



Notice of meeting of

Member Development Steering Group

To: Councillors Runciman (Chair), Wiseman and Gunnell

Date: Wednesday, 25 November 2009

Time: 10.00 am

Venue: The Guildhall, York.

AGENDA

1. **Declarations of Interest**

At this point in the meeting, members are invited to declare any personal or prejudicial interests they may have in the business on the Agenda.

2. **Minutes**

(Pages 3 - 6)

To approve and sign the minutes of the meeting of the Member Development Steering Group on 14 October 2009

3. **Public Participation**

It is at this point in the meeting that members of the public who have registered their wish to speak can do so. The deadline for registering is **5pm on Tuesday 24 November 2009.**

4. **Personal Development Reviews**

Members will receive a verbal update from Mike Leitch (Yorkshire and Humber Local Government Representative) on the progress to date on Personal Development Reviews.

**5. Interim Monitor of Member Training & (Pages 7 - 16)
Development Programme**

This report informs Members of the take up to date at events offered as part of the current Member Training & Development Programme together with a summary of feedback received from attendees for each of the events for the period June to November 2009.

**6. Member Development Charter Status - (Pages 17 - 28)
Evidence Gathering.**

This report gives Members an update on progress with gathering evidence for the Council's submission towards achieving IdeA Member Development Charter Status.

**7. Ad-Hoc Requests from Members for (Pages 29 - 38)
Training and Development - A Protocol.**

This report suggests a protocol for dealing with ad-hoc requests from Members for individual training and development events or activities outside of the Annual Core Programme or Personal Development Reviews.

8. Introduction of Role Profiles (Pages 39 - 122)

This report puts before Members a range of individual role profiles for Members which have been drafted with a view to them being formally adopted by Council.

9. Budget Monitor (Pages 123 - 128)

This report updates Members on the current and projected spend for the Member Development Budget.

Democracy Officer

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland Democracy Officer

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports