Training Needs Analysis

As a result of the PDP process undertaken in 2007/08 together with those PDPs from the previous year that are still in place, a Training Needs Analysis has been developed to shape the 2008/09 Strategy. The information below sets out the main themes and issues emerging from the analysis of the data.

The overarching objective details the number of Elected Members that have requested the training and development and against these are specific actions which members have requested.

The Annual Member Learning and Development Schedule2008/09 and Quarterly Member Learning and Development Programmes detail forthcoming specific events and resources available to address these priorities.

Overarching Objective	Key Areas	
OBJECTIVES FROM PDP ANALYSIS		
Leadership Development (13)	• Develop role as Cabinet Member through Briefings with Directors • Leadership Skills	• Priority Setting
Scrutiny and Challenge (17)	• Effective questioning techniques	• Implications of Councillor Call for Action
	• Providing constructive and effective challenge	• Effective Performance Management and Monitoring of both the Council and partners
Community and Local Leadership (31)	• Working with neighbouring authorities	• Information on the Local Strategic Partnership
	• Understanding of the local, regional and national context of Rossendale	• Tour of Borough and County services
	• Using Neighbourhood Forums to engage with the public	• Working with the County Council
	• Running effective surgeries	• Community Cohesion
	• Workings of the Local Strategic Partnership and promoting Rossendale	• Member Enquiry Service
	• Engaging with young people	• Role of Members on Outside Bodies

Overarching Objective	Key Areas		
CORPORATE IMPROVEMENT PRIORITIES AND OTHER CORE SKILLS
Other Council meetings and related skills including Regulatory and functional areas (17)	• Role of Licensing Committee. Mock meeting on considering a drivers' application.	• Role of the Standards Committee and how to conduct Hearings
	• Development Control	• Appointments and Appeals
	• Planning policies	• Role of Audit Committee
	• Chairing meetings	• The Council 's Constitution and updates on changes (policy/legislation/procedures)
	• Protocol at Council meetings	
Information and Communications Technology (ICT) training (15)	• ICT skills training and one to ones	• Using e-mail
	• Guidance on use of laptops and blackberrys	• Using word processing packages
	• Using the Internet	
Communication skills (12)	• Speaking in large groups	• Public Speaking
	• Presentation Skills (how to present reports)	• Giving press statements, media briefings
Finance (11)	• Understanding local government finance	• Understanding the budget process
Governance (14)	• Declaring interests	• Code of Conduct
	• Member/Officer Protocol	
General issues and knowledge (10)	• Equality and diversity	• Information about Council departments
	• Information on new officers joining the Council	• Relations with officers
	• Health and safety	
Induction of new members (9)	• Induction session with Executive Management Team	• Introduction to ethical governance framework
	• Explanation of Corporate Priorities	• Information about declaring interests
	• Access to an Induction Pack	• Introduction to ICT support
	• Information on partnership working with Lancashire County Council	• Guide to how the Council works
	• Information on the role of the Councillor	• Contact details of key officers