appendix 2)

Appendix 1 - Some pros and cons for Wiltshire Council, in conjunction with WALC, to deliver a Training Needs Analysis exercise for Town and Parish Councils Chairmen, Vice-Chairmen and Clerks

Appendix 2 - the possible benefits of joint training between Wiltshire Council and all Town and Parish Councils

5. **Dates of Future Meeting(s)**

The Task and Finish Group agreed that no further meeting were required.

(Duration of meeting: 10.00 - 11.45 am)

The Officer who has produced these minutes is Marie Gondlach, of Democratic Services, direct line 01225713597, e-mail marie.gondlach@wiltshire.gov.uk