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| MEETING | MEMBER DEVELOPMENT STEERING GROUP |
| DATE | 26 JANUARY 2012 |
| PRESENT | COUNCILLORS GUNNELL (CHAIR), BARNES, DOUGLAS, RUNCIMAN (VICE-CHAIR) AND WISEMAN |

24. DECLARATIONS OF INTEREST

Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

25. MINUTES

RESOLVED: That the minutes of the meeting held on 1 December 2011 be approved and signed by the Chair as a correct record.

26. PUBLIC PARTICIPATION

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

27. DEMONSTRATION ON 'MORE' (MEMBER ONLINE RESOURCE ENVIRONMENT)

Members received a presentation and demonstration on Member Online Resource Environment from Chris Farquhar of City of Bradford Metropolitan District Council.

The website (www.more.lgyh.gov.uk) had been designed for councillors in Yorkshire and the Humber and would provide an opportunity to make members aware of events, news, information and development opportunities as well as a space to network and share ideas and good practice.

Details were given of a proposed Member Reference Group. The terms of reference of this group were currently being

drafted. It was hoped that the group would include representation from each of the councils involved.

Members welcomed this new on-line resource but stated that it was important that it was regulated to ensure that it was not used as a political tool. They suggested that it would be particularly useful if web-cam arrangements were in place for training sessions and other events.

- RESOLVED:
- (i) That the presentation on the Member Online Resource Environment be noted.
 - (ii) That, when available, the terms of reference for the proposed Member Reference Group be circulated to the political groups¹.

REASON: To ensure that Members are aware of this on-line facility and to encourage them to participate in its development.

Action Required

1. Circulate terms of reference when available.

TW

28. SPRING COMMUNITY EVENTS

Members received a report that set out proposals for the Spring Community Events Programme which would be offered to Members in April and May 2012. It was noted that these events were additions to the core programme.

Members were invited to comment on the proposals for the Spring Community events programme before the events were finalised and advertised to all Members of the Council.

Members stated that they were pleased with the events programme that was being proposed. They stated that it was important that arrangements were in place to ensure that the tour of the council assets took into account Members' access requirements.

Officers stated that, in future programmes, it was hoped to include ward visits. Members suggested that it would be useful if they were also offered the opportunity to visit West Offices.

RESOLVED: That the Spring Community Events programme be approved and advertised to all Members of the Council¹.

REASON: In order to deliver the commitment set out in the Council Plan 2011-2015.

Action Required

1. Circulate programme to all Members

TW

29. PROVISION OF INFORMATION FOR MEMBERS ON COLIN

Members received a report that gave details of proposals to review the current provision of information on the newly established “Zone 47” intranet base. This work formed part of a wider Democratic Services Development Plan.

Members discussed the following issues in respect of “Zone 47”:

- It was important to ensure that information was kept up to date.
- It would be helpful to include news and information in respect of policy changes and for there to be Member involvement.
- Consideration should be given to changing the name from “Zone 47”.
- There should be a link from the intranet to the Member Online Resource Environment.

RESOLVED: (i) That it be noted that “Zone 47” is currently under review and that the Steering Group will receive a further update on how this will work for “Member training and development” in due course.

(ii) That Members noted that they were invited to provide comments to the Chair of the Steering Group or the Head of Civic and Democratic Services on the existing provision of information on “Zone 47” and on what information might be useful for future, to help inform the review.

REASON: To keep the Steering Group informed about key developments affecting Member training and development.

30. WORK PLAN

Consideration was given to the Steering Group's Work Plan.

Discussion took place regarding the following issues:

- It was noted the Independent Remuneration Panel was currently reviewing the arrangements in respect of Members' allowances, including issues in respect of travel to conferences and other activities. Feedback would be given at the meeting scheduled for March 2012, when the protocol relating to conferences would be considered as part of the revised Member Development Policy.
- A suggestion was put forward that training should be offered on mentoring skills. It was noted that some Members were qualified to deliver this training and could be approached to ascertain if they would be willing to do so. Information could also be obtained regarding any mentoring training offered by the LGA.
- Further consideration should be given as to whether certificates should be issued to Members who had attended training sessions.
- A suggestion was put forward that portfolios should be maintained that evidenced a Member's committee experience and roles undertaken, as well as detailing their attendance at training and development events.
- Members requested that a written report be included with all agenda items.

The following additions to the work plan were agreed:

- A report to be presented to the Committee at the next meeting in respect of issues raised regarding certification of training courses and the feasibility of maintaining Member Portfolios¹.
- An additional meeting of the Committee to be held in April 2012. Agenda items to include:
 - The next core training programme
 - Personal Development Reviews

RESOLVED: That, subject to the agreed additions, the work plan be approved.

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

Action Required

1. Prepare report for Steering Group

DS

Councillor Gunnell, Chair

[The meeting started at 5.00 pm and finished at 6.15 pm].