

## **MEMBER DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 1 FEBRUARY 2011 AT 10:00pm**

**Present:** Councillors K Hitchen (Chairman); J Bowman; J Kane and Mrs C Watson.

**Officers:** T Capper, Democratic Services Manager and C Willoughby, Member Services Technical Support Officer.

**Apologies for Absence:** Councillors Mrs E Eastwood and M McVeigh.

#### **MDP 34/10 Minutes**

The minutes of the meeting held on 10 November 2010 were signed by the Chairman as a correct record.

#### **MDP 35/10 Induction Training for New Members 2011**

The Panel was advised that progress had been made between the Democratic Services Manager and Gayle Roach at Allerdale Borough Council, regarding joint induction training. The subjects to be included being Scrutiny, Introduction to Local Government, Community Engagement, Govern IT, Introduction to Finance, Partnerships/Shared Services.

As a result, a draft list of Modules had been agreed and dates were in the process of being confirmed.

Sessions at Copeland would be held in the Bainbridge Room, those at Allerdale were likely to be held at Energis, Lilyhall.

Sessions would be held either during the afternoon or early evening.

Following discussion, Members continued to support the approach being taken and also suggested that prospective candidates be emailed details of the training sessions to ensure they were aware of them before the election. It was also suggested that a Member Training page be added to the Council's website.

Members expressed a wish that the Chief Executive be invited to the next meeting of this Panel for his input.

The Panel then considered the training specific to new Copeland Councillors. This would include a Tour of the Borough, Health and Safety, IT, Members Allowances, Security and Mentoring/Member Support.

Following further discussion, Members supported the approach being taken and it was further suggested that this training be arranged for the week commencing 9 May 2011

**RESOLVED** – that

- a) Arrangements for Joint training with Allerdale be confirmed and Members of this Panel be advised of the dates,
- b) After nominations are closed, the prospective candidates be advised of the training dates.
- c) A Member Training page be added to the Council's website,
- d) The Chief Executive be invited to the next meeting of this Panel for his input.
- e) Arrangements for Copeland specific training be progressed.

### **MDP 36/10 IT**

Members discussed the IT requirements for new Members. This to include a Blackberry, Laptop/Printer and Broadband.

The Panel expressed an opinion that all the IT kit should be ready for New Members for collection by 9/10 May 2011 and that training be provided at the time of collection. It was also suggested that Broadband be available for new Members within a month of the election.

The Panel then discussed the way in which Council communicates with Members and suggested that from 5 May 2011 a decision be made that only electronic communications be made. The Democratic Services Manager was asked to discuss this with the Leader of the Council.

**RESOLVED** – that

- a) The Democratic Services Manager be asked to discuss with the Leader of the Council the way in which Council communicates with Members and
- b) The Democratic Services Manager be asked to discuss the requirements of New Councillors with the IT department.

### **MDP 37/10 Mentoring for New Members**

Members discussed the Mentoring for new Members following the election in 2011.

It was suggested that any Mentoring scheme be structured. It was further suggested that each new Member be allocated two Mentors (One being an experienced Member, the second being an Officer). Mentors had not yet been identified, but once this had happened, training for the Mentors would be required.

Members of the Panel expressed their agreement at becoming Mentors, provided they themselves were re-elected.

**RESOLVED** – that the Mentoring Scheme be agreed in principle.

**MDP 38/10 Member Action Plans (MAPs)**

The Panel was advised that the MAP follow ups had received a poor response. The Democratic Services Manager was asked to issue a reminder to Members on behalf of this Panel, as it was a critical element for re-accreditation.

Members also enquired as to the requirements for Level 2 accreditation.

**RESOLVED** – that

- a) The Democratic Services Manager be asked to issue a reminder to Members on behalf of this Panel regarding MAP follow ups, and
- b) The requirements for Level 2 accreditation be an agenda item for the next meeting of this Panel.

The meeting closed at 11:39am.

Chairman.....

Date.....