

**COUNCILLORS' BULLETIN
12 OCTOBER 2005**

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**South
Cambridgeshire
District Council**

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1. Member Training Advisory Group – draft Minutes 27 September 2005

COMMITTEE MEETINGS FROM: 17 October to 21 October 2005				Contact
Mon 17 Oct	10 am	Development and Conservation Control Committee Chairman's Delegation	Monkfield Room	Janice Fisher
	10 am	Information & Customer Services PFH		Vicki Millard / Susan May
	10 am	Licensing – Little Rose, Haslingfield	Mezzanine	Katrina Perry
	2 pm	Audit Panel	Monkfield Room	Patrick Adams
Tue 18 Oct				
Wed 19 Oct				
Thu 20 Oct	2 pm	Scrutiny and Overview	Council Chamber	Patrick Adams
Fri 21 Oct				

POLITICAL SPEED DATING EVENT

Week commencing 24 **OR** 31 October 2005

You are invited to take part in this year's Local Democracy Week's event - Political Speed Dating. This is a fun way for young people to meet Councillors to find out more about the role you play in the community and how you can represent young people's rights and views at a local level.

We need ten Councillors with a sense of humour and an interest in listening to young people. Each young person will have three minutes to talk to each Councillor about local issues that young people are interested in. They then move on to the next Councillor to ask the same questions and carry on until they have spoken to all ten.

Each young person will be given a scorecard to grade Councillors on five topics - approachability, listening skills, ability to understand issues, ability to answer specific questions and the likelihood that they would vote for you. The scores are entered on a grid and added up at the end of the dates. The whole event should last for about an hour. In order for this event to be more convenient for both members and young people, the event will be held on one evening, to be confirmed, from 6pm - 7pm during either of those two weeks. The actual speed dating part of the evening will take approximately half an hour, followed by the opportunity for the participants to meet informally while the scores are collated. All Councillors will be anonymous and the collated results will be available for everyone to take home at the end of the evening.

If you are interested in taking part in this exciting event, or would like more details, please contact Susannah Harris on 01954 713355 or Susannah.harris@scambs.gov.uk

Thank you if you have already responded. I would appreciate it if you could reply again, giving your available dates during the above two weeks.

CALL IN ARRANGEMENTS

The Chairman of the Scrutiny and Overview Committee or any five other Councillors may call in any executive decision recorded in this bulletin for review. The Democratic Services Manager must be notified of any call in by **Wednesday 19 October 2005 at 5 pm**. All decisions not called in by this date may be implemented on **Thursday 20 October 2005**.

Any member considering calling in a decision made by Cabinet is requested to contact the Democratic Services Section to determine whether any relevant amendments have been incorporated.

The call in procedure is set out in full in Part 4 of the Council's Constitution, 'Scrutiny and Overview Committee Procedure Rules', paragraph 12.

DECISIONS MADE BY THE HOUSING PORTFOLIO HOLDER

Subject	Decision	Reasons
Vehicular right of way over Council Land for 68 Fordham Way, Melbourn.	To grant vehicular access, subject to valuation and to permission by South Highways Division to cross the public footpath, over the Council's verge at the end of Fordham Way to the front of 68 Fordham Way, on condition that the access is constructed and maintained by the grantee.	<ol style="list-style-type: none"> 1. Provision of off-road parking. 2. A capital receipt would accrue to the Council. 3. This option would not lead to loss of existing parking spaces.
Vehicular right of way over Council verge to 36 Howard Road, Meldreth.	To grant vehicular access, subject to valuation, over the Council's verge to 36 Howard Road, on condition that the access is constructed and maintained by the grantee.	<ol style="list-style-type: none"> 1. A capital receipt could accrue to the Council. 2. Provision of off-road parking.
Extension of right of way at Victory Way, Cottenham.	To grant an extension to the applicant's existing right of way, subject to valuation, over the Council's roadway off Victory Way, Cottenham to 4.1 metres in width.	By granting this extension, subject to valuation, a capital receipt would accrue to the Council.
Sale of Council land rear of 21 Church Street, Guilden Morden	To offer the land for sale to the owners of 21 Church Street for off-road parking use only, subject to valuation and Highway approval. No fencing to be erected	<ol style="list-style-type: none"> 1. Need for off-road parking provision in area 2. A small capital receipt could accrue to the Council.
Sale of Council land rear of 19 Bell Close, Meldreth.	To retain the land in Council ownership.	Area to be retained as verge for parking area.
Sale of Council land rear of 18 Royston Road, Litlington	To offer the land and path for sale to the owners of 18 Royston Road for garden use for no. 18 only, subject to valuation.	<ol style="list-style-type: none"> 1. Does not have potential for affordable housing 2. A small capital receipt could accrue to the Council.
Sale of Council land at 62 Whitecroft Road, Meldreth	To offer the land for sale to the owners of 60 Whitecroft Road for garden use for no. 60 only, subject to valuation. New boundary fence to be erected and maintained by no 60.	<ol style="list-style-type: none"> 1. A small capital receipt could accrue to the Council. 2. Tenants of 62 willing to lose this strip of land. 3. Existing driveway for 60 very narrow
Sale of Council land at 23 Fordham Way, Melbourn	To retain the land in Council ownership	<ol style="list-style-type: none"> 1. Although current tenant willing to part with area, future tenants may wish to use full extent of garden.

		2. Possible potential of no 23 garden area for development of additional dwelling.
Sale of Council land at 14 Westmoor Avenue, Sawston	To retain the land in Council ownership	Although property may become void soon, future tenants may wish to use full extent of garden.
Sale of Council land adjacent 3 Gables Close, Meldreth	To retain the land in Council ownership but suggest applicant plants bushes on land within their boundary (between existing tree and house).	Bushes would deter people from walking over applicant's land.
Sale of Council land at Chaston Road car park, Great Shelford	To retain the land in Council ownership	<ol style="list-style-type: none"> 1. Sale of land for creation of access would result in loss of mature hedge and tree 2. Previously approved access adjacent the car parking area can be used 3. Prefer whole area rear of 15-19 Hinton Way to be developed
Mrs B (Ref: W/05/027)	Agreed a transfer to alternative accommodation	
Mrs C (Ref: S/05.042)	Agreed a transfer to a suitable property, enabling her current home to be refurbished.	
Mr & Mrs H (Ref: S/05/043)	Agreed a transfer to smaller accommodation.	

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Member Training
Advisory Group held on Tuesday, 27 September
2005 at 10.00 a.m.

PRESENT:

Councillors:

SJ Agnew
JF Williams

Dr SEK van de Ven
JD Batchelor

Action

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs SA Hatton, Councillor Mrs DSK Spink, and Councillor DALG Wherrell.

2. DECLARATIONS OF INTEREST

None were declared.

3. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

On the proposal of Councillor SJ Agnew and seconded by Councillor JF Williams it was **RESOLVED** that Councillor Dr SEK van de Ven be elected Chairman.

It was further **RESOLVED** that Councillor JF Williams be elected Vice Chairman.

4. MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 21st November 2004 were **AGREED** as a correct record.

It was noted that the request for training or seminar to cover the basics of the traveller situations in SCDC had been actioned.

5. RESULTS OF JULY 2005 SURVEY OF TRAINING REQUIREMENTS

Carol Tyrrell had prepared a report on the results of the July 2005 Training Requirements Survey of Members. The purpose of the survey had been to inform members of this Advisory Group when they decided on the content of the programme for Members Training for the period 2005/2006.

Response to the questionnaire had been disappointing. Of the fifty-seven Members approached, only thirteen returned completed forms.

The survey asked members which courses they would be interested in attending and included a list of possible courses together with the opportunity to add further suggestions.

Of those subjects, the following had seven or more votes:

- Budgets and Financial Management
- Dealing with Complaints
- Member/Officer Relationships
- Meeting skills as a Committee Member

It was agreed that the training programme would need to be curtailed in line with budget cuts due to capping, and that careful consideration and prioritisation be given to courses offered.

6. BUDGET FOR MEMBER TRAINING PROGRAMME

Councillor JD Batchelor informed the Group that the training budget for next year had been cut considerably, leaving about £4K to fund the programme.

7. FUTURE TRAINING PROGRAMME

It was suggested that in order to achieve maximum use and benefit from the reduced budget, both in-house' prospective trainers and outside specialist trainers should be considered to leads courses as appropriate. This was **AGREED**.

It was agreed that the following courses should form the Member Training Programme for the 2005/06 period. Courses were divided into technical 'in house' subjects/trainers and core skill 'outside specialist' subjects/trainers as detailed below:

'In House' Trainer	'Outside Specialist' Trainer
Budgets and Financial Management <i>One session to be held early in 2006; another following the election to benefit new members.</i>	Media Skills <i>* It was suggested that this should be provided after the 2006 elections in order to benefit new members.</i>
	Dealing with complaints, difficult people and harassment/Negotiating Skills <i>* It was suggested that these two separate courses might be combined into one training session.</i>
Using modern.gov <i>* It was suggested that this should be provided after the 2006 elections in order</i>	Chairing effective meeting skills/Meeting skills as a committee member <i>* It was suggested that these two separate courses might be combined into</i>

<i>to benefit new members.</i>	<i>one training session.</i>
Planning IT skills <i>* It was suggested that this should be provided after the 2006 elections in order to benefit new members.</i>	Member/Officer Relationships <i>*To be organised as soon as possible</i>
Council's Housing policies <i>* It was suggested that this should be provided after the 2006 elections in order to benefit new members.</i>	
Licensing – for those not specifically trained to serve on Licensing Committees. To cover legal implications, how to object etc. <i>This to be organised as soon as possible</i>	

Carol Tyrrell would look into the provision of the above courses, liaising with Officers for internal training sessions as appropriate. **Action: Carol Tyrrell**

Carol Tyrrell would also confirm from which budget certain training, such as media skills, would come from.
Action: Carol Tyrrell

It was suggested that any additional IT training to that above be incorporated into the Member induction training next summer, following the elections.

Members made the following general comments:

There was more to training than the provision of courses. This Group needed to look at the overall ethos of training and how best to engage with all Councillors.

A Course should be well publicised. Objectives should be set for each course; these should be promulgated to members in advance of the course taking place. Attendees should be asked what they were expecting from the course and 2-3 months after completing the course, should be asked what benefit(s) it was to them.

It was important that the Course Leader had good training technique and creative skills – to get the right person for the course was crucial.

Copies of essential paperwork associated with Courses should be available on request only, and not automatically provided.

IT – the IT Net Help desk had proved very helpful and useful. It was noted that IT support would be back 'in house' next year and that arrangements for support to members would be considered. It was suggested that IT training should be incorporated into the Induction programme following next years elections.

The Advisory group made the following **recommendations**:

1. That training should not consist solely of courses but that self help such as mentoring should be utilised. Although mentoring should be encouraged within political groups, Councillors with expertise in specific areas could be invited without obligation, to mentor in those areas across the political spectrum.
2. That a workshop/seminar to update Members on Traveller Issues be conducted on a regular basis.

Action: Carol Tyrrell to liaise with the Corporate Project Officer

3. That training funded by specific committees is available to all members where practicable.
4. That the Scrutiny Committee clearly identifies what its training needs are.

8. ANY OTHER BUSINESS

Members were informed of two upcoming events:

- Royal Town Planning Institute East of England Branch Conference for new and updating councillors on Thursday 20 October 2005 at Ipswich with the theme 'Current Planning Issues'.
- An EERA one-day joint event for members and support officers at Flempton House Bury St Edmunds on Friday 14 October 2005 entitled 'Sharing good practice and innovative ideas in Member Development in the Region'.

9. DATE OF NEXT MEETING

No date for the next meeting was specified. It was anticipated that the next meeting would be held sometime in February 2006.

The meeting ended at 11.50 a.m.
