MEMBER DEVELOPMENT PANEL

MINUTES OF MEETING HELD ON 10 OCTOBER 2014 IN
THE NICHOLSON ROOM, COPELAND CENTRE AT 3:00PM

Present: Councillors Lena Hogg (Chair); Keith Hitchen; David Riley and
Jeanette Williams.

Officers: Lindsay Tomlinson, Democratic Services Manager and Clive Willoughby,
Member Services Technical Support Officer.

Apologies for Absence: Councillor Ian Hill

Also Present: Councillor William Southward

MDP 05/14   **Minutes**

The minutes of the meeting held on 11 July 2014 were agreed and signed
by the Chairman as a correct record.

MDP 06/14   **Member Development Training Events - Update**

Members were advised of the discussion and recommendation made at
an informal meeting of the Panel on 3 September regarding a request
from a Member for training.

During the discussion that followed, Member stated that the current
Training Request Form and the scoring process were in need of updating.

The panel agreed that any future requests made where a decision was
required before the next scheduled meeting, the informal approach
would be used.

It was requested that an item be included in the next Member
Development Newsletter asking Members to submit Training Requests as
early as possible.

RESOLVED – that
a) the decision to refuse the training be noted, and
b) a draft of a revised Training Request Form and the scoring process be
    brought to the next meeting of the Panel.

MDP 07/14   <u>**Directly Elected Mayor Member Briefing**</u>

The Panel received a verbal update on the Directly Elected Mayor process and were advised that a briefing for all Members had been arranged for Monday 13 October 2014.
Members were further advised that this would be the first of many events in the lead up to the Election in May 2015.
Questions and answers from the briefing would be circulated after the event.

RESOLVED – that the update be received.

MDP 08/14   <u>**Member Development Strategy Refresh**</u>

Members were advised that the Member Development Strategy was last updated in June 2012 and should be refreshed.
In particular, it should be strengthened around the Personal Development Plan (PDP) process and include support/development for the Mayor, Executive and Scrutiny members.

This would be a standing item on future Member Development Panel agandas.

RESOLVED – that the update be received.

MDP 09/14   <u>**Draft Member Training Programme for 2014-15**</u>

The Panel was advised that the Member Training Programme for 2014-15 was being compiled and would be an Agenda item for the next meeting. This would include Social Media training for which a session would be arranged for the end of October/early November and a further session after the elections in May 2015. This would be included in the induction programme.
A social media protocol was also being developed.

RESOLVED – that the update be received and this be an agenda item for the next meeting.

MDP 10/14   <u>**Members' IT Policy Development Group**</u>

An update was provided on the creation of a Members' IT Policy Development Group which would meet to assess and recommend the IT needs for Members.

This would also be looking at the new Mod Gov system that will be introduced December 2014/January 2015 for which briefings to members would be held.

RESOLVED – that the update be received

MDP 11/14 **Draft Induction Programme**

The Member Services Technical Support Officer provided Members with an overview of the Induction Programme that was organized following the Borough Elections in 2011.
It was suggested that a similar programme be arranged for Members immediately following the 2015 elections and that, where appropriate, these sessions be held jointly with Allerdale Borough Council.

RESOLVED – that arrangements for the Induction Programme 2015 continue and where appropriate, sessions be held jointly with Allerdale Borough Council.

MDP 12/14 **Draft Induction Pack for May 2015**

Members were advised that the Induction Pack created following the 2011 Elections was being updated and would include:-
- Key Contact / Telephone Numbers
- The LGA 'Councillors Guide'
- Copeland Council's Constitution
- Register of Interest Form
- List of Members in Ward Order
- 2015-16 Calander of Meetings
- IT Security Form
- Payroll Forms
- 2015 Induction Programme
- Scrutiny Toolkit
- Member Development Strategy

RESOLVED – that preparation work on the Induction Pack for 2015 continue

The meeting closed at 4:05pm

Chairman…………………………………………………..

Date……………………………………………….........