

## **MEMBER TRAINING AND DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 14 JULY 2006**

**Present:** Councillors Mrs M Barnes (Chairman); J Hewitson (Deputy Chairman); K Hitchen

Apologies for absence were received from Councillors F McPhillips; N Williams

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

#### **Minutes**

The minutes of the meeting held on 30 June 2006 were signed by the Chairman as a correct record.

#### **MTP 30 Evidence Portfolio**

The Panel reviewed the Evidence Portfolio for NWEO Charter Accreditation prior to their meeting with Ruth Walsh scheduled for Tuesday 18 July.

**RESOLVED** that the following additions be made to the Evidence Portfolio

- a) Section 1 – To include the minutes of the Full Council Meeting of 18 April 2006 to demonstrate that the report from the Member Training and Development Panel was accepted;
- b) Section 2 – that a printout of the Member Training and Development newsletter on the Intranet page be included in the portfolio; and
- c) Section 3 – A completed training evaluation form be included along with, if possible, a member training request.

#### **MTP 30 Scrutiny Toolkit**

Members discussed the possibility of buying an additional copy of the Scrutiny Toolkit to aid Members in Scrutiny issues.

**RESOLVED** that a copy of the toolkit would be bought and paid for from the Member Training budget

**MTP 31 Format for next Meeting**

The Panel discussed the format for the next meeting taking place on 18 July with Ruth Walsh, this would include going through the evidence portfolio along with the guidance notes from NWE0 and identifying any gaps that need filled between now and September. The meeting would also include getting an idea of how the interviews would work and the timescales for the assessment visit on 7 September.

**MTP 32 Member Training Programme**

A review of the progress of the Member Training Programme was discussed. It was felt that as the current years' training programme was now a third of the year through a review should be carried out to assess whether training was being delivered and timescales were being met. It was

**RESOLVED** – that a review of the Member Training Programme be carried out at the next meeting of the Panel.

The Meeting closed at 11.10am

Chairman