

## **MEMBER TRAINING AND DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 19 MAY 2006**

**Present:** Councillors Mrs M Barnes (Chairman); J Hewitson (Deputy Chairman); B Dixon; K Hitchen; F McPhillips.

An apology for absence was received from Councillor P Watson

**Officers:** Tim Capper, Democratic Services Manager; Lesley Taylor, Member Services (Technical Support) Officer.

#### **MTP 16    Minutes**

The minutes of the meeting held on 26 October 2005 were signed by the Chairman as a correct record, subject to the inclusion of apologies from Councillors B Dixon; F McPhillips and N Williams

#### **MTP 17    NWEO Accreditation Progress**

The Panel discussed issues relating to the preparation for assessment for NWEO Accreditation.

Members discussed the Member Development Newsletter and page on the Intranet. It was noted that a request had been made for the page to be interactive for Members and that the page being put on the external website would be discussed with the IT department.

#### **RESOLVED** that

- a) An update reminder via a link be sent electronically to all Councillors
- b) An update on NWEO Accreditation be included in the Resources and Local Democracy Portfolio Holders report for the next Council meeting

A 6 month review, to be arranged in late September, with all members who took part in the PDP process was discussed to review progress on training identified in PDP's, what training members had had and to find out if any training had been available but not taken. It was agreed that Panel members would facilitate the reviews, and that a workshop for panel members should be arranged. The Panel discussed whether it would be necessary to ask NWEO to assist with the workshop, but it was agreed that this would not be necessary.

**RESOLVED** that a ½ day workshop for all Members of the Panel be arranged on facilitating PDP reviews, to take place after the NWEO Accreditation Assessment on the 7 September.

**MTP 18    LOGO**

Members were updated on discussions with the Communications Manager on the use of a logo for Member Training, which would not be possible due to the Council's policy of one logo for everything. It was noted that the Communications Manager had offered to raise the profile of the Panel in other ways.

**MTP 19    Criteria for Assessing Training Requests**

Members discussed a strategy for assessing requests for training for members. Two options for scoring training requests against corporate Plan objectives were considered. It was agreed that the simpler version would be used for assessing most training requests with the fuller version used as a back-up where necessary.

**RESOLVED** that a training pack including guidance notes providing clear rules for assessing training requests would be provided for Members of the Panel.

The Meeting Closed at 3.10pm

Chairman