CANTERBURY CITY COUNCIL
MEMBERS’ TRAINING GROUP

Minutes of a meeting held on Wednesday 5 January 2005
at 2pm
in Conference Room 3, Council Offices, Canterbury

Present: Councillor Patterson (Chairman)
Councillors Flaherty and Seath.
Officers: Matthew Archer – Project and Systems Manager
Mark Ellender – Head of Legal and Democratic Services
Wayne Gough – Scrutiny and Research Officer
Lyn McDaid – Committee Administrator
Pauline Goldsack – Solicitor for part of the item on licensing training

1 MINUTES OF THE MEETING HELD ON 7 DECEMBER 2004

The minutes were agreed as a correct record.

2 MATTERS ARISING

Terms of Reference and Increased Membership

The Group were advised that the Overview and Scrutiny Committee and the Executive, would be considering the above at their January and February meetings respectively.

3 MEMBER TRAINING PROGRAMME

Matthew advised upon a proposed draft training programme which covered the priorities identified at the last meeting (Finance, Licensing and Planning).

The Group discussed the draft programme and made points relating to:

(a) Finance

(i) The suggested IPF training should be available for all Councillors as it was important that all Members understood and appreciated each other’s roles.

(ii) The length and times of the proposed internal training session.

(iii) The necessity for the training to be provided by two to three people rather than just one person.

(iv) Was there a requirement for this training as the Director of Corporate Services already attended political group meetings to advise them on the budget process.
(v) The internal course should be mandatory.

It was agreed that:
1) the finance training course should be offered at 10am on 24 January and at 7pm on 26 January.

2) Matthew should send a letter to all Councillors explaining that this was vital training which had been requested at their Away Days and request they let him know which date they wished to attend.

3) The Members of this Group should reinstate to their fellow Councillors, the importance of this training and encourage them to attend.

4) The IPF training should be arranged for September/October at the start of the annual budget process.

Licensing

(i) This training should be mandatory for those who intend to sit on the Licensing Committee but be available to all Members.

(ii) The course would be held at the Guildhall.

(iii) The proposed dates for the training should have been discussed with the Chairman and Spokespersons of the Committee.

(iv) The proposed length of the courses.

It was agreed that:
1) the licensing training should be held on 27 January and a second date in February.

2) Pauline Goldsack and Roger Vick should discuss the February date with Councillors Flaherty, Windsor and Gilbey.

3) The licensing training should preferably be from 9.30am to 4.30pm and be open to all Members.

4) The letter to Members must make it clear that if they intended to sit on the Licensing Committee the training was mandatory and the afternoon course content would have a fun element in it.

(c) Planning

It was agreed that:

1) the training should be mandatory for those who wished to sit on the Development Control Committee even as substitutes.

2) It should be held both during the day and the evening towards the end of February or March.

3) The dates needed to be agreed in consultation with the Spokespersons on the Development Control Committee.
SOUTH EAST CHARTER FOR ELECTED MEMBER DEVELOPMENT

Matthew advised that the suggested template could be tailored to suit Canterbury’s needs subject to the approval of South East Employers.

Mark suggested that Officers should consider where Members were with their development on the basis of the South East Employers Questionnaire and report back to this Group on any deficiencies and a proposed action plan. This would then be worked up in detail with this Group. He suggested that it would be more appropriate for this Group to remain at three members whilst considering Charter matters. Once that work was completed it could then usefully be expanded in numbers.

It was agreed that the officers on the working group should prepare a draft action plan to meet the requirements outlined in the template so that the three Group Leaders and the Chief Executive fully understood the implications of signing up to the charter.

FUTURE TRAINING COURSES

No details had been received. The Group agreed that efforts should initially be concentrated on the training priorities already agreed by this Group.

JOINT TRAINING WITH OTHER AUTHORITIES

Matthew advised that he had arranged for an email to be sent to all Kent Authorities requesting details of any Members training courses that they would like to share with Canterbury. Mark advised that a Standards Committee training course was being organised in Tunbridge Wells and representatives from Canterbury were attending it.

It was the first of a number of training sessions promoted by Kent Secretaries.

DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Monday 21 February 2005 at 2pm in Conference Room 3.

There being no other business, the meeting closed at 3.38pm.