

## **MEMBER DEVELOPMENT PANEL**

### **MINUTES OF MEETING HELD ON 28 MAY 2010 AT 10:00am**

**Present:** Councillors J Bowman; Mrs E Eastwood; K Hitchen; J Kane; A Mossop and Mrs C Watson.

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

#### **MDP 01/10 Appointment of Chairman and Deputy Chairman**

It was moved by Councillor Mrs E Eastwood, duly seconded and

**RESOLVED** – that Councillor K Hitchen be appointed Chairman of the Panel for the current year.

It was then moved by Councillor J Bowman, duly seconded and

**RESOLVED** – that Councillor J Kane be appointed Deputy Chairman of the Panel for the current year.

#### **MDP 02/10 Minutes**

The minutes of the meeting held on 8 May 2009 were signed by the Chairman as a correct record.

#### **MDP 03/10 Arrangement of Agenda**

With the permission of the Chairman, three additional items were added to the Agenda. These were Mock Council, Health Workshops and Action Learning.

#### **MDP 04/10 NWEO Accreditation**

The Democratic Services Manager provided Members with background Information relating to North West Employers Organisation's Accreditation.

The Panel was advised that Copeland Borough Council was accredited three and a half years ago and renewal was now due, if Members wished to pursue it.

Members requested further information and it was suggested that the North West Charter on Elected Member Development be circulated to Members of this Panel.

With regards timescales, Members were advised that the work to achieve Level One re-accreditation, needs to be completed by July/August 2010 for re-accreditation in November.

It was also suggested that once Level One accreditation renewal had been achieved, a review be held with the aim of achieving Level Two.

**RESOLVED** – that

- a) the North West Charter on Elected Member Development be circulated to Members of this Panel.
- b) the work to achieve Level One re-accreditation be actively pursued with the aim of completing by July/August 2010 for re-accreditation in November, and
- c) the Democratic Services Manager be requested to contact NWEO for further details and timescales, then report back to the next meeting of this Panel.

**MDP 05/10    Personal Development Plans/Member Action Plans 2010**

Members were advised that if NWEO Re-Accreditation was to be pursued, Personal Development Plans (PDPs) / Member Action Plans (MAPs) would need to be completed/reviewed in the next few months. In previous years, these had been outsourced to NWEO, but timescales may prevent this if resources are not available.

During the discussion that followed, it was suggested that the possibility of MAPs being completed 'In House' be explored, possibly by Human Resources.

It was noted that training needs identified from MAPs formed the basis of the Member Development Programme. It was further noted that there would be additional training this year for Members of Overview and Scrutiny and it was suggested that the Chairman and Vice Chairman meet with the Scrutiny Support Officer as soon as possible, to look at those training needs in order that they may be incorporated.

**RESOLVED** – that

- a) the Democratic Services Manager be asked to contact NWEO to ascertain their availability to conduct Member Action Plans.
- b) the Democratic Services Manager be asked to contact any possible resource with Copeland Borough Council to ascertain their availability to conduct Member Action Plans.
- c) the Chairman and Vice Chairman meet with the Scrutiny Support Officer to look at Overview and Scrutiny training needs in order that

#### **MDP 06/10   Newsletters**

The Panel was advised that Member Development Newsletters had been issued in the past and contained information regarding Member Development including upcoming training sessions and courses.

Members expressed their opinions of the Newsletters and generally found them good and liked the format.

**RESOLVED** – that the issue of Member Development Newsletters be re-started as soon as possible.

#### **MDP 07/10   Induction 2010**

The Panel was reminded that Elections for Members of Copeland Borough Council would be taking place in May 2011 and that it was possible that there would be a number of new Councillors as a result.

It was suggested that an induction programme would be required and that previously this had been arranged with Allerdale Borough Council. If this was required again, there was a need to arrange it in good time.

During the discussion that followed, it was mentioned that Lancaster City Council had produced a very good induction DVD and the Democratic Services Manager was asked to try and obtain a copy.

Members also discussed the possibility of Mentoring and it was suggested that both a Member and Officer mentor be appointed.

At this point, it was noted that all Members of the Member Development Panel expressed a wish to receive a Blackberry and that suitable training sessions be arranged.

**RESOLVED** – that

- a) the Democratic Services Manager be asked to liaise with Allerdale Borough Council with regard a joint Member induction programme, and
- b) the Democratic Services Manager be requested to contact Lancaster City Council and try to obtain a copy of their induction DVD.

#### **MDP 08/10    Frequency of Meetings**

Members of the Panel discussed how frequent they should meet and it was suggested that the next meeting be in two weeks time. Thereafter, it was suggested meetings be held monthly, preferably not on Mondays or Fridays, but to coincide with days when Members are in the office for other meetings.

**RESOLVED** – that the Democratic Services Manager be requested to arrange the future meetings of this Panel on suitable dates.

#### **MDP 09/10    Mock Council**

Members were advised that a Mock Council meeting had been arranged for Monday 7 June at 3:00pm in the Bainbridge Room.

This was a result of changes being made to the Council's Constitution and would familiarise Members with those changes.

During the following discussion, it was suggested that the seating layout of the Bainbridge Room be reviewed also as Opposition Back Benchers felt they were squashed in and isolated from proceedings.

**RESOLVED** – that

- a) the arrangements for the Mock Council be noted, and
- b) the Democratic Services Manager be asked to review the seating arrangements for Full Council meetings.

#### **MDP 10/10    Health Workshops**

The Panel was advised that Health Issues Workshops were being arranged for the second half of July 2010 and that two sessions (one during the afternoon and one in the evening ) would be for Members.

Members requested details of the Work Programme from the Health Improvement Officer and suggested he be invited to a future meeting of this Panel.

**RESOLVED** – that

- a) the details regarding Health Issues Workshops be noted, and
- b) the Health Improvement Officer be invited to a future meeting of this Panel.

**MDP 11/10    Action Learning**

Members were advised that the External HR and Training Provider (Claire Dunn) had been running Action Learning sessions for staff and it was requested that she be invited to attend a future meeting of this Panel to discuss Action Learning for Members.

Councillor J Kane also advised the meeting that he had recently attended a Northern Region TUC/Learn Direct course on Action Learning and Members requested further information.

**RESOLVED** – that the Democratic Services Manager be asked to obtain further information regarding the recent Northern Region TUC/Learn Direct course on Action Learning.

The meeting closed at 11:25am.

Chairman.....

Date.....