

Meeting	Member Support Steering Group
Date	27 November 2014
Present	Councillors Runciman (Chair), Douglas (Vice-Chair), Boyce and Looker

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#### **34. Declarations of Interest**

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

#### **35. Minutes**

Resolved: That the minutes of the last meeting held on 11<sup>th</sup> September 2014 be approved and signed by the Chair as a correct record.

#### **36. Public Participation**

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

#### **37. Review of Member Facilities at West Offices**

Following a request from Members to discuss facilities for Members at West Offices, the Facilities Manager was in attendance at the meeting to answer queries.

Members raised the following issues:

- Would it be possible for Members to park on site when attending meetings with start times after 6.30pm. It was confirmed this may be possible and Facilities Management would liaise with Democratic Services to make arrangements for this.
- Could Members have a paper recycling bin installed by the mailboxes on the ground floor corridor. This was

refused at the meeting due to possible fire regulation concerns but has since been installed.

- It would be useful to have notices near main entrances showing floor plans and an electronic display in the customer reception showing meetings and meeting room information. It was confirmed that this had already been raised as an issue and was currently being investigated.
- Whether it would be possible for Members to have exclusive access to a bookable pod. It was confirmed that this would not be possible as the pods are supposed to be used as and when required by all staff and this was non-negotiable.
- In response to queries from Members it was confirmed that there was no other cycle parking closer to the staff entrance other than that provided at the rear of the building.

Members commented that the cleaning staff at West Offices were efficient and were pleased to note that the building was being kept in a good condition.

Resolved: That Members raised the issues above with the Facilities Manager.

Reason: To enable officers to monitor members concerns in relation to the Council Offices.

Action Required

1. Democratic Services to work with Facilities on the issues raised. LB

### **38. Review of iTrent and Members Claims**

The iTrent and Human Resource Transformation Manager was in attendance at the meeting to respond to queries from Members on iTrent and Members claims now the system has been in operation for a year.

Officers reported a number of figures as follows:

- 34 Members have logged on to iTrent
- 13 have not yet logged on to iTrent
- 18 have used it to claim.

In relation to the above figures, Officers reminded Members that they should log on and familiarise themselves with the system if they had not yet done so as it could be used for a number of things including updating personal details. It was confirmed that one to one training could be arranged for any Members who require it.

In response to queries from Members, Officers agreed to look into the following and report back to Democratic Services:

- A consistent way for Members to claim for childcare.
- Remote access problems
- Compatibility with Apple devices.

Resolved: That Members noted the update and commented as detailed above.

Reason: To keep Members involved and informed on iTrent and the Members Claims process.

Action Required

2. Follow up on issues raised by Members.

LB

**39. Draft Induction Programme and Strategy for Newly Elected Members 2015/16.**

Members considered a report which set out the first draft of the induction strategy and programme for newly elected Members during 2015/16.

Officers reported that the induction programme was still in its early stages but would be similar to that undertaken in 2011 although more fitting to budgets available for 2015/16.

Members suggested that a training session for newly elected Members on how to work with social media may be useful. In response to questions about training for Councillors relating to their Ward roles, Officers confirmed that work was ongoing with other Council departments such as Communities and Neighbourhoods to provide suitable training.

It was agreed that a further draft of the induction programme would be brought back to a future meeting of the Steering Group.

Resolved: That Members noted the draft induction strategy.

Reason: To keep the Steering Group informed on arrangements for the induction programme 2015/16.

#### **40. Review of Members' Newsletter**

Members considered a report which provided an update on the Members' newsletter which was introduced in April 2012. As part of its monitoring role the Steering Group has asked to review the newsletter and its effectiveness.

Members had the following comments and suggestions in relation to the newsletter:

- The newsletter can not be opened on some mobile devices.
- Sometimes the information in the newsletter is out of date and does not appear to link up with other information that Members receive.
- In terms of content, more information on future events would be useful and information on City of York Council staff such as new starters and leavers would be appreciated.
- It was queried whether the newsletter could be circulated with the City of York Council staff bulletin 'Buzz' as currently only Group Leaders receive a copy of this and not all Members get to see it.
- Members agreed that the newsletter was useful and that they were happy for it to continue.

Members asked that thanks be passed onto the Democratic Services Officer responsible for compiling the newsletter.

Resolved: That Members noted the report and agreed to the continuation of the newsletter as a tool for communicating information to Members on a regular basis.

Reason: To enable robust arrangements to continue to be in place for a Members' newsletter moving towards the Election in 2015.

**41. Work Plan**

Members considered the work plan for the Steering Group for the remainder of 2014/15 municipal year.

It was noted that an update on membersphere was expected in January. A further report on the induction programme would also be brought to January or March meeting ahead of its implementation in May 2015.

Resolved: That the work plan be noted.

Reason: To provide the Steering Group with a work programme for future meetings

Councillor Runciman, Chair  
[The meeting started at 4.30 pm and finished at 5.50 pm].