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| MEETING | MEMBER DEVELOPMENT STEERING GROUP                    |
| DATE    | 12 JANUARY 2010                                      |
| PRESENT | COUNCILLORS RUNCIMAN (CHAIR), WISEMAN<br>AND GUNNELL |

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## **21. DECLARATIONS OF INTEREST**

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. None were declared.

## **22. MINUTES**

RESOLVED: That the minutes of the meeting held on 25 November 2009 be approved and signed by the Chair as a correct record.

## **23. PUBLIC PARTICIPATION**

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

## **24. THE CHARTER JOURNEY**

Chris Farquar, former Member Training and Development Officer for Calderdale Council gave a verbal briefing to Members, reflecting on his experience of achieving the Charter during his time working for Calderdale and on the work he was undertaking as he embarked on the Charter journey again, this time with Bradford MDC.

Details were given of some of the issues involved in achieving charter status, as well as examples of development opportunities that had been offered to Members. Future plans included: more personalised learning, the development of e-learning, offering training programmes to Members from other local authorities and arranging more regional events.

Chris was thanked for the information that he had provided and for his attendance at the meeting.

## 25. INTRODUCTION OF ROLE PROFILES

Consideration was given to a report that provided examples of individual role profiles for members, with a view to similar role profiles being adopted by City of York Council.

- RESOLVED: (i) That, subject to further consultation, the Steering Group supported the introduction of role profiles for Members.
- (ii) That, at the next meeting, draft profiles in line with those outlined in Annex B of the report, be presented for the following roles<sup>1</sup>:
- Ward Councillor
  - Leader of the Council
  - Deputy Leader of the Council
  - Portfolio Holder
  - Scrutiny Chair
  - Chair of quasi-judicial committee (generic profile)
  - Leader of an opposition group
- (iii) That the I&DeA skills framework be incorporated into the profiles.

REASON: In order to comply with the requirement of the I&DeA Charter.

### Action Required

1. Draft profiles incorporating I&DeA skills framework AEO

## 26. PROTOCOL FOR AGREEING AD-HOC REQUESTS FROM MEMBERS FOR TRAINING AND DEVELOPMENT

Consideration was given to a report that presented the final draft of a protocol, which had been established to deal with ad-hoc requests from Members for individual training and development events or activities outside of the Annual Core Programme and Personal Development Reviews.

The draft protocol had been circulated to directorates for comment, along with a comprehensive list of conferences. Comments that had been received from Directors were tabled for consideration. Members noted the concerns that had been raised regarding the financial contribution that Directorates would be required to make if the protocol were to be adopted, and the difficulties that may arise when conference themes were cross-directorate. In light of these potential complications, it was suggested that the implementation of the protocol be monitored for the first year.

- RESOLVED: (i) That the Steering Group recommend to the Standards Committee that the draft protocol be adopted<sup>1</sup>.

- (ii) That the implementation of the protocol be monitored for a year, with an initial review taking place after six months<sup>2</sup>.
- (iii) That, at the next meeting, details be provided of attendances at conference<sup>3</sup>.

REASON: In order to provide a structured approach towards dealing with ad hoc requests for attendance at conferences.

Action Required

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| 1. Refer to Standards Committee                | AEO |
| 2. Agenda item for workplan                    | AEO |
| 3. Information to be provided for next meeting | AEO |

## 27. BUDGET REPORT

Members considered a report that set out the position to date regarding expenditure against the Member Training and Development budget and sought Members' views on increasing the available budget for 2010/11.

Officers drew attention to the table showing a comparison of neighbouring local authority spend on member development. They explained that, because of the way in which authorities structured their budgets, exact comparisons were difficult. Members were asked to consider whether they wished to suggest to the Standards Committee that the Member Training and Development budget be increased or retained at its current level.

Members noted the cost implications of using external trainers and of attendances at London based conferences. They agreed that in some circumstances these costs were unavoidable. Nevertheless they would wish to see such expenditure incurred only after other options had been explored.

- RESOLVED: (i) That the report be noted.
- (ii) That it be recommended that the Member Training and Development Budget remain at its current level of £10k.
  - (iii) That it be recommended that the use of external trainers and attendances at London based conferences and events be closely monitored in order to rationalise spending to the Member Development Budget.

- REASONS: (i) To ensure that the Council can deliver effective Member Development opportunities to Members within the scope of the budget.
- (ii) To comply with the requirements of the Charter which state that Members are actively involved in setting the

Member Development Budget and monitoring the level of spend.

Councillor C Runciman, Chair

[The meeting started at 4.30 pm and finished at 6.00 pm].