

ADULTS COMMITTEE - AGENDA PLAN AND TRAINING PLAN

To: **Adults Committee**

Meeting Date: **13 July 2017**

From: **Interim Executive Director: Children, Families and Adults.**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **At the start of the Municipal Year, the Policy and Service Committee is asked to consider its Agenda Plan and Training Plan.**

Recommendation: **The Policy and Service Committee is asked to:**

- a) agree its agenda plan attached at Appendix A.**
- b) agree the training plan that has been developed as set out as Appendix B to this report.**
- c) consider if there are any other areas of the Committee's remit where members feel they require additional training.**

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1. BACKGROUND

- 1.1 Following a workshop held for Chairmen/women, Vice-Chairmen/women and Spokesmen/women (hereafter referred to as Spokes) of the Policy and Service Committees in August 2015, the Member Development Panel, with the support of Group Leaders, recommended that agenda plans should continue to be placed at the end of Policy and Service Committee agendas, with the exception of the first meeting of the new Municipal Year when the agenda plan should be the first item of business on the agenda.
- 1.2 Constitution and Ethics Committee held a workshop on 27 January 2015 to consider the responses to a survey of Members and officers following the introduction of the new system of governance. As part of its considerations, the need for more accessible training and briefings for members in relation to services within their committee remits and decisions being made was discussed. It was suggested that if a committee was responsible for its own Committee Training Plan, it could arrange training at the convenience of its own committee members, monitor attendance, and ensure that each member received copies of PowerPoint presentations. Council, at its meeting on 24 March 2015, agreed that each Policy and Service committee would consider and approve its own training plan at every meeting. The plan to include figures for attendance at each training session.
- 1.3 Group Leaders have raised the need for this report to set the scene for Policy and Service Committees in the new municipal year. Attention has therefore been drawn to major items coming up for consideration. The training plan has a direct link with the activities of the relevant Service and the items to be considered by the Committee.

2. AGENDA PLAN

- 2.1 A copy of the Adults Committee Agenda Plan is attached at **Appendix A**. The Plan is considered at each meeting of the Policy and Service Committee and by the relevant Lead Members. There is a process for managing agenda items requested by Councillors, which is detailed in Section 7 of Part 4.4 – Committee and Sub Committee Meetings of the Constitution – see link below <https://cmis.cambridgeshire.gov.uk/ccclive/Documents/PublicDocuments.aspx>
- 2.2 Council, at its meeting on 24 March 2015, agreed that information reports would not normally be included on committee agendas unless they are updating, at the specific request of the committee, progress of decisions previously agreed by a committee.
- 2.3 For the Adults Committee, we propose the following areas for each of the Committee's to focus on this year, particularly in light of new membership:

Adults:
 - Safeguarding – specific safeguarding training, visiting Multi-agency

- Safeguarding Hub (MASH)
- A service users journey in Older People services – a day of visiting various teams, right from the start when service users make contact through to delivering services to service users
- Our funding arrangements for providing care – an overview of how funding is allocated to care packages, how direct payments work and pooled budgets with partner organisations
- An outline of our key initiatives – an overview of the key initiatives such as Assisted Technology, Adults Early Help, Community Navigators, Neighbourhood Cares

3. TRAINING PLAN

- 3.1 For the Adults Committee, the development of a training plan has been considered in light of the strategic functions of the Committee.
- 3.2 An initial draft of development topics to be included within the training plan has been developed, and these have are included as **Appendix B**. Once Committee Members have approved the training plan, suitable details and dates for each session will be identified.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

4.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

4.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no significant implications within this category.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

5.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

5.4 Equality and Diversity Implications

There are no significant implications within this category.

5.5 Engagement and Communications Implications

There are no significant implications within this category.

5.6 Localism and Local Member Involvement

There are no significant implications within this category.

5.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable
Have any Public Health implications been cleared by Public Health	Not applicable

Source Documents	Location
Council Agenda and Minutes – 24 March 2015	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/276/Committee/20/Default.aspx