

Democratic Services

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Date: 7 June 2013

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To: All Members of the Resources Policy Development and Scrutiny Panel

Councillor John Bull
Councillor Roger Symonds
Councillor Colin Barrett
Councillor Paul Myers
Councillor Charles Gerrish
Councillor Barry Macrae
Councillor Nigel Roberts

Chief Executive and other appropriate officers
Press and Public

Dear Member

Resources Policy Development and Scrutiny Panel: Monday, 17th June, 2013

You are invited to attend a meeting of the **Resources Policy Development and Scrutiny Panel**, to be held on **Monday, 17th June, 2013** at **5.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Yours sincerely



Michaela Gay
for Chief Executive

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

- 1. Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Michaela Gay who is available by telephoning Bath 01225 394411 or by calling at the Riverside Offices Keynsham (during normal office hours).
- 2. Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Michaela Gay as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Michaela Gay as above.

Appendices to reports are available for inspection as follows:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, Hollies - Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton public libraries.

For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.

Resources Policy Development and Scrutiny Panel - Monday, 17th June, 2013

at 5.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**,
(as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 18TH MARCH 2013 (Pages 7 - 12)

To approve as a correct record the minutes of the previous meeting held on Monday 18th March 2013.

8. MEMBER TRAINING (Pages 13 - 72)

This report presents the schedule of training relating to Members' Induction (Appendix A), feedback received (Appendix B) and how training information is received and disseminated (Appendix C).

9. UPDATE ON GRAND PARADE AND UNDERCROFT

There is no report attached. There will be a presentation at the meeting.

10. CITY DEAL (Pages 73 - 82)

There will be a presentation on this item at the meeting, the presentation is attached for information.

11. RESPONSE TO PDS RECOMMENDATIONS - COMMUNITY ASSET TRANSFER REVIEW (Pages 83 - 92)

Please find attached a report on the 'Community Asset Transfer Review'. The original recommendations table is attached as Appendix 2. Please note that the completed table will be sent out at a later date.

12. CABINET MEMBER UPDATE

This will be a verbal update. There is no report attached.

13. PANEL FUTURE WORKPLAN (Pages 93 - 96)

The Panel future workplan is attached.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on 01225 394411.

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BATH AND NORTH EAST SOMERSET

RESOURCES POLICY DEVELOPMENT AND SCRUTINY PANEL

Monday, 18th March, 2013

Present:- Councillors John Bull (Chair), Manda Rigby (Vice-Chair), Colin Barrett, Paul Myers, Charles Gerrish, Barry Macrae and Nigel Roberts

Also in attendance: Andrew Pate (Strategic Director, Resources), David Trethewey (Divisional Director , Policy & Partnerships), Jane Wildblood (Corporate Sustainability Manager) and Jonathan Mercer (Communications & Marketing Manager)

59 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting and explained that that item 11 – ‘Community Assets Report’ would be taken after item 7 and item 9 – ‘Member Training’ would be deferred until the next meeting of the Panel on 10th June 2013.

60 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

61 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none.

62 DECLARATIONS OF INTEREST

There were none.

63 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

64 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none.

65 MINUTES OF THE PREVIOUS MEETING - 11TH FEBRUARY 2013

Following the amendment shown below, the Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

Page 11, paragraph 5 should read "... Councillor Bellotti explained that if the Council took over the plot of land, the swimming facility will be re provided."

66 COUNCIL WEBSITE UPDATE

Jonathan Mercer – Communications and Marketing Manager, gave a presentation to the Panel on the following:

- Website Update
- Performance of Website
- What are the next steps?
- How can members make best use of the website?
- Car permits?

The officer also gave a demonstration of the website along with the mobile phone version.

The Panel raised the following points and asked the following questions:

Councillor Roberts commented that it would be useful if the system asked if a user would like to move to the mobile site rather than being automatically directed to it. Councillor Rigby asked for some information on how many people use the site successfully as she had has some negative comments. Councillor Rigby suggested that staff in libraries could receive some training on the use of the website so they can help people with it.

Councillor Gerrish said that he was frustrated during the period of bad weather as members had previously got copies of press releases but this year they had not as all the information was put onto the website. He asked if members could be informed when new information was posted. The Communications and Marketing Manager acknowledged the point but pointed out that during bad weather conditions, the website was being updated frequently. He further explained that bad weather is the exception. Andrew Pate, Strategic Director Resources stated that the point was logged and that there is a facility on the site to give people regular updates.

Councillor Macrae stated that he felt that the search engine could be improved. He stated that he wanted to log his comment that, while he was impressed by the technology, the website does not deal with what his residents ask for and they have to pay for it. The Director stated that, as a Council, front house services were still very important.

Councillor Roberts stated that the website was much improved, useful and positive. Panel members noted that the authority had moved up in the rankings for Local Authority websites.

The Panel noted the update.

67 MEMBER TRAINING

This item was deferred until the next meeting of the Resources Panel on 10th June 2013.

68 CARBON MANAGEMENT UPDATE

Jane Wildblood – Corporate Sustainability Manager, introduced the report.

The Panel raised the following points and asked the following questions:

Councillor Gerrish asked if the Green Living Fair would be taken to Keynsham and Midsomer Norton, he explained that Waste Services go along to farmers markets to promote the recycling message. The officer explained that the project is a joint one with Bath Preservations Trust and Transition Bath and is linked to Bath Green Homes, which was started by those two groups. It would be possible to explore this sort of joint working with Transition Keynsham and other groups who might be interested in this sort of activity in the future.

Councillor Gerrish mentioned that there were bulk buying arrangements for heating oil in some of the rural parishes where discounts had been negotiated, this could be extended to Bath.

Councillor Barrett asked if the officer had been consulted on the 20mph speed limits schemes and if the effects would be monitored. The officer stated that the air quality officers would have been consulted. Following a comment from Councillor Barrett, the officer said she would check if lower vehicle speeds did result in lower carbon emissions.

Councillor Barrett asked if the spa water was used in Council buildings. The officer explained that it is used in the heating for the Pump Room and there were investigations about its use in the Abbey. She explained that there was a high mineral content in the water so it was only used for certain things.

Councillor Macrae stated that he would like to see the results of work done on carbon management in terms of how much money had been saved compared to how much had been spent. He quoted an article stating that global warming is not happening. Councillor Roberts stated that the scientific facts proved that global warming and thus climate change is happening and that he would prefer to listen to the scientists. Councillor Bull pointed out that it was not just the financial outcomes that are important but also the benefits in terms of carbon emissions.

The officer gave some examples where results could be seen in numbers such as the replacement of street light bulbs with LED lights which had saved £135k per year and resulted in a 2.9% reduction in carbon emissions. She also explained that green projects in schools helped to offset the increase in energy usage in schools that has been seen in recent years.

Councillor Roberts explained that the Government had woken up to a win/win tax regarding carbon emissions. He stated that he found the dashboard (Appendix 1 to the report) useful and asked about the next steps towards meeting the Council's targets. The officer explained that it is hard to see the results of carbon reduction strategies quickly as there is a time lag with the data. She stated that there was an expectation that energy use would drop when the Keynsham project is complete. She stated that there was a plan to replace street lights on side roads and also there

would shortly be a detailed energy efficiency programme for schools, following completion of the surveys. She further explained that a local community partnership was developing regarding the Green Deal in order to ensure maximum benefit to local residents.

Councillor Gerrish asked if academies would be included in the future projects for schools. The officer explained that they had been surveyed but were not part of future work.

Councillor Rigby stated that there had been a survey in Abbey Ward regarding the street lighting and the LEDs may have to be removed. She also stated that lighting on pedestrian routes is poor and she had had complaints about this. The officer offered to report this back to the relevant officers in the street lighting team.

The Strategic Director stated that there had been a lot of information discussed some of which goes beyond carbon reduction. He explained that the Panel can request that any points outside this remit be put to the relevant officer.

The Panel noted the report.

69 COMMUNITY ASSETS REPORT

Councillor Paul Myers presented the Panel with the information from the Task and Finish Group which covered the following:

- Recent Visit Schedule
- Community Campus Strategy – Wiltshire County Council
- Bath City Farm
- Community 67
- Beacon Hall – Peasedown St John
- Conclusions
- How do we currently deal with Assets?
- Recommendations

The Panel raised the following points and asked the following questions:

Councillor Macrae stated that this was a good report. He asked if all the organisations that shared the building in Wiltshire also worked together or still as separate organisations. Councillor Bull explained that he thought they worked separately at present but there could be scope for rationalisation. He further explained that the Wiltshire scheme was different from this report in that it had come from the top in Wiltshire. Councillor Gerrish suggested that it was not a fair comparison due to the difference in approach. He explained that there had been a session run by Property for the business tenants in Keynsham that was proactive and worked well.

Councillor Bellotti thanked the task and finish group for the report. He explained that an organisation can approach the Council at any time. He stated that

recommendations 1,2 and 5 were sensible and that recommendation 3 and 4 needed some thought. He stated that he did not want to set this Panel up as the place to bring all requests.

Councillor Macrae asked that when an asset is leased but still on Council books – what are the impacts on finance for the Council. The Director explained that this links to the report to Cabinet and Council in February 2013 where a number of assets are listed. He stated that needs vary within groups and safeguards must be in place. There had to be a balance of subsidy and benefit to the Council.

Councillor Barrett asked about the Children’s Centre in Weston, Councillor Bellotti explained that this asset is corporately owned by the Council and subject to Council decisions and that the proposed rent increase was part of the indicated budget that did not go through, it was not directly connected to the asset. The Cabinet Member said he would get back to Councillor Barrett on his query.

There was some discussion around recommendation 3. Councillor Myers stated that groups just need somewhere to go, it did not have to be this Panel. Councillor Gerrish pointed out that there was a standing item on the Panel agenda ‘Items from the Public’ which could be used.

The Panel accepted the following:

Recommendation 1: Develop a Community Building Value Index which brings together the following three elements:

- Financial return on an asset (annual commercial rent £)
- Community benefit (discount rating 0% no benefit to 100% maximum benefit)
- Measure of organisational sustainability (High, Medium, Low probability that organisation will exist in 1,3, 5 over 25 years)

Recommendation 2: Encourage the use of flexible leases for community asset transfer projects rather than just long term leases for 25 years and over, these could be small leases of 3-6 months initially and once a project becomes established longer term leases of 6-10 years could be made available.

Recommendation 3: We suggest developing an Officer Group which brings together key representatives e.g. Property Services, Policy and Partnerships, Health and Safety, Business Continuity to assess the feasibility of community asset proposals, similar to the way the existing Safety Advisory Group operates for events.

Recommendation 4: The Resources Policy Development and Scrutiny Panel could receive a regular update on progress with Asset Transfers.

Recommendation 5: Facilitate community asset projects with the creation of a self-help group. This would allow ‘successful’ community asset projects and newly established projects to share information and develop best practice. This could perhaps be done via the Run A Club (<http://www.runaclub.com>) website or similar

The Council should work with existing community groups to develop an 'offer' for community asset groups by working with them to identify what support groups would most benefit from e.g. flexible leases, access to legal/health and safety advice or the opportunity to seek support from other groups. A suggested self-help system of regulation and support should include:

- Empowering volunteers and allowing them to share information and best practice (see recommendation 2)
- Allowing the Council a light touch to ultimately ensure the proper use of public assets, efficiency savings for the Council, presenting advice and bringing in specialities
- Avoiding large amounts of office time and money being required to micro manage such a diverse estate
- Possibly instituting a voluntary quality standard based on self-inspection akin to the old Hallmark system

70 CABINET MEMBER UPDATE

Councillor Bellotti updated the Panel on the following:

- Regarding the **Budget**, Councillor Bellotti thanked the Panel for their input on the budget process. He reported that work on children's centres would be done by the Early Years, Children and Youth Panel; there would also be work on the provision of public toilets and parking spaces in Keynsham. He added that the increase in rents included in the original budget proposal did not go in the final budget.
- On the **Procurement Strategy** Councillor Bellotti reported that the new 'Think Local' strategy would be helping local businesses. In response to a question from Councillor Rigby about the 'Bath Oliver' currency, The Cabinet Member said he would consider it.

71 PANEL WORKPLAN

The Panel members noted the future workplan.

The meeting ended at 7.50pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	17 June 2013
TITLE:	Members' Training
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix A – Induction Programme Training Schedule</p> <p>Appendix B – Feedback report</p> <p>Appendix C – Training - Types and Circulation</p>	

1 THE ISSUE

This report presents the schedule of training relating to Members' Induction (Appendix A), feedback received (Appendix B) and how training information is received and disseminated (Appendix C).

2 RECOMMENDATION

The panel is asked to:

2.1 Note the schedule of training undertaken.

2.2 Advise of any comments to be taken into consideration when developing the next Member Induction Programme (2015). Please see Appendix B, a summary of councillors' feedback on the induction training programme. All comments on length of course, course contents, suitability etc will be considered when arranging future training.

2.3 Offer comment on current and future development needs and availability.

2.4 Offer any comments on the process of circulating training information.

3 FINANCIAL IMPLICATIONS

Member training and development is managed within the members' training budget. This is normally enhanced in the year of local elections as the focus is on the Induction Programme. In addition to this each of the political groups has their own budget for training equating to £100 per councillor (can be used for other purposes as appropriate).

4 THE REPORT

- 4.1 The purpose of the report is to seek guidance and advice in preparation for the next induction programme in order to improve the last programme and also to assess current needs and methods of provision.
- 4.2 Any suggestions on future training requirements would be welcome and it is hoped this report will generate discussion on training undertaken and ideas for future programmes.
- 4.3 There are a number of general and IT skills development courses available through the Council's Corporate Training Programme (as appropriate to the role of a councillor) open to all councillors e.g. Presentation skills, Creative thinking, Assertiveness, Dealing with challenging situations, Excel, Outlook, Word etc. The IT skills courses are available at different levels to suit all abilities (basic, intermediate, advanced). The full Corporate Training Programme can be seen on the intranet (see link below). Any training requests should be channelled through the Senior Members' Support and Development Officer (Lola Thomas).

<http://intranet/cms/corporate-training-brochure-dates>

- 4.4 At the back of Appendix A training has been broadly categorised for ease of reference. It also comments on Members feedback (when given) which will be considered when proposing the next induction programme.
- 4.5 It is important to remember there are a number of other member development opportunities developed within service areas (outside of the Members' Support Team) e.g. Localism, Planning, Licensing etc which are recorded at Appendix A.

5 RISK MANAGEMENT

- 5.1 No risk assessment has been undertaken as it is not applicable.

6 EQUALITIES

- 6.1 An EqIA has not been completed as the report relates primarily to factual information/past events. Please note Equalities and Diversity training is a key module of the induction programme.

7 CONSULTATION

- 7.1 None, as the report is a statement of facts.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

- 8.1 Self-evident from the report.

9 ADVICE SOUGHT

- 9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Vernon Hitchman, Divisional Director of Legal and Democratic Services. Tel: 01225 395171
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Re Induction Programme

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Training	May 2011						
Signing of Declaration & ID Photo Session	Friday 6, 9 & 10 May (3 Sessions)	Guildhall Bath	All Councillors	Declaration of office is a legal requirement. The induction pack contained leaflets with information on support for Councillors; allowances and pension; the structure of the Council; and partnership working with key stakeholders.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)~ Lola Thomas Member Services	65	No feedback received
Planning Training: The DC Committee and Local Development Framework;	18 May 12-1pm	Guildhall, Bath	Arranged for Wednesday prior to the first DC Committee meeting after the election to brief any newly-elected councillors who are taking part.	Probity In Planning, the current Plan Led System, the Core Strategy and the Role of Members on the Dev Con Committee	Internal: Maggie Horrill	2	Very Good-see Appendix B page 9 (u)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
'Welcome to the Council Chamber'	19 May	Guildhall Bath	All New Councillors	The background to Full Council Meetings, procedures and practical arrangements.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)	8	No feedback received
Licensing 'The Casino Application Process'	24 May 2-4pm	Guildhall, Bath	Licensing Cttee Members			5	Very Good – See Appendix B page 1 (a)
Core Induction Sessions	25 & 27 May (2 sessions)	Bath & Keynsham	Newly Elected Cllrs	An introduction for newly elected Councillors by the Chief Executive and Strategic Directors to the Council and the area of B&NES highlighting – key challenges and priorities; the work of the Council; the Council's management structure and statutory officer roles and responsibilities and the main provisions of the Localism Bill.	Internal: CX & Strategic Directors	25	No feedback received
Training	June 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Corporate Parenting Responsibilities of Elected Members	6 June 5.30pm – 7.00pm	Guildhall, Bath	Newly Elected Cllrs	An understanding of the Councillor's role in fulfilling the Council's responsibilities as the Corporate Parent for children and young people in the care of the local authority.	Internal: Charlie Moat	11	No feedback received
Volunteering Week	6 to 10 June	Various	All Councillors	Invitation to volunteer to work alongside Council staff volunteers on community projects in various parts of the area.		3	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
The Frontline Councillor:- Session 1	7 June 6.00pm – 8.30pm	Kaposvar Room	New Members	<p>The Planning Process and how Decisions are Made – How Ward Councillors Raise Issues, Objections etc with Officers and the DC Committee</p> <p>Local Development Framework Key Issues</p> <p>Transport, Highways & Waste issues for Ward Councillors</p> <p>The Licensing Framework and how Decisions are Made – Impact for all Councillors of Imminent Changes to Licensing Legislation</p> <p>The Role of Council Connect in Tracking Complaints and Monitoring Performance</p> <p>Designed to give newly-elected councillors the basic information they need to deal with frontline enquiries from local residents and businesses in their Wards and to enable them to influence and contribute to the policy and decision-making process on these issues.</p>	Internal: D Trigwell /M Smith/I Savigar	12	Very Good – See Appendix B page 2 (e)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Probity in Planning	8 June 12-1pm	Guildhall Bath	Newly Elected Cllrs	The current Plan led system, the Core Strategy and the Role of Members on the DCC.	Internal: Mike Muston	14	Very Good – See Appendix B page 9 (u)
Information Governance, Data Protection & IT Systems Security	8 June	Guildhall Bath	All Members	Briefing on IT kit available, handover of kit and security procedures.	Internal: Angela Parratt, Jonathan Mercer	18	No feedback received
The Frontline Councillor:- Session 2	16 June (Repeated on 28/10/11)	Brunswick Room	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: Andy Thomas, etc	9	Very Good – See Appendix B page 2 (f)
Planning and Highways Project Tour	17 June 9.00am – 3.30pm	Lewis House start	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Trigwell, Lisa Bartlett, Geoff Webber, Joy Jeffreys, Richard Stott, Steve Frogatt, Mark Reynolds, Adrian Clarke & Janet Lo	8	Very Good – See Appendix B Page 3 (g)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Regulatory Access Training	20 June 10-12 noon	Keynsham	Reg' Access Cttee Members	Introduction to Public Rights of Way and training on: <ul style="list-style-type: none"> Definitive Map Modification Orders Town and Village Greens Public Path Orders 		4	No feedback received
How to be an Effective Scrutiny Member	27 June 10 - 12 Noon (repeated on 28.6.11 6-8pm)	Guildhall	New Members	An understanding of how to operate the scrutiny process effectively for Council services and for external providers where the Council has a scrutiny role.	Internal: Alix Boswell	19	Very Good – See Appendix B page 4 (j)
Handling Local Media & Social Networking Profiles	30 June 6 9pm	Guildhall	New Members	Handling local press and PR issues and the social networking media Local and community radio & TV	Internal: Jonathan Mercer	13	Very Good – See Appendix B page 3 (h)
Training	July 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Panning Training	6 July	Guildhall	New Members	Planning Policy: The current Plan led system, the Core Strategy and the Role of Members on the DCC	Internal: Mike Muston (Simon de Beer/Richard Daone	14	Very Good – See Appendix B page 9 (u)
Equalities and Diversity Awareness Training	18 July (repeated on 27.7.11)	Guildhall	New Members	An understanding of the Equality Framework for Local Government including legal obligations; and local issues and priorities relating to equality in the B&NES area.	Internal: Samantha Jones, Louise Murphy & Cordelia Johnney	11	Very Good – See Appendix B page 4 (i)
Licensing Hearings for All Parties	20 July	Bath	Licensing Members	The role of all parties and good practices at licensing hearings	External: Simon Walsh & Eliot Gould, Barristers from 5 Essex Court	10	Very Good – See Appendix B page 1 (b)
Councillors Ethical Standards & Conduct including Declarations of Interest	25 July	Guildhall	New Members	An understanding of the ethical framework regulating their conduct as councillors, including the rules on declaration of interests, and the procedures and protocols supporting councillors in their working relationships with council officers and the public.	Internal: Vernon Hitchman, Amanda Brookes	6	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Major Development Projects Tour	28 July	Start at PYMS	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: John Betty, Rhodri Samuel, Simon Martin, Emily Price, Derek Quilter,	13	No feedback received
Training	August 2011						
Development Control Planning Training	31 August	Guildhall	New Members	World Heritage, Heritage and Sustainability issue	Internal: Tony Crouch/Ian Lund/Funda Willetts/Cleo Newcombe-Jones	15	Very Good – See Appendix B page 9 (u)
Training	September 2011						
Performance Management Assessment & Reporting of Council Services	8 September	Guildhall	New Members	An understanding of the ways in which the performance of Council services are monitored and how opportunities for services to improve are identified.	Internal:David Trigwell, Steve Harman	7	Very Good – See Appendix B page 4 (k)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Introduction to Scrutiny for Elected Members – South Glos Council	13 September	South Glos'	Scrutiny Members	<p>Introductory Session to Scrutiny to:-</p> <p>Enable members to develop their overall awareness of the roles and responsibilities of scrutiny and the rights and powers that it has to carry out its work</p> <p>Increase members understanding of what makes an effective scrutiny work programme and how to deliver results that make a difference to people's lives</p> <p>Develop members questioning skills by exploring the range of different question available to acquire information and when and how best to use them.</p>	External: Tim Young, an experienced scrutiny and policy adviser.	3	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Environmental Sustainability and Climate Change	14 September (Repeated on 16/11/11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal: Jane Wildblood	6	Very Good – See Appendix B page 5 (I)
Developing The People and Communities Department and Health and Adult Care Social Enterprise	19 & 20 September	Guildhall	All Members	To provide background on creating the new Peoples & Communities Department, the new Health & Adult Care Social Enterprise and discuss the wider changes in the National Health Service and Local Authorities.	Internal & External: Janet Rowse, Ashley Ayre; Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group) & Jo Gray	12	No feedback received
The Council's Finances and the Budget Process	19 September	Guildhall	New Members	Covers essential information on strategic financial challenges and the practical steps of Budget and Financial Plan preparation.	Internal: Andrew Pate, Tim Richens	14	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	28 September	Guildhall	All Members	Enforcement	Internal: Olwen Dutton	11	Very Good – See Appendix B page 9 (u)
Training	October 2011						
Proposed Changes to the Licensing Act 2003	3 rd October	Bath	Licensing Cttee Members	Proposed Changes to the Licensing Act 2003	Philip Kolvin QC	4	Very Good – See Appendix B page 3 (c)
Culture and Leisure Facilities Tour	7 October	Roman Baths etc	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Lawrence	7	Very Good – See Appendix B page 5 (m)
Introduction to Work of Somer CHT	14 October	Guildhall	New Members	The work of the Somer Community Housing Trust; key contacts; how to raise housing and related issues with Somer etc	Internal: Jane Shayler	9	Good – See Appendix B page 6 (n)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Health & Safety Responsibilities of Councillors	20 October	Guildhall	New Members	An understanding of their personal safety issues to consider when working alone or outside Council buildings and their role in leadership within the Council and the community on a responsible approach to health and safety.	Internal: Angie Price, Kevin Bridges	9	Very Good – See Appendix B page 6 (o)
Development Control Planning Training	26 October	Guildhall	All Members	Urban Design & Design Considerations	Internal: Funda Willets & Vaughan Thompson	13	Very Good – See Appendix B page 9 (u)
The Frontline Councillor:- Session 2	28 October (Repeat of the 16 June Session)	Keynsham	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: David Trethewey, Andy Thomas & Susan Bowen Bowen	2	Very Good – See Appendix B page 2 (f)
Training	November 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
IT Skills Ipad Training Workshop	7 November	Guildhall	All Members	Training on use of i-Pads.	External: Lindsey Huchrak	22	Problematic and other planned sessions discontinued. – See Appendix B page 6 (p)
Presentation on Clinical Commissioning	10 November	Guildhall	All Members	Clinical commissioning developments and how they will benefit patients, service users and clients of integrated health and social care services locally.	External: Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group). Tracey Cox & Dr S Douglass	25	No feedback received
Environmental Sustainability and Climate Change	16 November (Repeat of 14.9.11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal Jane Wildblood	6	Very Good – See Appendix B page 5 (l)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	23 November	Guildhall	All Members	The ability of Members to overturn officer recommendation and the implication of cost at appeal	Internal: Mike Muston	18	Very Good – See Appendix B page 9 (u)
Training	December 2011						
Development Control Planning Training	14 December	Guildhall	All Members	Ecology and Habitats Regulations	Internal: Karen Renshaw & Roger Martindale	9	Good - See Appendix B page 9 (u)
Media Training for the Cabinet	14 & 15 December	Keynsham	Cabinet Members	<ul style="list-style-type: none"> • To equip Councillors with skills that will enable Cllrs to deal confidently and effectively with the print and broadcast media • To provide you with experience and expertise in a range of likely interview situations • To enable Cllrs to understand the needs and requirements of the media • To enable Cllrs to recognise and exploit good media opportunities. 	External: Chris Loosemore, Red Box Training	7	Good – See Appendix B page 11 (y)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Speed Reading	15 December (repeated 13.1.12)	Bristol and Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> • How to browse quickly and effectively • techniques for gaining a brief overview of what you are reading • skills which will improve reading speed • exercises for improving eyesight and avoiding eyestrain • techniques for helping to remember what you read • A process for studying more effectively. 	External: Jane Smith, Word Smiths	4	Very Good Excellent – See Appendix B page 8 (q)
Training	January 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Briefing on the Localism Act	9 January (repeated 30.1.12)	Guildhall	All Members	To provide clear information about the Act's provisions, including: <ul style="list-style-type: none"> • Changes to the Standards regime • Neighbourhood Planning • The Community Right to Buy • The Community Right to Challenge. 	Internal: Andy Thomas	32	Good – See Appendix B page 8 (s)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Public Speaking	16 January	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> Learn how to develop powerful, persuasive messages and communicate them with confidence and enthusiasm Inspire your audience to sit up and take note Make sure voice richer and more influential Improved body language so that it becomes more authoritative 	External: Helen Sewell, Simply Speaking	4	Very Good – See Appendix B page 8 (r)
Key Member consultation event around the Council's "Vision and Objectives"	18 January		All Members	Organised for Councillors to have an opportunity to hear about the review of the long term goals for the Council and what we want to make possible for our community.	Internal: Dave Thompson and various officers from the Improvement & Performance Team	30	No feedback received
Training	February 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Green Belt Policy	15 February	Guildhall	All Members	Green Belt Policy Training	Internal: Mike Muston	13	Very Good – See Appendix B page 9 (u)
Specific Skills Training: Dealing with Challenging Behaviour and Conflict Management	27 February	Bristol	All Members	<ul style="list-style-type: none"> • Demonstrate methods to defuse conflict and aggression • Demonstrate assertive behaviours to manage group conflict and achieve constructive outcomes • List common triggers and inhibitors to conflict and aggression • Describe a simple method to conduct a 'dynamic' risk assessment. 	External: CMS Training	1	Good – See Appendix B Page 9 (t)
Training	March 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Making the Most of Your Memory	5 or 28 March	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> • Practise learning and recalling large quantities of information in a short time and Identify the reasons why your memory fails you • achieve a better understanding of how your memory works • appreciate how you can make the most of your natural ability • use Mind Mapping for organisation and recall • techniques for remembering facts and figures • how to recall names and faces. 	External: Jane Smith, Word Smiths	4	Good – See Appendix B page 11 (v)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Evening Invitation to Bath Mosque	15 March	Bath	Members	A tour of the Mosque and an opportunity to hear from Imam Rashad about our local Muslim community and the community cohesion activities undertaken by the Bath Islamic Society.	External: Imam Rashad et al		No feedback received
Training	April 2012						
Development Control Planning Training - Climate Change	11 April	Guildhall	All Members	Core Strategy policy areas: Flooding; Retrofitting; Sustainable Construction; District Heating; Renewable Energy. New SPD.	Internal: Cleo Newcombe-Jones/Kaoru Jacques/Funda Willetts - B&NES Planning Officers	16	Good – See Appendix B page 9 (u)
Understanding the Travelling Communities	24 April	Brunswick Room	All Members	The Council will be consulting on preferred sites for Gypsy, Traveller and Travelling Showpeople sites this Summer; this session will therefore assist the Cllrs to know more in advance of the consultation.	External: Friends, Families and Travellers (FFT), Guest speaker Maggie Smith-Bendell, a Romany Gypsy from Somerset	15	Good – See Appendix B page 12 (z)
Training	May 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Landscape including AONB	9 May	Guildhall	All Members	Landscape including AONB	Internal: Andrew Sharland/Sue Murtagh	11	Good – See Appendix B page 9 (u)
Training	June 2012						
Development Control Planning Training - Section 106 Contributions (Planning Obligations) and CIL (Community Infrastructure Levy)	6 June	Guildhall	All Members	Introducing the principles of s106 and summary data for B&NES; The current system and the SPD; Update on proposals for new CIL.	Internal: Kaoru Jacques	13	Good – See Appendix B page 9 (u)
Small Casino Premises License – Refresher Course	19 June	Bath	Licensing Members	The process so far The legal test The evaluation framework Preparation for Committee Evaluating Bids Production of reasons From resolution to grant From grant to build Pitfalls and challenges	External: Philip Kolvin QC	6	Good –See Appendix B page 1 (a)
Training	July 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	4 July	Guildhall	All Members	Ecology and Habitats Regulations – Part 2 Training	Internal: Lucy Korner, Karen Renshaw & Roger Martindale	10	Good – See Appendix B Page 9 (u)
Future Joint Working Arrangements with the NHS beyond April 2013.	19 July	Guildhall	All Members	An opportunity to hear what is being proposed for April 2013 (post NHS Reforms), meet the GPs who will be leading the new Clinical Commissioning Group, and to ask questions at an early stage of setting up the Joint Working Framework.	Ashley Ayre, Dr Ian Orpen (Chair of the CCG & other Senior CCG officers including, Dr Simon Douglass & Tracey Cox	19	No feedback received
Small Casino Premises Licence Process	25 July	Guildhall	Licensing Sub Committee Members	Background on the process and the process so far The legal test The evaluation framework Preparation for the Committee Evaluating the bids Production of reasons From resolution to grant From grant to build.	Internal; Amanda Brookes, Andrew Jones, Francesca Smith	3	Very Good – See Appendix B page 2 (d)
Training	August 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Media Training: How to manage Radio interviews	9 August	Somer Valley FM Radio station, Midsomer Norton	All Members	<ul style="list-style-type: none"> • Understanding what makes a good radio interview • Developing your message and getting it across • Increasing your confidence in front of the microphone • Improving your radio interview technique • Controlling your nerves • Speaking clearly and at the right speed • Using appropriate language • Anticipating and handling tough questions without evasion • Remaining calm and self-assured in challenging situations • Communicating specialist information to generalist audiences • Mastering telephone interviews 	External - Clarity Media Training	13	Very Good – See Appendix B page 11 (w)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Training	September 2012						
Members' Briefing re Clinical Commissioning Group	13 September	Guildhall	All Members	To brief Members on the proposals for public engagement on the redesign of urgent healthcare services in B&NES & to answers Members' questions on these proposals.	External: Dr Simon Douglass	13	Good – See Appendix B page 11 (x)
Development Control Committee Annual Tour 2012	28 September		Development Control Members	To view examples of good and bad practise of planning applications approved.	Internal: Planning Department Officers	6	Very Good – See Appendix B page 12 (zi)
IDeA (Improvement and Development Agency) Leadership Academy Courses	2011 to 2015				External: IDeA Leadership Academy tutors		

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Young Councillors Weekender Event	26 & 27 November 2011	Warwick University		Fastrack contains the same modules as the Leadership Academy, but in a style geared to the needs and interests of young councillors. Participants develop their learning in the three core areas of leadership: personal understanding and behaviour; the complex political and organisational demands on civic leaders; and diverse community concerns, cohesion and leadership.	External IDeA Leadership Academy tutors	4	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main Leadership Academy Programme 124 (Weekend)	14/15 Jan, 18/19 Feb & 17/18 March 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> •Module 1 covers personal development •Module 2 covers Political and organisational leadership •Module 3 covers community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Ageing Well	11- 12 February 2012	Warwick University	This programme is aimed at leaders, deputy leaders, group leaders and portfolio holders for ageing society.	<ul style="list-style-type: none"> • develop and strengthen local political leadership • enable elected members to deliver their agenda for local communities • meet the needs of an ageing society. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Localism & Neighbourhood Planning: Programme 3	11-12 Feb 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Strategic Planning & Delivery	16-17 February 2012	Warwick University	Leaders & Portfolio holders	Focus on the changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of strategic planning in delivering the needs of the community.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Localism & Neighbourhood Planning : Programme 4	7-8 March 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy Master Class 'Getting Your Message Across'	24/25 March 2012	Warwick University	Lead Members	<p>Focus on helping councillors to get a better understanding of new approaches, strategies and techniques for achieving more effective communication with both internal and external audiences.</p> <ul style="list-style-type: none"> • Adapting communication styles to convey messages more persuasively to people who have a different style • Be more effective when managing bad news • Develop a more authoritative communication style • Build and promote own personal brand • Target the right message at the right audience. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main Leadership Academy Programme 126	14/15 July, 15/16 Sept & 13/14 Oct 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> •Module 1 covers personal development •Module 2 covers Political and organisational leadership •Module 3 covers community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Transforming the delivery of sport in local communities	10/11 November 2012	Warwick University	Portfolio Holders	<ul style="list-style-type: none"> •understand the extent of transformation that is required in planning, delivery and development of sport and leisure services within councils •make good choices for their communities and lead change during challenging times •gain insight into the work of National Governing Bodies and how they can work with local authorities •explore the role commissioning & personalisation play in improving service outcomes. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy: Children's Services Programme 2	24/25 November 2012	Warwick University	Portfolio Holders	This development event is funded by the Children's Improvement Board as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main LG Leadership Academy Programme 132	8/9 Dec 2012, 12/13 Jan 2013 & 9/10 Feb 2013	Warwick University	Lead Members	<ul style="list-style-type: none"> •Module :personal development •Module 2:Political and organisational leadership •Module 3:community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received
Local Government Pension Scheme (LGPS) Training –	From April 2011/March 2012		For Members of Avon Pension Fund Committee				
Fundamentals course	June 2011		As Above		External: \ Arranged by Avon Pension Fund	3	No feedback received
New members training 1	June 2011		As Above			4	
New members training - investments	June 2011		As Above			5	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
SRI workshop	5 December 2011		As Above			5	
Actuarial workshop	9 December 2011		As Above			5	
Employers Conference	February 2012		As Above			3	

Categories of Training

The training available to Councillors can be broadly categorised as follows:

Please note the comments in brackets at the end of each bullet point relates to the feedback received from councillors. It is important to understand that not all feedback forms are returned so this is based on those returned.

1. **Induction Programme** – This is primarily arranged for the needs of newly elected Members but is very much open to all returning councillors. The Induction Programme is spread over 18+ months as in the past newly elected Members have been overwhelmed by the intensity of the programme. Initial training tends to be that which is essential (legislative, responsibilities, and key operational information) followed by further role specific and skills based training. At election time the Senior Members' Support and Development Officer undertakes a training audit (especially for new Members) so that appropriate training/personal development plans can be planned/arranged. This is part of the Induction Pack.
- Essential for all councillors
 - Signing of Declaration and ID photo session
 - Information Governance and IT systems/security
 - The Council's Visions and Objectives
- Essential for all new councillors (and a refresher for returning councillors)
 - Welcome session
 - Core induction sessions
 - Corporate parenting responsibilities
 - Frontline Councillor 1 and 2 sessions (well received, maybe shorter presentations and more time for questions)
 - Equalities and Diversity Awareness (generally good, more actual cases to illustrate issues)
 - Ethical Standards and Conduct
 - Finances and the Budget Process
 - Health and Safety Responsibilities (well received)

- Essential for councillors attending regulatory committees
 - Planning training – various (various standards of delivery but generally very informative and useful)
 - Licensing training – various (very well received)
- Good practice for all/informative introductions to subjects
 - Various Project tours (well received - useful opportunity to meet officers)
 - Performance Management (good as introduction but maybe slightly longer session required)
 - Environmental Sustainability/Climate Change (large complex subject maybe require slightly longer session)
 - Health and adult Care
 - Handling local media and social networking (well received)
 - Work of Somer (good but needs to be more focused and controlled)
 - Clinical Commissioning (good)
 - Understanding of scrutiny process (generally good but a lot of “listening”)
 - Localism Act (generally good but perhaps insufficient time)
 - Understanding travelling community (complex subject requiring more time. Questions should have been taken after presentation not before)
 - Joint working arrangements with the NHS

1. Leadership training (Cabinet members/Chairs/specific roles)

- Young Councillors
- Leadership Academy Programme
- Ageing Well

- Localism (more sessions required, not enough time)
- Strategic Planning
- Getting your message across
- Children's Services
- Transforming the delivery of sport in local communities

2. Specific skills training

- to learn new skills or enhance those already obtained – depending on individuals needs
- depending on specific role of the Councillor e.g. Champion of a particular cause, Chairperson etc
- Speed reading (feedback very good)
- Public Speaking (feedback very good)
- Conflict Management (useful but could have been shorter)
- Making the most of your memory (very worthwhile but a bit crammed)
- Local Government Pension Scheme – for Members of Avon Pension Fund

3. IT Skills

- to learn new skills or enhance those already obtained
- Specific to the IT “kit” selected by the individual (the initial iPad training was not successful but later each councillor had the opportunity of a one-to-one session when iPads were updated. Not all councillors took up this offer.)
- Specific IT skills such as Excel, Word

4. One off member development seminars/training - depending on specific role of the Councillor e.g. Champion of a particular cause etc

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Appendix B

Councillors' Feedback from Induction Training Programme

Licensing Training

Feedback very good:-

(a) Casino Licensing – 05/2011 & 06/2012

General comment :-

Perfectly met objectives

Well paced

Essential training for the panel

What could be omitted or presented in less detail?

No change needed

Other comments about this session?

Further training?

Best training session I've attended in 8 years as a Councillor.

(b) Licensing Hearings - 20/07/2011

General comment - Very Good

This training session was one of the best if not the best training session I have attended with B&NES

Good round up of whole topic, with emphasis on problems

Excellent

Other comments about this session?

Further training?

The exercise on how to examine an application would have benefitted from being broken up into 2 or 3 documents to ensure all tasks were finished.

Good springboard for new Councillors

(c) Licensing Act 2003 Changes 10/2011

Feedback very good

General Comment:-

Very good the speaker knows what he's talking about.

(d) Small Casino Premises Licensing Process 25/07/2012

Feedback – Very Good

(e) Frontline Councillor - Session 1 – 07/06/2011

Feedback generally very good

General comment:-

Good Introduction to the Frontline services and the responsible managers
Found this really useful
Enough detail in all areas
As with the Keynsham Core Induction Seminar, too much was compressed into too little time. Some of the trainers curtailed their talks as time was running out”

What could be added to or presented in more detail?

The seminar would be more effective if they were shorter.
The challenges and difficulties involved in delivering these services. What the Councillors could do to help.

What could be omitted or presented in less detail?

More time for questions – so perhaps shorter presentations on highways for example.
Hand-outs preferable so more time for questions. All the question & answer sections had to be cut short

Other comments about this session?

Further training?

Visits to see services in action where appropriate
Thanks – it was very useful.

(f) The Frontline Councillor: - Session 2 – 16/6/2011 and 28/10/11

Feedback very good

General comment:-

Excellent Seminar. No information overload. Discussions and scenarios most useful.
Interactions with officers in discussions on scenarios were excellent.
Covered all points expected. Managed well without electronics!
Excellent to meet actual officers – share ideas and experiences with other councillors and g good advice and tips from officers

What could be omitted or presented in less detail?

Potential for future workshop on Localism

Other comments about this session?

Further training?

Very useful – thank you.

Excellent way to learn about tissues in my ward

Certificate of Competence (Members). Training attended by members appearing on their profile

Proper qualifications for training (INLOGOV, IDea, SW Councils etc

(g) (Member Project Tour of Planning & Transportation - 17/06/11

Feedback very good

General Comment:-

Very Useful opportunity to talk to officers

Well varied; good support documentation

Very informative

Good to see some recent developments. Good variety of projects.

Other comments about this session?

Further training?

Looking forward to new planning tour.

Good introduction for new Members

Western Riverside, Fry's and K2..??

(h) Media Training for new Members – 30/06/2011

Feedback very good:-

General Comment

Social media info very good

Trainer had excellent knowledge of local press and typical issues Councillors face.

Nice pace – 20 min threshold very good.

Engaged the audience – actually a bit of fun into the bargain!

Other comments about this session?

Further training?

Superb – Really enjoyable and informative. Loved the scenarios

Thank you.

(i) Equalities and Diversity Awareness Training – 18/07/2011

Feedback generally very good

As a result of the training:-

Would discuss with individual minority residents their perception of the Council's Equality Record

Would attend more meetings /gathering of minority groups

Read up latest equalities legislation

General Comment:-

Length and pace about right

A few more actual recent cases dealt with by equalities team would have illustrated issues more sharply

Other comments about this session?

Further training?

The presence & contribution of an ethnic minority member of equalities team (able to speak of his /her personal experiences of discrimination) would have been useful.

Would like more training

Clear, concise & informative. Very good seminar

(j) Effective Scrutiny 27th & 28th June 2011

Feedback Good

General Comment:-

Focused, informative and very good.

Other comments about this session?

Further training?

It would have been good to have had some breaks from presentations.

Would have been good to have had some group discussion.

An awful of lot of listening was required

General Comment

A very good session.

(k) Performance Management - 08/09/2011

Feedback very good

General Comments:-

Good balance of information and hands on. Good pace and energy. One of the best sessions I've attended.

Good refresher (from a continuing Councillor) as to performance indicators, well presented and at a good pace, a lively debate.

Topic covers a lot of ground. 2 hours probably insufficient, but the session was very worthwhile as an introduction. I didn't appreciate the role of PD&S panels in using the detailed data from the performance management system. Would be useful to have a session for each type of panel.

Other comments about this session?

Further training?

Extra and repeat training

Participatory exercises particularly stimulating - good to have quiz to start.

I need another one because I think I've grasped some of it, but sadly not enough of it! Enjoyed the practical.

(l) Sustainability and Climate Change – 14/09/2011

Feedback very good

General Comments:-

A Very good introduction.

A lot of complex information to take in at once.

A very large subject, only possible to discuss in short details.

(m) Member Tour of Tourism, Culture & Leisure - 07/10/2011

Feedback very good

General Comment:-

Well paced, very good information.

It was great.

Very useful tour; well organised and very much appreciated.

Other comments about this session?

Further training?

Great team

I found this extremely interesting & informative; sadly a little rushed.

Maybe finish later at there was so much to see.

Superbly done.

(n) Work of Somer Community Housing Trust – 14/10/2011

Feedback Good

General Comments:-

Councillors hi-jacked this course by asking many robust and challenging questions that had to be answered.

Very useful exchange of ideas and issues.

Other comments about this session?

Further training?

Sessions such as this that has a significant number of Councillors needs to have a chairman to control time and stick to the agenda.

Session on school energy management and transport energy

Should be held more frequently.

The contacts are excellent and most useful.

Less input from Councillors – perhaps a different session is needed ie one with Councillors and B&NES housing officers (not Somer).

(o) Health and Safety Responsibilities of Councillors – 20/10/2011

Feedback generally very good

General comment:-

High quality expertise, clearly delivered.

Very useful presentation. Well delivered

Well-tailored, good presenter.

Needed more time as we were a chatty group

Quite nicely tailored to Councillors responsibilities. Very good notes and pack

What could be omitted or presented in less detail?

Nothing. A good run through the key concepts and requirements.

(p) IT Skills Ipad Training Workshop – 07/11/2011

Training very problematic and frustrating for all concerned, different level of abilities and the trainer initially didn't have access to the same equipment Ipad the Cllrs were using nor had she access to the Councils' intranet system which she needed. Was subsequently given both access to the Intranet and the equivalent Ipad the Cllrs were using was loaned to her.

Some one to one sessions were also arranged.

- Trainer Lindsey Huchrak's comments as follows:

The feedback from the 2 training sessions I have run so far are as follows:

Participants have been at very different levels of understanding IT in both sessions, making it frustrating for everyone concerned.

Level 1 participants - Are at a very basic level with very limited IT skills.

Level 2 participants - This level of participant is already fairly computer literate and has different requirements”

General Comments:-

I felt that her time would have been employed more effectively and efficiently had she had both the right equipment and the right permissions to access the Council network as her trainees. It became impossible for her to demonstrate 'how to' do certain things because of the access issues and the wrong equipment being used to demonstrate!

None of the members present have any issues with the facilitator other than sympathy with her frustration at not being able to do her job properly

We were a varied bunch with some knowing more than others but all learning at least some basics (which was part of the idea), however, I was both disappointed and dismayed to find that the facilitator did not have an iPad2, as supplied to members and as previously supplied to the facilitator but then subsequently withdrawn by our IT providers. Neither did she have permission to access the Council system because of 'system access protocols'. Both my colleagues and I were disadvantaged by this..... and I am writing to you to complain about the frustration and irritation this has caused not only to the members in attendance but also to the very capable facilitator, part of whose time today was wasted! I would also add that it should not be her role to have to try and negotiate the access required or the equipment needed to do her job properly when acting on behalf of the Council but having to deal with Councillor IT & Training Support.

All participants at different levels a 1 to 1 would be more useful.

Feel people's levels of ability should have been taken into account.

Useful and instructive.

Needed to assess our needs better so training was more relevant to each Members.

Very useful for my level (mid).

What could be omitted or presented in less detail?

Some details (basic) not really needed. Would prefer more time on files and reader etc.

Other comments about this session?

Further training?

Another course would be helpful to explore storage of files etc.

Total beginners need extra session 1 to 1 sessions.

Time to allow for sharing our practices between Councillors.

Cllrs...should be grouped by current level of expertise (roughly).

(g) Speed Reading 15th December 2011

Feedback Very Good

General Comment:-

It made my reading quicker!

This was excellent! Well-paced, good interactive exercises and a CD to refresh training. I'll find this so useful as part of the Development and Control Committee.

(r) Public Speaking – 16/01/2012

Feedback Very Good

General Comment:-

It was most valuable and I was pleased to meet fellow councillors across the region and share experiences and time together.

I was delighted to put my newly learned skills to use in this week's meetings and felt sure I had a much improved impact on my colleagues

(s) Localism Act – 30/01/2012

Feedback generally good

General comment:-

Needs example where examples can be worked through.

A lot to fit in!!

This will be very challenging to deal with.

Very informative.

Not enough time, but very good.

Vast amount of information - Almost impossible to cover the field. As new guidelines come out further sessions will be needed. More focused on Single issues will be needed.

(t) Dealing with Challenging Behaviour and Conflict Management 27th February 2012

Feedback – Good

General Comment:-

Really very useful, I have implemented many of the techniques taught. However, it could have been more condensed.

(u) Development Control Planning Training Sessions

The feedback for all these sessions was extremely good:-

General Comment

My general judgement is that the series was very successful and worthwhile.

Generally I found the training extremely useful, especially those relating to the law and updates on planning regulations. I liked the presentations, using PowerPoint with time built in for questions. The session on S106 and the Community Infrastructure I found the least useful. It wasn't awfully clear but maybe this was because there wasn't much information in the first place! I found the timing just before the Development and Control Committee meeting in the afternoon very appropriate and the tea and sandwiches went down well!

In general terms, as a non-member of the Development Control Committee, I found these sessions very helpful in my day-to-day ward work. Planning is a major issue in Lansdown and it is good to be able to give informed, informal advice to residents, including explaining to them the process of putting in an application and why certain issues are likely to arise with an application. If the Training sessions were to continue, or even be repeated, I would be highly likely to attend.

...they were very good and informative but they all need follow-up within a short time or most of the good quality information gets forgotten. Also I think a brief document explaining all the slides shown would help as an on-line downloadable file so Councillors could refer back to as and when they needed to. PowerPoint slides alone are not enough, the explanations (brief) that go with them is very important.

My general view regarding planning training is that they are not only informative, but they are invaluable in keeping members up with current

legislation. There have been different standards of delivery, but on the whole, they have been very good. I would like them to continue.

This was a very useful programme of training covering the different aspects of the planning process that DCC members need to be aware of.

More information about planning law, and especially the NPPF would be useful.

More discussion sessions about local issues and examples of planning applications within B&NES would be useful (so long as they don't prejudice any decisions). The site visits we made in summer 2011 as an introduction to planning results were also useful, and could be extended again.

Re 'Urban Design and Planning – not really enough time to cover the group work in sufficient detail. Another follow-up session would be very useful.

Re: 'Enforcement' – More about enforcement practice – don't think LPAs check on development after they have been built

With more time available it would be useful to have more examples/case studies and to work in groups to discuss them.

Guidance on how to evaluate scientific data

I have attended nearly all the training sessions. They were all useful, the earlier ones showing the legal framework especially so. This is an area where new councillors like me generally come in with no more knowledge than the general public, but our electors do expect us to be knowledgeable. I was aware of the need to get up to speed, and the training sessions made it much easier to do so. I also noticed that councillors with much more knowledge and experience than me nevertheless also attended, and I benefited from their input as well as that of the trainers.

I thought these sessions were excellent. They covered vital information at a time of flux. The ecology one was particularly good. However, what I really like is the way officers relate the policies to practice. It is all very relevant to what we do.

I have found the in house training excellent. More please! Absolutely essential if we are to make the right decisions at a time of great fluidity in planning policies. Both the environmental one and the one on heritage buildings and conservation areas were very good. I would like a reminder session on GDC and the new ethics code. I.e. when to declare an interest or not. Etc. Much better than some of the external sessions I have been to.

(v) Making The Most of Your Memory March 2012

Feedback Good

General Comment:-

Interesting and useful and made me aware of previously unknown techniques to help. Definitely worth attending.

The session was enormously helpful. It convinced me I was not developing dementia, and am no worse than anyone else. There were loads of helpful tips to remember things. I could have done with a bit more theoretical info on how the brain works, as the lecturer packed in too much information so skipped the more theoretical.

Very well worthwhile. I would recommend it to anyone.

(w) How to Manage Radio interviews – 9th August 2012

Feedback very good:-

The course met objectives, was well organised and useful.

The trainers - clearly presented the content, material was helpful, were knowledgeable, encouraged participation and the pace was comfortable

(x) Members' Briefing re Clinical Commissioning Group – 13th September 2012

Feedback: good

General Comment:-

Informative and useful

(y) Media Training for the Cabinet 14th & 15th December 2011

Feedback: good

General Comment:-

Radio & TV Exercises were very good.

Practical exercises were good; though a bit too condensed and more needed.

Further comment: – would like to follow up re media interviews, TV etc and writing press releases

(z) Understanding the Travelling Communities – 24th April 2012

Feedback: good - though mixed in part

General comments:-

Questions taken before presentation rather than after the presentations which would have avoided some criticism and confusion

Would have been helpful to include reasoning for choosing sites.

Needed to be a longer session as a complex subject

Helpful session in setting out the background – though a little disjointed

Thoughtfully chaired

Health statistics terrifying; very persuasive

(zi) Development Control Committee Annual Tour – September 2012

Feedback Very Good:-

I found the annual tour very interesting and next year it will be even more interesting as many of the applications we have passed this year will be built by then. It was a good learning exercise as it showed how homes can be built with creativity and imagination.

I found the tour both thought-provoking and helpful. It wasn't only a story of triumphs, with mistakes admitted in the interest of learning therefrom. A lot of thought had clearly been applied by officers, and I for one appreciated that.

I thought it was a very good selection of sites which had worked, despite innumerable difficulties and ones which proved a bit unfortunate, and it was good to have the officers there to explain the constraints.

Planning is all about context, and to see the finished product was most useful; Please don't give up on the annual tour.

S:\Democratic Services\Worddocs\MEMBERS\MEMBSEC - Lola\Member 2011 - Lola's docs\Member Training\Evaluation re Members Induction 2011 for Resources PDS Panel.doc

Appendix C

Training – Types and Circulation

The Authority receives training information in a number of ways including:

- e-mails – ad hoc
- paper mail – ad hoc
- through Councillors who have received information directly
- through Councillors' requests (individual)
- through recognised training organisations (included in circulation list)
- through the Joint Unitary Authority Member Development Group (Bristol, South Glos, North Somerset and B&NES)
- through the Core Skills Councillor Development Programme (arranged through the Joint Unitary Authority Member Development Group)
- the internal Corporate Training Programme – Word, Excel and assertiveness training in particular

Training/development opportunities information received is normally sent to the Senior Members' Support and Development Officer (Lola Thomas) who is the prime person in Democratic Services that deals with Members' training and development needs. The Members' Secretary (Anne Larkins) also assists in training administration. The Members' Support Team is overseen by the Legal and Democratic Services Administrative Officer (Lyneve Thyer).

The information received is perused and circulated to the appropriate personnel depending on the nature of the training/development opportunity. Details of courses can be circulated through:

- The Leader of the Council (mainly for Cabinet Members)
- Group Leaders
- Political Group Assistants
- All councillors

When details are circulated we have to consider any nominations against:

- how many places are available – quite often numbers are restricted to maybe one or two per Council
- the role of the Member being nominated – is it appropriate, within their specific role
- what training the nominees have already undertaken
- how much the course costs (including any travel and subsistence)
- current budget and balances

There is an intense Induction Programme that starts in the election year and usually runs for up to 18 months plus. This programme is published in the Induction Pack that all councillors receive shortly after the elections take place. The next programme will therefore cover 2015 – 2019. The current Induction Programme can be seen at Appendix A (Councillor Learning and Development Programme). Training is often offered across the day and

evening with repeat sessions as appropriate in order to accommodate Members' availability.

At election time the Senior Members' Support and Development Officer undertakes a training audit (especially for new Members) so that appropriate training/personal development plan can be planned/arranged. This is part of the Induction Pack.

Main Training/Member Development Organisations

The main training organisations we deal with are:

- Local Government Improvement and Development – Primarily Leadership Academy Programme
- South West Councils – short half day specific skills plus Community Leadership training
- Core Skills Councillor Development Programme (Joint Unitary Authority Member Development Group) – For example chairing skills, speed reading, presentation skills etc

There are a number of other organisations that have been used in the past providing specific training to meet individual members' needs depending on existing skills and the role they are in. As mentioned above these are brought to the Members' Support Team's attention in a number of ways and circulated according to the nature of the training/development opportunity.

Other Member Development Opportunities

Service areas outside of Members' Support also arrange training/advisory sessions available to councillors on specific topics e.g. Localism, Planning, Licensing. These are arranged by the service area and recorded in the Council diary and training records.

Post Training

Members attending training are requested to complete a feedback form so that the appropriateness of the training can be assessed for future usage. Not everyone completes this form and it is intended to "chase" Councillors for this form in the future so that adequate feedback is returned for analysis.

A Register of courses attended by Members is maintained and regularly updated. This identifies what courses a councillor has attended at any given time. It is available on request and demonstrates the skills and knowledge gained whilst undertaking the role of councillor. This includes all training attended, including Induction Programme, specific key courses, service led training, leadership training and core skills. This was primarily set up as a result of an Audit of Members' Services so that officers could check which councillors were trained regarding regulatory committees. This is also often looked at when training is requested to ensure there is no duplication in order to give other councillors that have not attended the opportunity to do so.

Member Development Champion

Councillor Martin Veal is the Member Development Champion and regular update meetings are held between him and Lyneve Thyer, both of whom attend the Joint Unitary Authority Member Development Group. This group is made up of Councillors and the lead Members' Support Officers from Bristol City Council, South Gloucestershire Council, North Somerset Council and Bath and North East Somerset Council. The Group meets up three or four times a year to discuss areas of member development e.g. skills programme, Localism etc.

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West of England City Region Deal

Growth Incentive Summary

West of England

Bath & North East
Somerset Council



North
Somerset
Council

South Gloucestershire
Council

West of England

Local Enterprise Partnership



Growth Incentive deal summary

Government will:

“Provide a licensed exemption from the effects of the resets and levies of the local government finance system in five Enterprise Areas over 25 years (starting April 2014), enabling the West of England to retain 100% of business rates growth in these areas.”

Local authorities will:

“Pool the business rate growth from these five Enterprise Areas alongside that from the existing Enterprise Zone, generating a significant financial contribution to the £1bn West of England Economic Development Fund.”

LEP will:

“Deliver a £1bn programme of investment from the Economic Development Fund to unlock and accelerate economic growth in the West of England.”

West of England

Bath & North East
Somerset Council



North
Somerset
Council

South Gloucestershire
Council

West of England

Local Enterprise Partnership



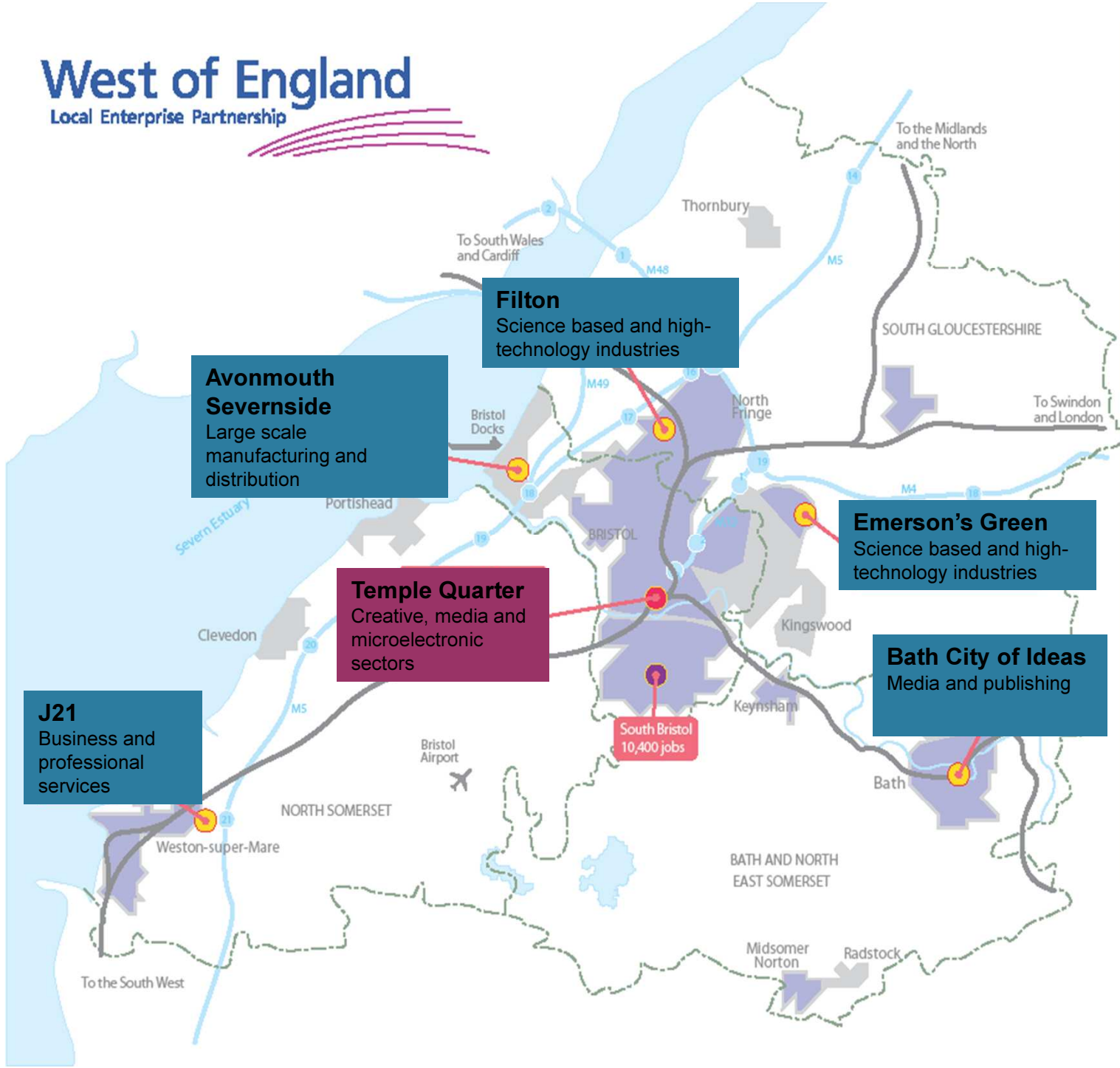
Two separate but linked parts

Growth Incentive Proposal – NDR Pool	Economic Development Fund
Overall Pool - £1.17bn	Overall £1bn Fund
TIER 1 – No worse off £390m to 4 UAs	Current funding streams £500m (Transport, RIF etc)
TIER 2 – Contribution to EDF Up to £500m over up to 25yrs	Contribution from Pool Up to £500m over up to 25yrs Critical infrastructure £138m Other schemes – flagship, business support, broadband etc Financing costs of any borrowing
TIER 3 – Demographics Surplus to 4 UAs, building on 5:1 basis to EDF payment until EDF commitment fulfilled	
4 UA's	LEP



West of England

Local Enterprise Partnership



Key:

Existing Network:

- Motorway
- Local Authority Boundary

New Homes and Jobs, 2006 - 2030:

- Enterprise Zone
- Enterprise Areas
- Other Major Employment Site
- Priority Growth locations

Filton
Science based and high-technology industries

Avonmouth Severnside
Large scale manufacturing and distribution

Temple Quarter
Creative, media and microelectronic sectors

Emerson's Green
Science based and high-technology industries

Bath City of Ideas
Media and publishing

J21
Business and professional services

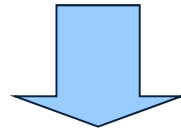
South Bristol
10,400 jobs



Business rates pool



100% business rate growth from Growth Incentive Areas



Accountable body: South Gloucestershire Council

West of England

Bath & North East Somerset Council



North Somerset Council

South Gloucestershire Council

West of England

Local Enterprise Partnership

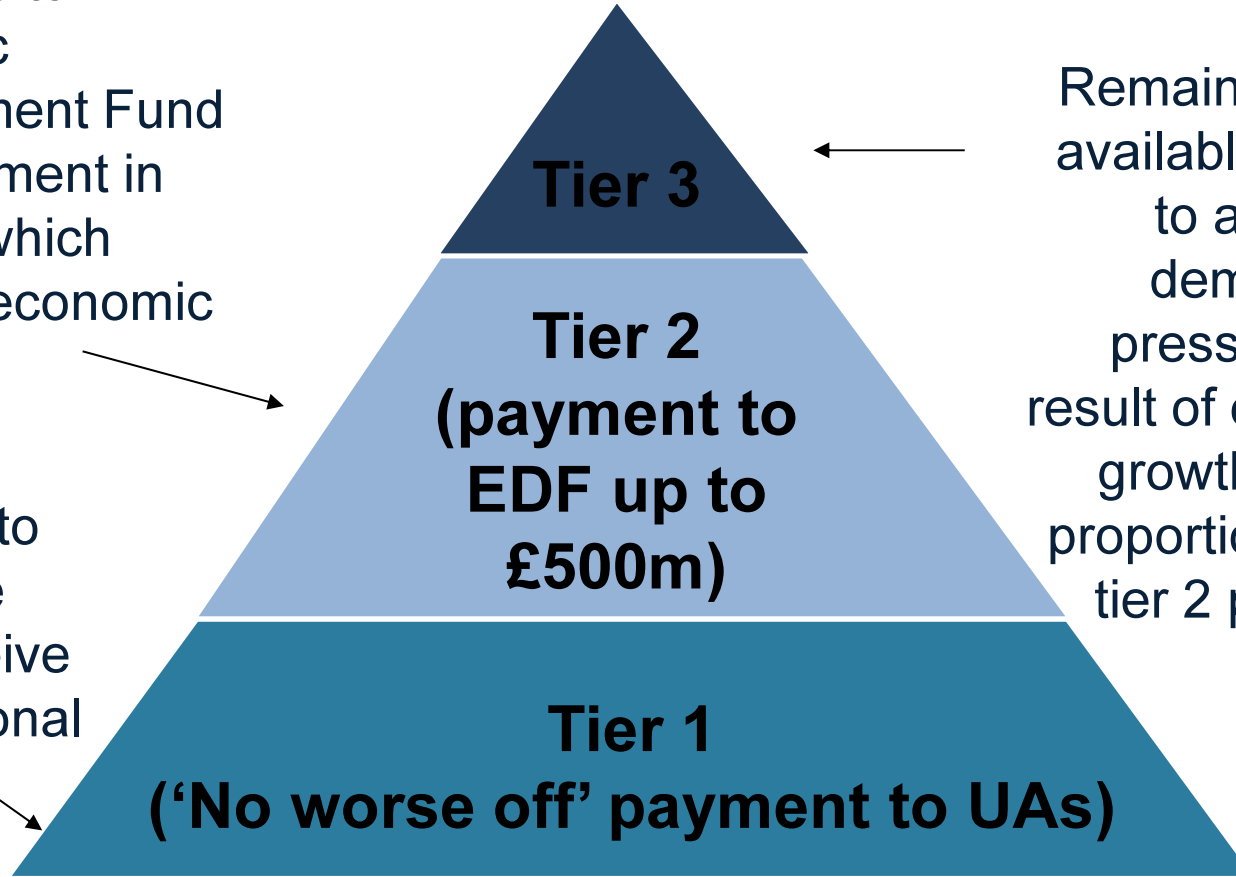


Pool distribution

Payments to Economic Development Fund for investment in projects which promote economic growth

Remaining funds available for UAs to assist with demographic pressures as a result of economic growth, to build proportionately to tier 2 payments

Payments to UAs (value would receive under national system)



Economic Development Fund

- * Provides up to £500M to fund projects which accelerate growth in WoE
- * Total £1bn of investment with other funding streams e.g. RIF, Transport etc.
- * All EDF Projects subject to Governance and Approval by LEP Board
- * Subject to availability of funds in the business rate pool
- * To Fund Approved Infrastructure and Related Borrowing Costs
- * Projects to be put forward by Lead Authority (indicative list being developed)
- * Borrowing underwritten by Lead Authority

West of England

Bath & North East
Somerset Council



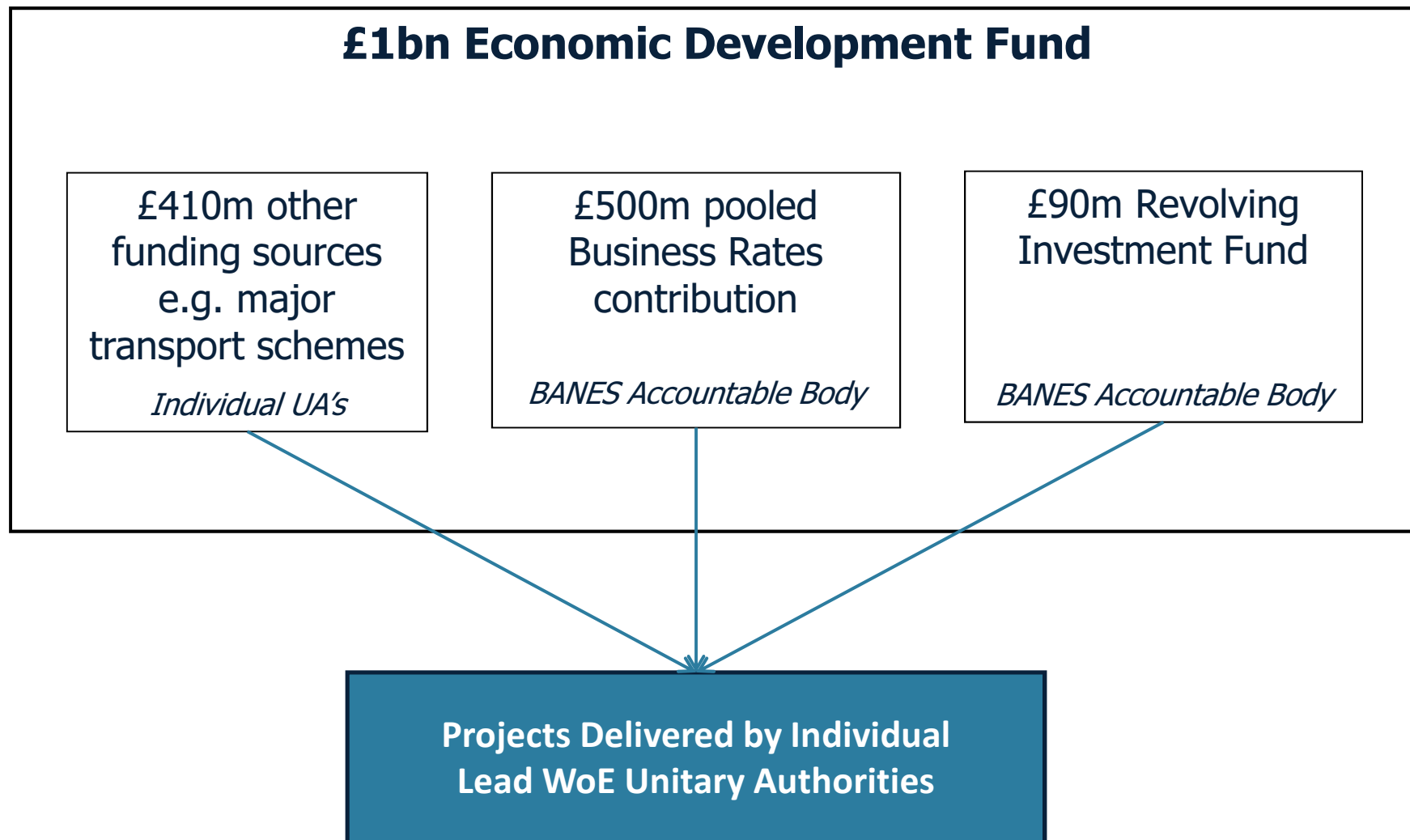
North
Somerset
Council

South Gloucestershire
Council

West of England

Local Enterprise Partnership





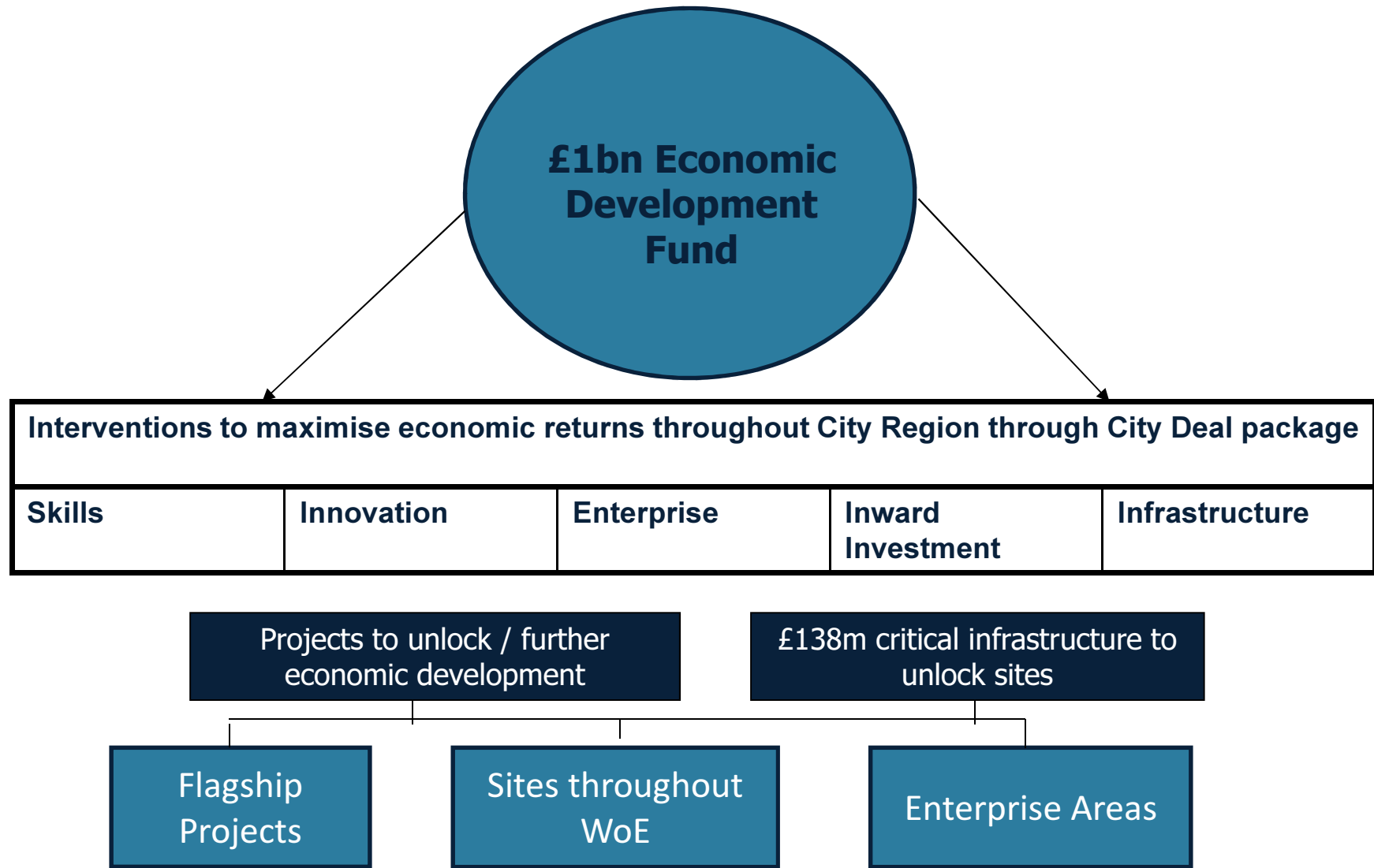
West of England



West of England

Local Enterprise Partnership





West of England

Bath & North East Somerset Council



North Somerset Council

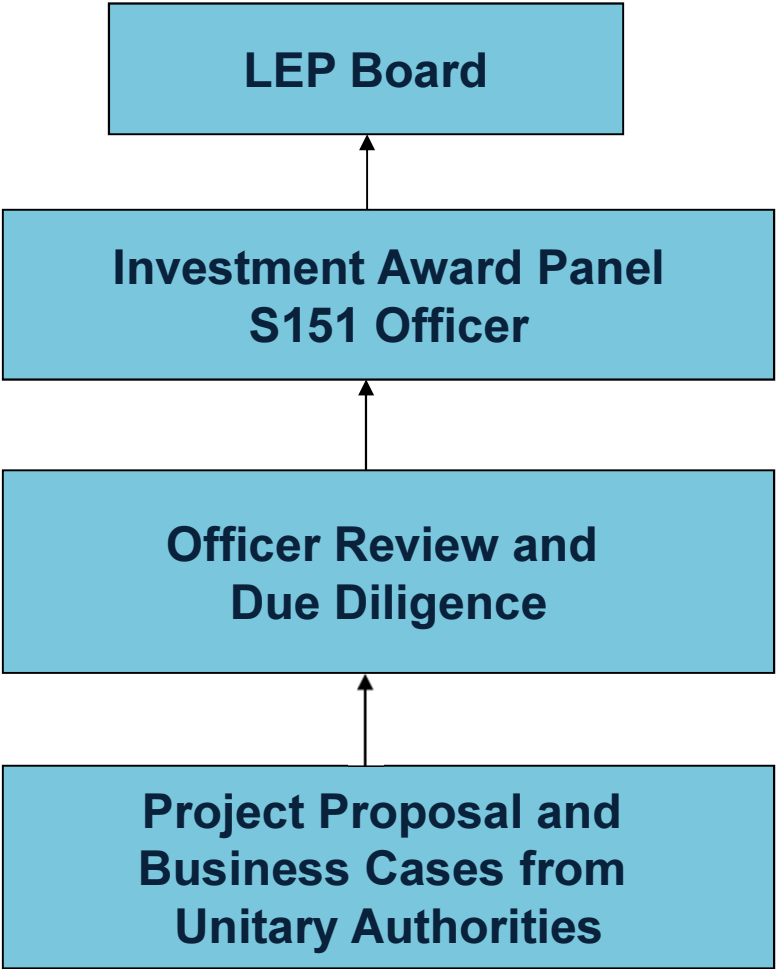
South Gloucestershire Council

West of England

Local Enterprise Partnership



EDF Governance



Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	17 th June 2013
TITLE:	Community Assets Task and Finish Group Review – Recommendations Cabinet response table
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Appendix 1 Community Assets Report</p> <p>Appendix 2: Recommendations response table (updated Version with Cabinet response to follow)</p>	

1 THE ISSUE

The Localism Act 2011 introduced two new duties for local authorities, known as the ‘Community Right to Bid’ and the ‘Community Right to Challenge’ which came into force in September 2012¹. This is also linked to a wider challenge facing local government to deliver efficiency savings and demographic changes with an increasing older population.

Prior to coming into force, the Resources Policy Development and Scrutiny Panel received a presentation about the ‘Community Asset Transfer’ from the Divisional Director of Policy and Partnerships at their meeting on the 16th July 2012².

We were keen to assist in developing the Council’s approach to the community asset transfer so appointed a task and finish group at the meeting who would work with service officers to undertake case study visits. The task and finish group would enable us to identify good practice and undertake a policy development role to assist the Cabinet with implementing the requirements of the Localism Act.

Attached is the report of these findings which was delivered to Cabinet

2 RECOMMENDATION

The Resources Policy Development & Scrutiny Panel is asked to:-

¹ More information about ‘Community Right to Bid’ and ‘Community Right to Challenge’: <http://locality.org.uk/movement/policy/community-rights/community-bid/>

² Link to presentation received on 16th July 2012: <http://democracy.bathnes.gov.uk/documents/s21939/Community%20Assets.pdf>

2.1 Consider and make any further comments on the responses made to the recommendations received by the Cabinet Member(s) Cllrs Bellotti, (Community Resources) Crossley, (Leader of Council), Dixon (Neighbourhoods).

3 FINANCIAL IMPLICATIONS

3.1 The Panel is being asked to advise Cabinet whether any specific recommendations fit within the objectives of the Council and should be taken forward. A recommendation from the Panel to act upon recommendation's made, does not cause a financial commitment for the Council to include objectives within a Service Delivery Plan. Any decision to include recommendations will be taken by Cabinet and will follow the appropriate democratic process.

4 THE REPORT

Full details of the outcomes of visits is contained within the final report attached

This report should be read in conjunction with the community assets appendix to the budget report considered by Council in February 2013, and the budget savings target also referred to in the 3 year financial plan³.

5 RISK MANAGEMENT

5.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

6 EQUALITIES

An EqIA has been completed. No adverse or other significant issues were found.

7 CONSULTATION

7.1 Select from: *Ward Councillor; Cabinet Member; Parish Council; Town Council; Trades Unions; Policy Development and Scrutiny Panel; Staff; Other B&NES Services; Service Users; Local Residents; Community Interest Groups; Youth Council; Stakeholders/Partners; Other Public Sector Bodies; Charter Trustees of Bath; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

7.2 See Pages 6 and 7 of final report

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Select from: *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

9 ADVICE SOUGHT

³ <http://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=272&MId=3217&Ver=4>

9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Donna Vercoe
Background papers	Resources Panel meeting 16 th July 2012- Community Asset Transfer Presentation 11 th February Resources Panel Community Asset Presentation – Cllr Paul Myers
Please contact the report author if you need to access this report in an alternative format	

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Review Title: **Bath and North East Somerset Council Community Asset Task and Finish Group Review**

Policy Development & Scrutiny Panel: **Resources Panel**

Panel Chair & Vice Chair: **Cllr John Bull & Cllr Manda Rigby**

Policy Development & Scrutiny Project Officer(s): **Donna Vercoe**

Supporting Service Officer(s): **Andy Thomas**

Process for Tracking PD&S Recommendations - Guidance note for Cabinet Members

The enclosed table lists all the recommendations arising from the above Policy Development & Scrutiny Review. Individual recommendations are referred to the relevant named Cabinet Members (or whole Cabinet in the case of a whole Cabinet referral) as listed in the '**Cabinet Member**' column of the table. In order to provide the PD&S Panel with a Cabinet response on each recommendation, the named Cabinet member (or whole Cabinet) is asked to complete the last 3 columns of the table as follows:

Decision Response

The Cabinet has the following options:

- **Accept** the Panel's recommendation
- **Reject** the Panel's recommendation
- **Defer** a decision on the recommendation because a response cannot be given at this time. This could be because the recommendation needs to be considered in light of a future Cabinet decision, imminent legislation, relevant strategy development or budget considerations, etc.

Implementation Date

- For 'Accept' decision responses, give the date that the recommendation will be implemented.
- For 'Defer' decision responses, give the date that the recommendation will be reconsidered.
- For 'Reject' decisions this is not applicable so write n/a

Rationale

Use this space to explain the rationale for your decision response and implementation date. For accepted recommendations, please give details of how they will be implemented.

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p><i>The whole rationale behind the recommendations below is to ensure a ‘light touch’ approach from Council in accordance with the concept of asset transfer (i.e. passing over responsibility) and allowing the Localism to do its work. So apart from facilitation to set up of a Self Help Structure thereafter the initial costs of asset transfer should be offset in each case by the reduced cost of not having to manage the asset as closely in the future. On-going Officer involvement thereafter should only be associated with exceptional cases of misuse of assets, promotion of best practice generally and dealing with requests to carry out improvements – all of which should be only a proportion of the whole base and be able to absorbed into existing officer time.</i></p>				
<p>Recommendation 1: Develop a Community Building Value Index which brings together the following three elements:</p> <p>a) Financial return on an asset (annual commercial rent £)</p> <p>b) Community benefit (discount rating 0% no benefit to 100% maximum benefit)</p> <p>c) Measure of organisational sustainability (High, Medium, Low probability that organisation will existing in 1,3,5, over 25 years).</p> <p><i>Financial Assessment:</i> <i>Absorbed within existing work level:</i> <i>This at its most basic level would require two officer day’s work – ½ day meeting with Property and Local Partnerships and a rep from Resources. Then ½ day’s work to test the index against 5 community asset projects and write up guidance notes with a representative from the Resources ONS panel.</i></p>	<p>Cllr Paul Crossley</p> <p>Cllr David Bellotti</p> <p>Cllr David Dixon</p>			

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>Recommendation 2: Encourage the use of flexible leases for community asset transfer projects rather than just long term leases for 25 years and over, these could be small leases of 3-6 months initially and once a project becomes established longer term leases of 6-10 years could be made available.</p> <p>Financial Assessment: Absorbed within existing work level: <i>As part of the Property Services lease negotiation/paperwork.</i></p>	<p>Cllr Paul Crossley</p> <p>Cllr David Bellotti</p> <p>Cllr David Dixon</p>			
<p>Recommendation 3:</p> <p>We suggest developing an Officer Group which brings together key representatives e.g. Property Services, Policy and Partnerships, Health and Safety, Business Continuity, Parish/Town/Council Members to assess the feasibility of community asset proposals, similar to the way the existing Safety Advisory Group operates for events.</p> <p>Financial Assessment: Absorbed within existing work level: <i>Once a quarter – this meeting would probably require less time than the present model where everyone discusses cases in isolation.</i></p>	<p>Cllr Paul Crossley</p> <p>Cllr David Bellotti</p> <p>Cllr David Dixon</p>			

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>Recommendation 4:</p> <p>The existing Resources Policy Development and Scrutiny Panel could receive a quarterly update at their meeting which considers:</p> <ul style="list-style-type: none"> • Requests for asset transfer policy and individual cases (this would not be a decision making forum but provide the opportunity to offer advice/support to interested groups) • Provide a reference point for all those buildings happily ticking over who either suddenly face a crisis or who want to initiate a development project and need advice. <p>Financial Assessment: <i>On the basis that the meeting takes place, there is no direct financial implication as can be met within existing service resources/budgets.</i></p>	<p>Cllr Paul Crossley</p> <p>Cllr David Bellotti</p> <p>Cllr David Dixon</p>			
<p>Recommendation 5:</p> <p>Facilitate community asset projects with the creation of a self-help group. This would allow 'successful' community asset projects and newly established projects to share information and develop best practice. This could perhaps be done via the Run A Club (http://www.runaclub.com) website or similar</p>	<p>Cllr Paul Crossley</p> <p>Cllr David Bellotti</p> <p>Cllr David</p>			

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>The Council should work with existing community groups to develop an 'offer' for community asset groups by working with them to identify what support groups would most benefit from e.g. flexible leases, access to legal/health and safety advice or the opportunity to seek support from other groups. A suggested self-help system of regulation and support should include:</p> <ul style="list-style-type: none"> • Empowering volunteers and allowing them to share information and best practice (see recommendation 2) • Allowing the Council a light touch to ultimately ensure the proper use of public assets, efficiency savings for the Council, presenting advice and bringing in specialities • Avoiding large amounts of office time and money being required to micro manage such a diverse estate • Possibly instituting a voluntary quality standard based on self-inspection akin to the old Hallmark system <p>Financial Assessment: <i>This item would require an initial upfront investment of officer time – probably based in the Policy & Partnerships team.</i></p> <p><i>An allocation of half a day a week for 6 weeks</i></p>	<p>Dixon</p>			

Resources Policy Development & Scrutiny Panel: Cabinet Response Table

Recommendation	Cabinet Member	Decision Response	Implementation Date	Rationale
<p>to:</p> <ul style="list-style-type: none"> • <i>Identify asset list and associated contact points from Property Services with additional information from various Policy & Partnership officers.</i> • <i>Establishing a Steering Group with 4 projects – one rep drawn from Somer Valley, Bath, Keynsham and Chew Valley. One pre-meeting to draft launch ‘pitch’ agenda, proposals, governance proposals, venue and launch date.</i> • <i>Preparations – send out invites, collate responses, book venue (suggest one of those involved in network as host).</i> • <i>Attend on the day – with a view to project taking on a life of its own.</i> <p><i>Thereafter, officer time would be based on interaction in the normal course of pursuing working objectives for teams across the Council.</i></p>				

RESOURCES PDS FORWARD PLAN

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and

can be seen on the Council's website at:

Page 93

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or Michaela Gay, Democratic Services (01225 394411). A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website and at the Guildhall (Bath), Hollies (Midsomer Norton), Riverside (Keynsham) and at Bath Central, Keynsham and Midsomer Norton public libraries.

Resources PDS Forward Plan

Bath & North East Somerset Council

Anticipated business at future Panel meetings

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
RESOURCES PDS PANEL - 17 JUNE 2013				
17 Jun 2013 11 Jul 2013	Resources PDS Council	City Deal	Andrew Pate Tel: 01225 477300	Andrew Pate
17 Jun 2013	Resources PDS	Update on Grand Parade and Undercroft	Tom McBain Tel: 01225 477806	Andrew Pate
17 Jun 2013	Resources PDS	Member Training	Vernon Hitchman Tel: 01225 395171	Andrew Pate
Before 5 Jun 2013 17 Jun 2013 E2549	Cllr Paul Crossley, Cllr David Dixon, Cllr David Bellotti Resources PDS	Response to PDS Recommendations - Community Asset Transfer Review	Donna Vercoe, Councillor Paul Myers David Trethewey Tel: 01225 396053, Tel: 01225 396353	Andrew Pate
RESOURCES PDS PANEL - 15TH JULY 2013				
15 Jul 2013	Resources PDS	Procurement	Jeff Wring Tel: 01225 477323	Andrew Pate

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
15 Jul 2013	Resources PDS	Review of Delivery of Budget Savings and Income	Tim Richens Tel: 01225 477468	Andrew Pate
15 Jul 2013	Resources PDS	Business Rates - Collection and Management	Ian Savigar Tel: 01225 477327	Andrew Pate
15 Jul 2013	Resources PDS	Workplaces - Guildhall Update	Tom McBain Tel: 01225 477806	Andrew Pate
RESOURCES PDS PANEL - 16TH SEPTEMBER 2013				
Page 95 16 Sep 2013	Resources PDS	Review of Council Lettings for Use of Rooms	Stephen Bird Tel: 01225 477750	Andrew Pate
16 Sep 2013	Resources PDS	Corporate Complaints Policy and Procedures	Ian Savigar Tel: 01225 477327	Andrew Pate
16 Sep 2013	Resources PDS	Social Fund	Ian Savigar Tel: 01225 477327	Andrew Pate
16 Sep 2013	Resources PDS	Staff Resources	William Harding Tel: 01225 477203	Andrew Pate
16 Sep 2013	Resources PDS	Performance Management	Andrew Pate Tel: 01225 477300	Andrew Pate

Ref Date	Decision Maker/s	Title	Report Author Contact	Strategic Director Lead
RESOURCES PDS PANEL - 11TH NOVEMBER 2013				
RESOURCES PDS PANEL - 13TH JANUARY 2014				
RESOURCES PDS PANEL 3RD FEBRUARY 2014				
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