
MEETING	MEMBER SUPPORT STEERING GROUP
DATE	15 SEPTEMBER 2010
PRESENT	COUNCILLORS RUNCIMAN (CHAIR), D'AGORNE, GUNNELL AND WISEMAN

1. **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.

2. **MINUTES**

RESOLVED: That the minutes of the meeting held on 19 May 2010 be approved and signed by the Chair as a correct record.

3. **PUBLIC PARTICIPATION**

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

4. **DRAFT INDUCTION STRATEGY 2011.**

Members considered a report which put before them draft arrangements for inducting newly elected Members immediately after the forthcoming elections in May 2011 in accordance with the key strategic elements of the Council's Member Training and Development Policy.

Officers outlined the report and advised that the Induction Strategy is the final item being prepared to go towards the assessment for Charter Status and would also be useful due to the impending 2011 Local Elections.

Members made the following comments:

- Personal Development Plans should be highlighted to new Members early.
- A separate session on the decision making process and scrutiny would be useful.
- Importance of Planning training for new Members.
- Possibility of a 'Drop In' induction or workshop on IT so new Members can call in to ask questions.
- Ensure that new Members are introduced thoroughly to casework and how to log complaints and enquiries from residents in their Ward.

RESOLVED: That support be given to the proposed strategy for induction of newly elected Members as set out in Annex B.

REASON: In order to comply with the requirement of the Charter and to provide newly elected Members with appropriate skills, knowledge and experience to carry out their roles.

5. INTRODUCTION OF EXIT SURVEYS/INTERVIEWS FOR ELECTED MEMBERS.

Members were presented with a report which asked them to consider a suggested draft exit survey for Members standing down from Council.

Officers introduced the report and advised that Exit Surveys are good practice and a way for the Member Support Officer to obtain information about the experiences of Members.

Members made the following comments:

- Surveys should be anonymous as far as possible.
- Ask for years of service rather than specific dates.
- Option to discuss any issues further with the Member Support Officer if required.
- Section 2 regarding employment should have more space to enable expansion of answers as employment status is often key to why individuals stand to be a Councillor or not.
- General tidy up of the layout of the survey is required.
- Addition of a question to discover if the individual stood down or was not re-elected.
- A question to find out what roles the individual had e.g. Exec Member, Chair of a Committee.
- Possible addition of questions on time constraints and work/life balance.

RESOLVED: That support be given to proposed exit survey as set out in Annex A for future use in connection with future retiring members.

REASON: In order to support the improvement of communication, relationships, support, training and ultimately the retention of elected members.

6. LOCAL DEMOCRACY WEEK.

Members considered a report which summarised the events and activities planned during Local Democracy Week between 12 and 15 October 2010, in support of raising awareness about the democratic process and the role of Councillors.

Officers advised Members that the following events had been arranged:

- Meet the Mayor.
- Schools Council Meeting
- A Councillor, Who Me?
- Tours of the Guildhall – ‘Corridors of Power’
- Mansion House Tours.

Members noted the events.

RESOLVED: That the programme of activities for Local Democracy Week, initiated by Democratic Services, in furtherance of the commitment to achieve Member Development Charter Status.

REASON: In order to comply with the requirements of the former I&DeA Charter and to actively raise awareness about the democratic process.

7. VERBAL UPDATE ON THE CHARTER ASSESSMENT.

Members received a verbal update from officers on the arrangements in place for the Charter Assessment later in the month.

Officers advised that the Charter Status assessment was scheduled for the 28th September and that an information pack would be sent out to Members being assessed. In response to Members questions, Officers advised that only two member Personal Development Reviews were outstanding.

RESOLVED: That the update on the Charter Assessment be noted.

REASON: In order to keep Members up to date with work which has been undertaken towards the Charter Assessment.

Councillor Runciman, Chair
[The meeting started at 3.30 pm and finished at 4.30 pm].