

MEMBER DEVELOPMENT PANEL

MINUTES OF MEETING HELD ON 9 AUGUST 2010 AT 10:00am

Present: Councillors K Hitchen (Chairman); J Bowman;
Mrs E Eastwood; J Kane; M McVeigh; A Mossop and Mrs C Watson.

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

Apologies for Absence: Councillor Mrs E Eastwood.

MDP 19/10 Minutes

The minutes of the meeting held on 22 July 2010 were signed by the Chairman as a correct record.

MDP 20/10 Training Needs Analysis Report

The Democratic Services Manager introduced the 'Member Learning and Development at Copeland Borough Council' report compiled by Claire Dunn, the External HR and Training Provider, following completion of the recent Member Action Plans (MAP).

This highlighted that although Member Training was not being done badly, it did not have enough resource allocated to it.

The report had also listed some specific recommendations.

Overall, Members were impressed by the work completed in the MAP process, especially as the cost was significantly lower than in previous years.

It was suggested that half yearly reviews be considered as part of the Action Planning Strategy and, for consistency, the External HR and Training Provider be approached to do this work.

It was further suggested that the budget for this work be 'ring fenced' within the Member Development budget.

The Panel requested a letter of thanks be sent to the External HR and Training Provider for the excellent work done.

RESOLVED – that

- a) the report be received,
- b) half yearly reviews be undertaken and
- c) a letter of thanks be sent to Claire Dunn for the excellent work done.

MDP 21/10 Member Training & Development Programme 2010-11

Members were updated by the Democratic Services Manager following his analysis of Members training needs identified in Member Action Plans.

These were categorised into three types:

- Personal Skills
- Specific Functions of the Council
- Organisational Issues

Personal Skills included:

- IT training, where it was suggested one to one sessions would be preferred to group sessions,
- The use of a Blackberry, Members stated that the initial training from IT could be complimented by more advanced tuition from Vodafone,
- Time Management, the use of an external facilitator was discussed.
- Chairing/Facilitating,
- Media Skills and
- Communication skills. Members advised that a session on 'Dealing with the Press' had been organised by the Communications Department for 2 September 2010.

Specific Functions of the Council included greater detail on aspects of:

- Planning
- Finance
- Audit
- Housing
- Standards
- Licensing

During the discussion of this item, It was suggested that training be undertaken immediately prior to committee meetings to save Members making extra journeys to Whitehaven.

Consideration need also to be made to Locality Working and the effect this will have.

Organisational Issues included:

- Engaging with the Community at Ward Level (to include Locality Working)

- Scrutiny, in-house training prior to scheduled meetings and invitations to include Executive members.
- Choosing to Change
- Ethics and Code of Conduct
- Succession Planning
- Induction Training

During discussion of this item it was suggested that the Leader, Opposition Leader and Independent Group Leader be invited to a future meeting of this Panel to discuss.

Members also discussed the possibility of joint training with Allerdale, however it was suggested this was unlikely. The Democratic Services Manager was requested to contact the Leader of Allerdale Borough Council to discuss.

Members were advised that the Member Training & Development Programme 2010-11 would be brought to the next meeting of this Panel.

RESOLVED – that

- a) the update on the Member Training & Development Programme 2010-11 be received,
- b) the Leader, Opposition Leader and Independent Group Leader be invited to a future meeting of this Panel to discuss succession planning and
- c) a Member Development Newsletter be issued as soon as possible.

The meeting closed at 11:15 am.

Chairman.....

Date.....