

## **MEMBER TRAINING AND DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 26 OCTOBER 2005**

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

Also in attendance: Councillor Mrs M Barnes

Apologies for absence were received from Councillor P Watson

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

#### **Minutes**

The minutes of the meeting held on 4 August 2005 were signed by the Chairman as a correct record

#### **MTP 07    Distribution of Agendas**

Prior to commencement of the meeting Councillor Dixon asked that it be noted that he believed he had received no Agendas for this Panel for recent meetings.

#### **MTP 08    Member Training and Development – Personal Development Plans**

The Panel considered as part of the preparation for Personal Development Plans a draft Role Definition Framework for Councillors

**RESOLVED** – that the draft framework be approved for use in PDP interviews subject to:-

- Each category be presented on a separate page
- The addition of “other local authorities and partners” at B5
- The addition of “skills in contacting relevant officers” at C2
- Clarify second bullet point at C2
- The addition of the word ‘basic’ at C4 (Basic Understanding of local government finance)

The Meeting Closed at 12.25pm

Chairman