



**Notice of a public meeting of
Member Support Steering Group**

- To:** Councillors Runciman (Chair), Douglas (Vice-Chair),
Boyce and Looker
- Date:** Thursday, 27 November 2014
- Time:** 4.30 pm
- Venue:** The Craven Room - Ground Floor, West Offices (G048)

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

2. Minutes

(Pages 1 - 4)

To approve and sign the minutes of the last meeting held on 11 September 2014.

3. Public Participation

At this pointing the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5:00pm on Wednesday 26th November 2014.**

Filming or Recording Meetings

Residents are welcome to photograph, film or record Councillors and Officers at all meetings open to the press and public. This includes the use of social media reporting, i.e. tweeting. Anyone wishing to film, record or take photos at any public meeting should contact the Democracy Officer (whose contact details are at the foot of this agenda) in advance of the meeting.

The Council's protocol on Webcasting, Filming & Recording of Meetings ensures that these practices are carried out in a manner both respectful to the conduct of the meeting and all those present. It can be viewed at

http://www.york.gov.uk/downloads/download/3130/protocol_for_webcasting_filming_and_recording_of_council_meetings

4. Review of Member Facilities at West Offices

A representative from Facilities Management will be in attendance to discuss facilities for Members at West Offices.

5. Review of iTrent and Members Claims

The iTrent and HR Transformation Programme Manager will be in attendance to respond to queries from Members on iTrent and Members Claims now the system has been in operation for a year.

6. Draft Induction Programme and Strategy for Newly Elected Members 2015/16. (Pages 5 - 16)

This report sets out the first draft of the induction strategy and programme for newly elected Members during 2015/16 for the Steering Group's consideration.

7. Review of Members' Newsletter (Pages 17 - 20)

This report provides an update on the Members' Newsletter which was introduced in April 2012. The newsletter has now been in place for over 2 years and as part of its monitoring role, the Steering Group has asked to review the newsletter and its effectiveness.

8. Work Plan (Pages 21 - 22)

Members are asked to consider the work plan for the Member Support Steering Group.

Democracy Officer:

Laura Bootland

Tel:01904 552062

Email: laura.bootland@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports and
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جاسکتی ہیں۔ (Urdu)

 (01904) 551550