

**MEMBER DEVELOPMENT PANEL**

**MINUTES OF MEETING HELD ON 15 JULY 2011 AT  
THE NICHOLSON ROOM, COPELAND CENTRE AT 11:00am**

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

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

**Apologies for Absence:** None

**MDP 23/11    Minutes**

The minutes of the meetings held on 23 June 2011 were signed by the Chairman as a correct record.

**MDP 24/11    Declarations of Personal and Prejudicial Interests in Agenda Items**

None

**MDP 25/11    Arrangement of Agenda**

With the permission of the Chairman, an additional item was added to the Agenda, being the Member Development Newsletter.

**MDP 25/11    Update on Members Personal Development Plans (PDPs)**

The Democratic Services Manager provided the Panel with an update on the Members PDP process.

To date, 48 out of 51 Councillors had signed up or agreed to have a PDP interview and attempts had been made to contact the remainder. The process was on target to complete by the end of July 2011.

**RESOLVED** – that the update be received.

**MDP 26/11    2011/2012 Training Programme**

Members were advised that once the PDP process had been completed, a Needs Analysis Report would be prepared from which a Training Programme for 2011/2012 would be developed.

It was requested that the draft plan be brought to the next meeting of this Panel.

It was also requested that methods of encouraging those Members with identified needs to attend appropriate training events be discussed at the next meeting of this Panel.

At the next meeting it was also requested that the agenda include consideration of inviting Parish Councils and Allerdale Borough Council Members to participate.

Joint Member Development Panel meetings with Allerdale Borough Council had taken place over the last few years and Members wished to consider reinstating these. An Agenda item was requested for the next meeting.

It was suggested that as Induction Training would be complete by the time of the next meeting, a review could be undertaken at that time.

Members further suggested that IT might be high on the list of topics for member Development and it was considered that attendance at the next meeting by Rob Sommerville from the IT department to provide a demonstration of 'Sharepoint' would be beneficial.

**RESOLVED – that,**

- a) The Agenda for the next meeting of this Panel include
  - The Draft 2011/2012 Training Programme
  - Methods of encouraging those Members with identified needs to attend appropriate training events
  - Possibility of inviting Parish Council and Allerdale Borough Council Members to participate in training events
  - To consider reinstating Joint Member Development Panel meetings with Allerdale Borough Council
  - Review of Induction Training 2011
- b) Rob Sommerville (IT Department) be invited to attend the next meeting to provide a demonstration of 'Sharepoint'.

**MDP 27/11    Member Development Newsletter**

Members were asked if they would like to restart the Member Development Newsletter once the Training Programme was agreed. It was suggested that versions of the most recent Newsletters be circulated to the Panel and it be discussed at the next meeting

**RESOLVED** – that versions of the most recent Member Development Newsletters be circulated to the Panel and an agenda item be included for it to be discussed at the next meeting.

**MDP 28/11    North West Employers Organisation (NWEO) Accreditation**

The Panel enquired if there had been any response to Copeland Borough Council for volunteering for the proposed Self Assessment Pilot project

Members were advised that no response had yet been received and the Democratic Services Manager was asked to chase it.

**RESOLVED** – that the Democratic Services Manager be asked to chase a response from NWEO following Copeland Borough Council volunteering for the proposed Self Assessment Pilot project.

The meeting closed at 11:40 am.

Chairman.....

Date.....