

By: Gary Cooke, Cabinet Member for Corporate and Democratic Services
Andrew Bowles, Chairman of the Member Development Steering Group

To: Selection and Member Services Committee – 27 November 2013

Subject: Transformation Plan and Member Development

Summary: This report informs the Committee of the views of the Member Development Steering Group on the opportunities for members to support them in contributing to the Transformation Plan

1. Introduction

- (1) At the last meeting of the Committee, a commitment was made to report back on the options and opportunities for Member development in contributing and taking forward the Transformation Plan (for which there will be more detail from the Leader at the December meeting of the Council).
- (2) The Member Development Steering Group, which the County Council agreed to re-constitute on 19 September, met on 27 October 2013 to consider the options.

2. Views of the Member Development Steering Group

- (1) The Steering Group discussed the key components and knowledge an elected Member should have/will require to contribute to the Transformation Plan:
 - Understanding what commissioning is.
 - Understanding the various models of service delivery.
 - What are the outcomes to be achieved and the drivers for those outcomes.
 - Developing a more mature approach to risk.
 - Understanding the importance of contract management.
 - Managing conflict and conflict resolution.
 - Negotiation skills.
 - Managing expectations.
 - Chairing difficult public meetings.
 - Influencing, listening and persuasion skills.
 - Control and accountability; “I have been elected to represent my community. What does this mean in terms of accountability and control; through the range of service models?”
 - Culture change.
 - Effective consultation.
 - Using plain English to convey a message which the public will understand.

- Media relations.
- (2) Having agreed the key components for elected Members, the Steering Group considered the options for delivery, which included arranging briefings for Members, together with bespoke training events or a series of days when this whole programme could be delivered.
 - (3) The Steering Group agreed that the most appropriate model of delivery would be a number of days when these core elements could be delivered to Members through a range of teaching methods. A suggested programme for the day is attached as an **Appendix**. There would be places for 20 delegates on each day, including any colleagues who wished to attend from other local authorities across Kent. The dates proposed are:

Wednesday 29 January 2014
Thursday 30 January 2014
Wednesday 26 February 2014
Thursday 27 February 2014
Tuesday 25 March 2014

- (4) This overview training event would be supplemented by bespoke events on individual topics which support the Transformation Plan.
- (5) As an initial step it was felt useful if all members of the Council could be invited to a briefing to be provided by John Burr, Director of Transformation.

3. RECOMMENDATION

- (6) The Committee is asked to endorse the programme to support Members in taking forward the County Council Transformation Plan.

Outline programme for supporting elected Members and the Transformation Plan

8.45am – Coffee and Registration

9.00am - Welcome

9.15am – 10.45am - Understanding commissioning and the commissioning role

10.45am to 11am - Coffee

11.15am -12.30pm

- Understanding the various service delivery models
- What are the outcomes to be achieved.
- Developing a mature approach to risk
- Understanding the importance of contract management
- Control and Accountability in these various service delivery models

12.30 – 1.30pm Lunch

1.30 – 4pm Putting the learning from the morning into practice. During the afternoon sessions, through role play and observation, there will be an opportunity to learn and practice the following skills:

- Chairmanship
- Managing expectations
- Managing Conflict and conflict resolution
- Listening skills
- Influence and persuasion skills
- Effective consultation
- Presentation in plain English
- Dealing with the media