

## **MEMBER DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 18 JANUARY 2013 AT THE BAINBRIDGE ROOM, COPELAND CENTRE AT 9:00AM**

**Present:** Councillors Lena Hogg (Chairman); John Bowman; John Kane; David Riley; Robert Salkeld and Jeanette Williams.

**Officers:** Tim Capper, Democratic Services Manager; Clive Willoughby, Member Services Technical Support Officer; Joanne Parker, Web & E-Communications Officer and Susan Graham, Health & Safety Officer.

**Apologies for Absence:** Councillor Ian Hill.

#### **MDP 83/12 Minutes**

The minutes of the meeting held on 18 January 2013 were agreed and signed by the Chairman as a correct record.

#### **MDP 84/12 Arrangement of Agenda**

With the permission of the Chairman, an additional item was added to the Agenda, being a demonstration of the New Council Website.

#### **MDP 85/12 Training Programme 2012-2013**

The Training Programme for 2012/2013 was reviewed. It was noted that training sessions on Risk Management, Identification of External Funding and Leading & Facilitating meetings had been completed. Courses on Team Working and Coaching & Mentoring had been arranged for 20<sup>th</sup> and 26<sup>th</sup> March respectively. The Planning training was due to take place in April.

Members enquired about training being undertaken regarding the changes in Benefits that were happening shortly. The Panel was advised that the Housing Services Manager delivered an awareness session on 13 February and would be asked to re-run that session. The Panel was also made aware of a presentation to be made by North West Employers Organisation in Kendall on 20 June and it was suggested that this be included in the next Newsletter.

**RESOLVED** – that the Training Programme be updated and noted.

**MDP 86/12 Induction Training**

Members were advised that a by-election was due to take place on 2<sup>nd</sup> May 2013 for the vacant seat in the Hensingham Ward.

There would then be a need for Induction training for the newly elected Councillor.

The Panel discussed the Induction Pack that was prepared for the May 2011 elections and any modifications required.

**RESOLVED** – that the Induction Training be arranged by the Democratic Services Manager.

**MDP 87/12 New Council Website**

The Web & E-Communications Officer provided the Panel with a demonstration of the Council's new website.

Areas of most interest to Members, including their own pages and where to find Committee papers were looked at in more detail.

The Panel was advised that the same presentation was to be given prior to Full Council on 21 March 2013 at 6:15pm.

It was suggested that 'Member Champions' of the new website be established and this is a role that this Panel could take on.

Members expressed a view that the new Website looked good and was easy to navigate. The Web & E-Communications Officer was thanked for the presentation.

**RESOLVED** – that the presentation be received.

**MDP 88/12 Health and Safety**

The Health and Safety officer attended the meeting at the Panel's request.

A short presentation was made on 'Elected Members Personal Safety' which covered simple precautions and tips for Members for when they meet with constituents and carry out their Ward work.

Members suggested that the presentation would benefit all Members of the Council and further suggested that this presentation be given prior to the Full Council in June 2013.

The Health & Safety Officer was asked if the useful 'hints & tips' could be put on a small card and distributed at that time.

The Health & Safety Officer was thanked for the presentation.

**RESOLVED** – that

- a) the presentation be received, and
- b) arrangements be made for the presentation to be made prior to the Full Council meeting in June 2013.

The meeting closed at 10:40am

Chairman.....

Date.....