



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

To: Councillors Runciman (Chair), Douglas (Vice-Chair),
Boyce and Looker

Date: Thursday, 29 January 2015

Time: 4.30 pm

Venue: The Thornton Room - Ground Floor, West Offices (G039)

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 - 6)

To approve and sign the minutes of the last meeting held on 27th November 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 28th January 2015.**

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. Update on Membersphere - a Website for (Pages 7 - 10) Members.

This report provides a contextual update on the proposals for a 'Membersphere' website. Members will also receive a working presentation by ICT officers on the facility as it stands and be consulted on their views.

5. Work Plan (Pages 11 - 12)

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

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City of York Council

Committee Minutes

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

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 11th 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].

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Member Support Steering Group**29th January 2015**

Report of the Assistant Director Governance and ICT

Membersphere Update**Summary**

1. This report provides a contextual update on the proposals for a 'Membersphere' website. Members will also receive a working presentation by ICT officers on the facility as it stands and be consulted on their views.

Background

2. The Steering Group will be aware of proposals to introduce a new 'Membersphere' to provide Members with a single site from which to access and communicate key information quickly. Despite the delays arising in mid 2014 from Cabinet Office requirements relating to the Public Sector Network, it is hoped that Membersphere will still be available as a site for the benefit of all Members, but specifically aiding newly elected Members, as from May 2015.

Features of 'Membersphere'

3. At previous meetings, Steering Group Members have received 'work in progress' demonstrations as the package developed and were invited to comment and suggest ways in which they would like Membersphere to work for them. Membersphere has been developed accordingly and it is intended that Members may use it for the following:
 - Allow members to easily create and administer groups
 - Enable members to easily upload and share documents, images and links between groups and individuals
 - Facilitate external/internal collaboration

- Let users send messages between individuals and groups
 - Be compatible on mobile devices
 - Provide a central place to access key member information, such as the Constitution, members' guide and training programmes
 - Display relevant information from external sources (e.g. Twitter, Facebook, ModGov etc.)
4. The Digital Development Team will be demonstrating the latest version of Membersphere at the meeting. There will be a further opportunity for members to provide feedback and ask questions.
 5. It is intended that before the final launch of the site that a group of current Members will be invited to 'test' it ahead of it being launched to all Members in May 2015.

Consultation

6. Steering Group Members have been asked prior to this meeting to provide feedback on Membersphere as it progressed.

Options

7. Members can:
 - i. Approve the continuation Membersphere in its current format bearing in mind there is some work still to do.
 - ii. Choose to make changes to the current format.

Analysis

8. In recent years due to budget constraints, the resources for Member Development and Support have been reduced. 'Membersphere' is being provided in-house and it is hoped it will provide a single destination for Members to easily access resources and support they may require and help them manage their work as Councillors.

Council Plan 2011-2015

9. Having well informed Members will continue to help the Council deliver its key priorities set out within the Council Plan 2011-15.

Implications

10. **Financial** – There are no financial implications associated with this report other than the investment of staff resources to build the site. There is a possibility that if successful it may be offered to other authorities and partners where a business need is identified.
11. There are no known Human Resources, Legal, Equalities or other implications associated with delivering this site for Members.

Risk Management

12. There are clear advantages to Members with this site in terms of enabling them to access the information they require more easily and in terms of enhancing their methods of communicating and sharing information. There is a risk if the Council fails to look to digital solutions to ease the burden of information and information sharing increasingly faced by Members that Members will become less and less equipped to manage their time and resources effectively.

Recommendations

13. Members are asked to note and comment upon the redevelopment of the 'Membersphere' site.

Reason:

To enable arrangements for Membersphere to be introduced in the 2015/16 municipal year.

Contact Details

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report:**

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**Report
Approved**



Date 21.1.2015

Specialist Implications Officer(s) None

Wards Affected: None

All



For further information please contact the author of the report

Background Papers:

None

Annexes

None

Member Support Steering Group Annual Work Plan 2014/15

MSSG Meeting	Detail
13 March 2014	<ul style="list-style-type: none"> • Final Core Programme 2014/15 • Membersphere/Lagan Lite Update • Data Update (Customer Services)
11 September 2014	<ul style="list-style-type: none"> • Update on Membersphere • Update on Councillor Casebook
27 November 2014	<ul style="list-style-type: none"> • Itrent and Member Claims Review • Review of Support Facilities for Members at West Offices • Draft Induction programme for Newly Elected Members 2015 • Review of Members Bulletin
29 January 2015	<ul style="list-style-type: none"> • Update on Membersphere • Update on draft Induction Programme
12 March 2015	<ul style="list-style-type: none"> • Draft of Core Programme of Member Training for 2015/16 • Update on Induction Programme for Newly Elected Members

In addition to the above the Steering Group will also consider other items including suggested training throughout the year.

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