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MEETING	MEMBER SUPPORT STEERING GROUP
DATE	28 JANUARY 2013
PRESENT	COUNCILLORS DOUGLAS (CHAIR), BARNES, CUNNINGHAM-CROSS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

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#### **24. 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.

#### **25. MINUTES**

RESOLVED: That the minutes of the last meeting held on 29<sup>th</sup> November 2012 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 Councils Public Participation Scheme.

#### **27. DIRECTOR OF COMMUNITY RELATIONS AND LIFELONG LEARNING FROM THE CENTRE FOR LIFELONG LEARNING - THE NEW ACCREDITED PROGRAMME FOR COUNCILLORS.**

The Director of Community Relations and Lifelong Learning from the Centre for Lifelong Learning attended the meeting to outline plans for the new accredited programme for Councillors.

The following key points about the proposed programme were highlighted:

- The programme would consist of 3 modules; Civic History, Local Government and the role of Councillors and Social Policy.
- Members would be able to choose to undertake an accredited course where credits will count towards a University awarded certificate, or an unaccredited version.
- An outline of the course is currently going through the University of York's approval process, the last step being the Teaching Committee which will look at the course content.
- It is proposed that the course will commence at the start of the next academic year, September 2013.
- A minimum of 8 or 9 candidates would be required in order to make the course viable.
- There is the option of opening the course up to the public.
- The first year will be a pilot, initially funded by the University with a view to continuing it if it is successful. Thereafter the Council would need to fund any Councillors the course.
- The teaching sessions will be flexible with class materials online and tutors will be happy to come to West Offices.
- The course will be unique to York.

Members commented that the pilot year was important to establish the programme and to encourage people to become involved.

Officers confirmed that further details on the modules would be circulated to Members in due course.

RESOLVED: That Members noted the update.

REASON: To progress the Accredited Programme for Councillors.

**28. SUPPORT TO MEMBERS IN RELATION TO DEALING WITH MEMBERS ENQUIRIES AND THE APPROACH TO COMMUNITY CONTRACTS.**

The Assistant Director (Communities, Culture and Public Realm) and the Head of Communities and Equalities attended the meeting to discuss issues around Members Enquiries and the Approach to Community Contracts in light of the comments raised at the Member Support Steering Group meeting of 13<sup>th</sup> September 2012. In addition to this the Chief Executive from Your Consortium was in attendance to talk to the Steering Group about their work. Your Consortium are the organisation that took over managing the Ward Committee Budgets.

The Chief Executive from Your Consortium outlined the work of the organisation. In response to Members questions she confirmed that she hoped to produce an annual report to show the outcomes of the Consortium's work.

Members went on to query Ward Committee organisation, in particular how the dates are set for the meetings. Officers advised that Members will need to work with officers to identify suitable dates for the annual ward meetings.

In relation to Community Contracts, Officers confirmed that they are going to be changed so that they are bespoke to each Ward and that they can be renamed to something else if required.

Members asked if it was possible for a monthly report to be produced in relation to member enquiries which go through the customer contact centre. Officers confirmed that further information would be brought back to the Group once it was available.

**RESOLVED:** That Members noted the information provided.

**REASON:** To keep Members informed on developments relating to

**29. VERBAL UPDATE - MEMBER TRAINING AND DEVELOPMENT 2013/14 ONWARDS.**

Officers from Democratic Services provided an update to Members in relation to Member Training and Development for the municipal year 2013/14.

Further to the discussions which took place earlier in the meeting regarding the new accredited programme in conjunction with the University, Officers advised that Democratic Services would continue to offer a statutory programme of training for areas such as Planning and Licensing which Members have to undertake by law.

Members asked that a briefing report be produced to outline the proposed changes, in order that Steering Group members could present to their groups. Officers confirmed that the Member Training and Development policy would then need to be amended in due course to reflect the changes as current training targets would no longer apply.

RESOLVED: (i) That Members noted the update.  
(ii) That a briefing report on the proposed changes be produced for circulation to the groups<sup>1</sup>

REASON: To keep Members informed on proposed changes to member training and development.

Action Required

1. Produce briefing note.

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**30. WORK PLAN.**

Members considered the Work Plan for the Committee to March 2013.

Following discussion, it was agreed that the six monthly survey of training courses attended and the update on the Leadership Academy would be removed from the work plan.

RESOLVED: That the work plan and amendments detailed above be noted.

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

Councillor Douglas, Chair  
[The meeting started at 5.00 pm and finished at 6.15 pm].