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MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	12 OCTOBER 2011
PRESENT	COUNCILLORS GUNNELL (CHAIR), WILLIAMS, JEFFRIES (SUBSTITUTE), RUNCIMAN (VICE-CHAIR) AND HEALEY (SUBSTITUTE)
APOLOGIES	COUNCILLORS BARNES AND WISEMAN

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#### **9. DECLARATIONS OF INTEREST**

At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

#### **10. MINUTES**

RESOLVED: That the minutes of the meeting held on 20 July 2011 be approved and signed by the Chair.

#### **11. PUBLIC PARTICIPATION**

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

#### **12. LOCAL DEMOCRACY WEEK EVENTS.**

This report informed Members on the events and activities planned during Local Democracy Week between 10-16 October 2011, in support of raising awareness about the democratic process and the role of elected Members.

Officers reported that the 'Meet the Mayor' and the mock Council meeting event which had been attended by children from two local schools had been a success. The schools involved had since advised that they are keen to bring in further classes of children to take part in the same event at a later date. It is anticipated that the event will be used in future years for Local Democracy Week.

Other planned activities include Political Speed Dating involving members of the Youth Council and York Councillor's, visits to primary schools by the Lord Mayor and guided tours of the Guildhall.

**RESOLVED:** That Members noted the programme of activities for Local Democracy Week initiated by Democratic Services, in furtherance of the commitment to Member Development Charter Status and to promote local decision making in York, particularly with 800 years of democracy in York approaching 2012.

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

**13. FEEDBACK FROM MEMBERS EXIT QUESTIONNAIRES (VERBAL UPDATE).**

Members received a verbal update on the Members exit questionnaires following the local election.

Officers advised that they were in receipt of feedback from a number of past Members and were currently analysing the information and considering the best way in which to report the findings.

As some of the information is specific to the workings of the individual political groups, Officers advised that this would be reported to the relevant Steering Group member for each party in due course.

Upon advice from Officers, Members discussed the possibility of widening the Steering Groups remit to encompass Member Support in general as a lot of the information contained in the exit questionnaires did not fit within the current remit of the Steering Group.

Members suggested that it would be beneficial for the exit questionnaire to be brought back to the group for further consideration to ensure the information being collected is relevant to the Steering Group.

- RESOLVED: (i) That the verbal update was noted.
- (ii) That the exit survey questionnaires be brought back to the steering group for further consideration and officers to look into the widening of Steering Group remit.<sup>1</sup>

REASON: To keep Steering Group Members informed.

Action Required

1. Write report(s) for future meetings.

DS

**14. REVIEW OF TRAINING AND DEVELOPMENT EVALUATION PROCESS AND FORM.**

Members considered a report which asked them to consider the style of any new evaluation form and the process of gathering information.

Members made the following comments:

- Overall, the example form at Annex B was considered to be the simplest form but Members felt that it would benefit from a question on how well a training session had been delivered.
- If scales of numbers are used on the form, it should be made obvious what the numbers signify.
- A question to identify if a session had fulfilled Members requirements would be useful to identify if any further training is required in specific areas.
- Members queried whether the strategic aims and objectives question was required on the current CYC form. Officers confirmed that it was not necessary.
- Members could see advantages and disadvantages of both email and paper copies of evaluation forms. Officers commented that email copies could be sent out after events if necessary.
- The timing of the handing out of forms at training sessions is important to ensure that all members in attendance have the chance to complete them. Members felt that it

would be possible for a designated Member to hand out the form if the training provider is external.

- In response to Members questions, Officers advised that Democratic Services could carry out an annual or 6 monthly survey to double check on Members training needs.

Members agreed that an email version of a new form, taking into account the above comments, could be circulated to them via email for consideration instead of a further report being brought to the group in December.

RESOLVED: (i) That Members considered the report and commented as above.

(ii) That Members identified the form attached at Annex B as a suitable form style for the proposed new evaluation form and some key questions to be asked.<sup>1</sup>

(iii) That a questionnaire be issued 6 monthly to all members to identify any training issues.

REASON: To inform the content of a revised evaluation form and the process to be used to gather information.

Action Required

1. Draft evaluation form be emailed to Steering Group members. TW

**15. WORK PLAN**

Consideration was given to the future work plan of the Member Development Steering Group.

It was noted that the Annual Review of Policy due at the December meeting was an essential item and would include the protocol for Member attendance at conferences.

The report on the Draft Training and Development Evaluation Process and Form would be removed from the December

meeting as Members had agreed to look at the draft form via email.

RESOLVED: That the Work Plan be approved.

REASON: In order to provide the Steering Group with a work programme for future meetings.

**16. URGENT BUSINESS**

Councillor Runciman queried whether training sessions attended at Party Conferences could be recorded and count towards Members training target.

Officers advised that such courses could be included in the totals and that Members would need to provide a few key words about the course content. As Party Conferences have numerous courses, Officers suggested allowing Members to record 1 course per day for each day attended.

Councillor Gunnell, Chair

[The meeting started at 4.00 pm and finished at 4.55 pm].