

MEMBER DEVELOPMENT PANEL

MINUTES OF MEETING HELD ON 30 SEPTEMBER 2010 AT 2:00pm

Present: Councillors K Hitchen (Chairman); Mrs E Eastwood and A Mossop.

Officers: T Capper, Democratic Services Manager and C Willoughby, Member Services Technical Support Officer.

Apologies for Absence: Councillor J Bowman; J Kane; M McVeigh and Mrs C Watson.

MDP 22/10 Minutes

The minutes of the meeting held on 9 August 2010 were signed by the Chairman as a correct record, subject to Councillors Mrs E Eastwood and A Mossop not being shown as present.

MDP 23/10 Arrangement of Agenda

With the permission of the Chairman, an additional item was added to the Agenda. This was an Induction Training DVD from Lancaster City Council.

MDP 24/10 Member Development Programme 2011/12

The Panel received and the first draft of the Member Training and Development Programme 2010/2011.

During the discussion that followed, it was suggested that Section A (Induction Training) be discussed under Agenda Item 9.

Within Section B (Essential Training), it was noted that Code of Conduct training was included, although at this time, the future of this subject is not clear.

It was also suggested that the title 'S17 – Crime & Disorder', be amended to read 'S17 – Community Safety'.

The Panel requested that a reminder be sent to all Members to undertake the on-line 'Same Difference' module and the Democratic Services Manager was asked to Contact the Equality and Diversity Officer to arrange the issue of an email with brief details.

Members were reminded that the Community Engagement Workshop was arranged for Monday 4 October. The Panel asked for course

details from the facilitator to be passed on to them by the Democratic Services Manager.

Within Section C (Training to Meet Identified Needs - Priority), it was suggested that 'Leading & Chairing Meetings' be amended to read 'Leading, Chairing & Facilitating Meetings'.

The Panel were advised that over 50% of Members now used a Blackberry and further training was discussed. It was suggested this could be provided in-house by the IT department.

It was further suggested that 'Audit Knowledge Base' be made essential for Audit Committee Members.

The Panel requested a meeting with the Choosing to Change Board to discuss future training needs. The Democratic Services Manager was asked to contact Pam Booth to arrange.

Members discussed the link between the recently completed Member Action Plans (MAPs) and Council's Corporate objectives. It was suggested that Claire Dunn (External HR and Training Provider) be invited to the next meeting of this Panel.

The Panel was advised that Section D (Training to Meet Identified Needs – Non Priority) was yet to be completed.

It was suggested that a Mentoring scheme be introduced. Members were advised that following the Local Council elections in May 2011, it is intended for each Member to have two Mentors.

The Chairman requested an updated version of the Member Training and Development Programme 2010/2011 be provided for the Leader of the Council.

RESOLVED – that

- a) the first draft of the Member Training and Development Programme 2010/2011 be received and that it be updated as discussed,
- b) a reminder be sent to all Members to undertake the on-line 'Same Difference' module and the Democratic Services Manager be asked to Contact the Equality and Diversity Officer to arrange the issue of an email with brief details,
- c) the Democratic Services Manager forward course details for the Community Engagement Workshop on Monday 4 October to the Panel,
- d) The Democratic Services Manager be asked to contact Pam Booth to arrange a meeting for this Panel with the Choosing to Change Board to discuss future training needs,

- e) Claire Dunn (External HR and Training Provider) be invited to the next meeting of this Panel to discuss the link between the recently completed Member Action Plans (MAPs) and Council's Corporate objectives, and
- f) An updated version of the Member Training and Development Programme 2010/2011 be provided for the Leader of the Council.

MDP 25/10 Modern Councillor

Members were advised that Learning Pool had improved the Modern Councillor website and its use should be reconsidered.

The Democratic Services Manager was currently checking the password and would provide this to Members in order for them to access.

RESOLVED – that the use of the Modern Councillor website be reconsidered and members of the Panel be given access details.

MDP 26/10 Video Conferencing Trial with Allerdale Borough Council

Following the recent meeting of the Cumbria Member Development Network attended by the Chairman and the Democratic Services Manager, Members discussed a Video Conference trial with Allerdale Borough Council.

Members also requested the minutes of the Cumbria Member Development Network meeting held on 21 September 2010 be circulated to this Panel.

RESOLVED – that

- a) a Video Conference with Allerdale Borough Council be trialed and the Democratic Services Manager be asked to liaise with IT and Gayle Roach at Allerdale Borough Council to arrange, and
- b) the minutes of the Cumbria Member Development Network meeting held on 21 September 2010 be circulated to this Panel.

MDP 27/10 Induction Training 2011

The Panel was advised that following a discussion between the Democratic Services Manager and Gayle Roach at Allerdale Borough Council, joint induction training between the two authorities will again take place following the 2011 Local Government Elections.

The 2011 Induction Programme will follow a similar approach to that adopted in 2007 with that programme being tweaked.

Details of a Pixel Fountain induction session were circulated and Supported by the Panel

A number of Members had expressed an interest during their MAPs in being involved in Induction Training and it was suggested these Members be invited to join with the Panel at the planning stage.

The Chairman requested a report be prepared for Executive/Full Council on 'Effective & Efficient Member Induction' to brief Council on the Induction Training planned and to seek their endorsement.

RESOLVED – that

- a) The Democratic Services Manager be asked to liaise with Gayle Roach at Allerdale Borough Council regarding joint induction training between the two authorities, and report back to the Panel with an outline programme,
- b) Pixel Fountain be approached to arrange the Govern-IT induction session,
- c) Members who had expressed an interest during their MAPs in being involved in Induction Training be invited to join with the Panel at the planning stage, and
- d) a report be prepared for Executive/Full Council on 'Effective & Efficient Member Induction' to brief Council on the Induction Training planned and to seek their endorsement.

MDP 28/10 Induction Training DVD from Lancaster City Council

The Panel was advised that a DVD on Induction Training had been received from Lancaster City Council, this was then played to the Members present.

RESOLVED – that the DVD be received.

The meeting closed at 3:45 pm.

Chairman.....

Date.....