

**MEMBER TRAINING AND DEVELOPMENT PANEL**

**MINUTES OF MEETING HELD ON 20 JANUARY 2006**

**Present:** Councillor N Williams (Chairman); J Hewitson (Deputy Chairman); Mrs M Barnes B Dixon; K Hitchen; F McPhillips; P Watson.

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

**MTP 09 Appointment of Chairman**

It was moved by Councillor N Williams, duly seconded and

**RESOLVED** – that Councillor Mrs M Barnes be appointed as Chairman of the Panel for the remainder of 2005/2006

**Minutes**

The minutes of the meeting held on 26 October 2005 were signed by the Chairman as a correct record

**MTP 10 Distribution of Agendas**

It was agreed that future agendas would be circulated by e-mail to all members, with the exception of Councillors Mrs Barnes, Dixon and McPhillips

**MTP 11 Member Training and Development – Feedback from PDP Interviews**

The Panel considered a report on the training needs analysis carried out following PDP interviews in November and December 2005. This included a suggested outline of a corporate training and development programme built on the needs identified in the PDP's and a report on progress towards achieving accreditation to the NWEO Member Development Charter.

**RESOLVED** – that

- a) the Training Needs Analysis carried out by North West Employers Organisation be noted and NWEO be thanked for their assistance in facilitating PDP's and producing the TNA report;
- b) a corporate training and development programme based on the needs identified be produced and that the outline structure for the programme set out in para 3.1 be approved; and

- c) the current position on progress towards accreditation to the NWEO Charter be noted and advice sought from NWEO on further progress towards accreditation as set out in para 4.3

**MTP 12 Role Definition Framework**

The Panel discussed the Role Definition Framework for Councillors used in the Personal Development interviews. It was agreed that further work was needed on this and that the revised framework be presented at a future meeting of the Panel.

The Meeting Closed at 1.40pm

Chairman