

MEMBER DEVELOPMENT PANEL

MINUTES OF MEETING HELD ON 23 NOVEMBER 2012 AT THE BAINBRIDGE ROOM, COPELAND CENTRE AT 10:00AM

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

Officers: Tim Capper, Democratic Services Manager and Clive Willoughby, Member
Services Technical Support Officer.

Apologies for Absence: Councillor Ian Hill and David Riley.

Also Present: Councillor Norman Williams
Lorraine Irving, Lakes College.

MDP 71/12 Minutes

The minutes of the meeting held on 30 October 2012 were agreed and signed by the Chairman as a correct record.

MDP 72/12 Arrangement of Agenda

With the permission of the Chairman, two additional items were added to the Agenda, being Members non-attendance at Training Sessions and The Member Development Newsletter.

MDP 73/12 Lakes College

Following a request made by this Panel, Lorraine Irving from Lakes College attended the meeting and provided Members with an overview of the services the College could provide with regard Member Development.

It was stated that free distance learning was currently available until Xmas to everyone provided three basic criteria could be met, these being

1. Over the age of 19 years (no upper age limit),
2. Employed, and
3. Not holding a full Level 2 qualification or above.

The distance learning courses available were on the subjects of Office Procedures, Customer Services and Equality & Diversity. Each was a 12 week programme requiring approximately 9-10 hours work (1 hour per week) and were City & Guilds accredited.

Enrolment would be either at the College or could be arranged at The Copeland Centre and once registered, the student would have access to the resources at the College.

A discussion followed and included possible bespoke training sessions to meet the needs of Councillors.

Lorraine Irving was thanked for her overview.

RESOLVED – that

- a) the overview be received, and
- b) details of the distance learning courses be made available to all Members.

MDP 74/12 Training Programme 2012-2013

The Training Programme for 2012/2013 was reviewed and updated.

With regard the subject of Health and Safety, it was suggested that Susan Graham, Health and Safety Officer, be invited to the next meeting of this Panel.

Following a request made by the Joint Overview and Scrutiny Committee on 21 June 2012, it was requested EIA training for all Members be added to the programme.

Members were advised that details had been received from North West Employers regarding courses on 'Chairing Meetings' and 'Bringing Money into your Ward'.

RESOLVED – that

- a) the Training Programme be updated,
- b) EIA Training for all Members be added to the programme,
- c) Susan Graham, Health & Safety officer, be invited to the next meeting of this Panel, and
- d) arrangements be made with North West Employers regarding delivery of the courses they have available.

MDP 75/12 North West Charter on Elected Member Development Level 2

Following the successful level 1 review, Members were asked if they wished to consider progressing to the Level 2 award.
At this point, a copy of Rossendale Borough Council's application was circulated for information.

Members requested that the Level 2 award be a subject on the next Agenda for this panel where a full discussion on costing, timescales and possible topics to use for the presentation could take place.

RESOLVED – that the North West Charter on Elected Member Development Level 2 be a subject on the next agenda for this panel.

MDP 76/12 Members non-attendance at Training Sessions

Members expressed their displeasure following the non-attendance by two Councillors at a North West Employers training session on 20 November.

The Panel were very concerned, especially during the current financial climate, that Members had committed to training session then did not attend and Council were still required to pay.

It was suggested that the Chair write to the two Members concerned and that a general note be included in the next Newsletter

RESOLVED – that

- a) a letter be sent from the Chairman to the two members who did not attend the NWEO training sessions they had committed to expressing displeasure, and
- b) a general note on attendance at training be included in the next Newsletter.

MDP 77/12 Member Development Newsletter

Members were advised that the next issue of the Member Development Newsletter was being prepared and were asked for items which they would like included.

It was suggested that Councillor Carole Woodman be asked to provide an article on the recent NWEO course she attended.

It was also suggested that details of the Lakes College training be included.

RESOLVED – that

- a) Councillor Carole Woodman be asked to provide an article on the recent NWEO course she attended, and
- b) details of the Lakes College training be included.

The meeting closed at 11:30am

Chairman.....

Date.....