

## **MEMBER DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 18 NOVEMBER 2011 AT THE BAINBRIDGE ROOM, COPELAND CENTRE AT 11:00am**

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

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

**Apologies for Absence:** Councillors Ian Hill and Jeanette Williams.

#### **MDP 45/11    Minutes**

The minutes of the meetings held on 30 August 2011 were agreed and signed by the Chairman as a correct record.

#### **MDP 46/11    Declarations of Personal and Prejudicial Interests in Agenda Items**

None

#### **MDP 47/11    Order of Agenda Items**

With the permission of the Chairman, it was agreed to add two additional Items to the Agenda being Social Media Training and North West Employers Organisation (NWEO) Charter.

#### **MDP 48/11    Update on 2011/2012 Member Training Programme**

Members reviewed the Member Development Programme 2011/12.

Within Section B (Essential Training) it was stated that the Planning training was ongoing and being delivered after scheduled Planning Panel meetings.

With regard training for the Audit Committee, this is still to be arranged. It was asked if anyone internally could deliver this. It was also suggested that we pursue other options via North West Employers.

The OSC Mock meeting shown on the plan for October 2011 has been arranged for January 2012.

The Leadership Top Team training shown for November 2011, is now proposed for December 2011/January 2012. It was also proposed that 50% of the cost be funded from the Choosing to Change budget.

The New Standards Framework (including the Localism Act) is an Agenda Item for the Standards Committee at their meeting on 5 December 2011. Workshops for all Members will follow early in 2012.

A Partnership Working session has been arranged through North West Employers Organisation (NWEO) for 29 November 2011 and advertised to all Members. There are 12 spaces available on this course and 11 have already been taken.

It was hoped that Glen Sanderson and Susan Dunworth would be available to run a Leading, Chairing and Facilitating Meetings in February 2012 and possibly other development events.

Work is ongoing with NWEO to organize Time Management Training.

**RESOLVED** – that the 2011/2012 Member Development Programme be agreed subject to the amendments discussed.

**MDP 49/11    Review of Induction Training**

Members were advised that of the 20 survey forms issued, to all newly elected Members and those re-elected Members who attended Induction sessions, 13 responses had been received.

In general, the feedback provided was very good. It was evident that Members also saw the joint training sessions with Allerdale members as very positive.

It was suggested that as well as advertising the Start Times of sessions, an estimated Finish Time could also be included.

**RESOLVED** – that

- a) the review of Member Induction Training 2011 Survey Forms be noted, and
- b) estimated Finish times be added to training advertisements.

**MDP 50/11    I.T. Training**

It was noted that a large amount of IT training was identified via Members Personal Development Plans (PDP).

Blackberry training was an issue, however, this could be due to a poor mobile phone signal in the area.

It was noted that a project was ongoing at County Council level for high speed Broadband in which Copeland Borough Council was participating.

13 or 14 members had identified IT in general as a development need on their PDP. The Democratic Services Manager was asked to contact the individual members and then discuss possible training with Councillor Riley.

Members enquired if Wi-Fi was available in the Copeland Centre. Members also asked how much IT department pay Microsoft for training and License fees. The Democratic Services Manager was asked to investigate and report back to the next meeting.

Councillor David Riley advised the Panel that he had a Time Management course that took approximately one hour to complete. The Democratic Services Manager was requested to investigate this further and consider its use for Members.

**RESOLVED – that**

- a)** it be investigated if Copeland Borough Council had a representative on the County Council's Broadband project.
- b)** the Democratic Services Manager be asked to contact the individual members regarding their general IT needs and then discuss possible training with Councillor Riley.
- c)** the Democratic Services Manager be asked to investigate if Wi-Fi was available in the Copeland Centre and also how much IT department pay Microsoft for training and License fees report back to the next meeting.
- d)** the Democratic Services Manager be requested to investigate the Time Management course held by councilor Riley and consider its use for Members.

**MDP 51/11    Social Media Training**

Councillor John Bowman advised the Panel of a training course he had been made aware of. The course was on Social Media, the venue would probably be in Manchester starting at 10am with a cost of £99

It was suggested that the training company be asked for more details, how many people the courses take and if they could run a course locally. It was further suggested that Allerdale Borough Council be asked if they would be interested in joint session.

**RESOLVED** – that

- a) the Democratic Services Manager be asked to contact the training company and asked for more details including, how many people the courses take and if they could run a course locally.
- b) that Allerdale Borough Council be asked if they would be interested in joint session.

**MDP 52/11     North West Employers Organisation Charter**

The Panel received documents detailing the requirements to renew the North West Charter on Elected Member Development at Level 1 and the additional requirements to achieve Level 2.

It was suggested that due to the amount of material there was to read, that this item be added to the Agenda for the next meeting.

**RESOLVED** – that the North West Charter on Elected Member Development be an Agenda item for the next meeting of this Panel.

The meeting closed at 12:10 pm.

Chairman.....

Date.....