

**COMMITTEE TRAINING PLAN**

*To:* **Highways & Community Infrastructure Committee**

*Meeting Date:* **1 September 2015**

*From:* **Democratic Services**

*Electoral division(s):* **All**

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

*Purpose:* **The Highways & Community Infrastructure Committee is asked to note the progress in developing a committee training plan to date.**

*Recommendation:* **The Highways & Community Infrastructure Committee is asked to note the attached training plan and make recommendations for any additional items.**

<b><i>Officer contact:</i></b>	
Name:	Dawn Cave
Post:	Democratic Services Officer
Email:	<a href="mailto:dawn.cave@cambridgeshire.gov.uk">dawn.cave@cambridgeshire.gov.uk</a>
Tel:	01223 699178

## **1.0 BACKGROUND**

- 1.1 At the meeting of the Council held on 24 March 2015, it was agreed that each committee should consider and approve its own training plan at every meeting. Members of the Constitution and Ethics Committee were concerned about the low take up at training events and were keen that Members should be accountable publicly for their attendance. It was also thought that taking the training plan to the committee meeting would facilitate the organisation of training at a time convenient for the majority of committee members.

## **2.0 MAIN ISSUES**

- 2.1 The draft Highways & Community Infrastructure Committee Training Plan was discussed at the Highways & Community Infrastructure Committee Spokes meetings in July and August. Spokes agreed that the following items should be added to the Training Plan:
- Highways Asset Management and Operations
  - Street Lighting PFI and Energy Savings
  - Highways Depots, including explanation of different road surfaces used
- 2.2 Subsequently, a number of Highways Depot Open Days have been arranged, between 1<sup>st</sup> and 17<sup>th</sup> September, and these have been added to the Training Plan. Whilst these are targeted at a wider audience, invitations have been sent to Committee Members and the events included on the Training Plan.
- 2.3 At their August meeting, Spokes also agreed that the whole Committee should be contacted and asked if they could identify any training needs. An email was sent to the Committee on 13<sup>th</sup> August, detailing the areas of the Committee's responsibilities, and asking Members to identify any training needs.
- 2.4 One response was received to this request, from Councillor Scutt, who commented that she would find some information on the following areas useful: Trading Standards, Registration and Coroners. It is proposed that this training be provisionally arranged, and if only Councillor Scutt and one or two other Members are interested in these topics, this would probably be best dealt with via a conversation with a relevant officer, at Members' convenience. However, if more Members are interested in a topic, then a more formal seminar may need to be arranged.
- 2.5 The training seminars arranged in 2014 were not well attended. It is hoped that smaller, more informal ways of achieving the learning outcomes can be adopted so that these can be more flexible to take into account restrictions on Members' time. The draft Training Plan is attached to this report at **Appendix 1**.

## **3.0 ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 Developing the local economy for the benefit of all**

- 3.1.1 There are no significant implications for this priority.

### **3.2 Helping people live healthy and independent lives**

3.2.1 There are no significant implications for this priority.

### **3.3 Supporting and protecting vulnerable people**

3.3.1 There are no significant implications for this priority.

## **4.0 SIGNIFICANT IMPLICATIONS**

### **4.1 Resource Implications**

4.1.1 There are no significant implications within this category.

### **4.2 Statutory, Risk and Legal Implications**

4.2.1 There are no significant implications within this category.

### **4.3 Equality and Diversity Implications**

4.3.1 There are no significant implications within this category.

### **4.4 Engagement and Consultation Implications**

4.4.1 There are no significant implications within this category.

### **4.5 Public Health Implications**

4.5.1 There are no significant implications within this category.

### **4.6 Localism and Local Member Involvement**

4.6.2 There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
None	



<b>HIGHWAYS AND INFRASTRUCTURE COMMITTEE TRAINING PLAN</b>	Published 20/08/15	
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Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
1.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.		3 June 2014		Training Seminar	H&CI Committee		
2.	Visit to MBT Plant and Training Session on Waste PFI	Members will have greater awareness of the Council's Mechanical Biological Treatment (MBT) plant and will learn more about how the plant processes mixed rubbish that previously would have gone to landfill. and the benefits to waste		3 July 2014		Visit	H&CI Committee		
3.	Supporting Businesses and Communities			8 August 2014		Training Seminar	HIC Committee		
4.	Community and Cultural Services – general presentation	Members will have enhanced knowledge of the services delivered in Community and		5 September 2014	Christine May	Training Seminar	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
	(mainly on libraries)	Cultural Services and in particular, will gain greater knowledge of the opportunities and challenges facing the library service.							
5.	Visit to a Community Hub/s combined with a seminar on the library service  Visited Somersham, Gamlingay & Melbourn	Members will gain practical experience of the working of a community hub and more in depth knowledge of the library service.		Sept/ Oct 14  3/10/14  8/10/14	Christine May & John Onslow	Visit	H&CI Committee	Cllrs Hickford, Criswell, Kindersley and van de Ven	
6.	Highways Asset Management and Operations	Members will be able to demonstrate increased knowledge and understanding.		TBA		Training Seminar	H&CI Committee		
7.	Street Lighting PFI and Energy Savings	Members will learn about the Council's street lighting responsibilities and the Private Finance Initiative (PFI) funded partnership to upgrade street lighting, as well as hearing about energy saving measures.		TBA		Training Seminar	H&CI Committee		
8.	Highways Depots – to include explanation of different road surfacing used	Councillors will gain a more practical insight into the work of Highways Depots and greater awareness of the Council's approach to road surfacing.		Huntingdon* (01/09/15); Cambridge (08/09/15); Witchford (14/09/15); March	Richard Lumley	Open Days	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
				(15/09/15); Whittlesford (17/09/15).					
9.	Registration			Christine May					
10.	Coroners			Christine May					
11.	Trading Standards			Aileen Andrews					

\*All Highways Depots Open Days have three time slots: 2-4pm, 4-6pm, or 6-8pm.