
MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	16 APRIL 2012
PRESENT	COUNCILLORS GUNNELL (CHAIR), JEFFRIES (SUBSTITUTE), RUNCIMAN (VICE-CHAIR), WISEMAN AND DOUGLAS
APOLOGIES	COUNCILLORS BARNES

39. 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.

40. MINUTES

RESOLVED: That the minutes of the meeting held on 8 March 2012 be approved and signed by the Chair as a correct record.

41. PUBLIC PARTICIPATION

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

42. MEMBER TRAINING AND DEVELOPMENT CORE PROGRAMME 2012-13.

Members considered a report which set out the draft proposed core programme of training and development opportunities for Members for the 2012/13 municipal year.

Having considered the draft programme at Annex A, Members made the following comments and suggestions:

- The possibility of running a training session on fundraising and the new approach to Neighbourhood Working. This would be to enable Members to understand the processes involved in applying for funding and where to signpost groups and individuals to funding sources.

- Members were supportive of ‘Policy Cafes’.
- Planning training should be held earlier than September 2012 in order for Members to receive the training prior to any policy changes being introduced.
- Key note speakers have had a tendency to be repeated, Members asked that speakers from further afield be sourced if at all possible.
- Members suggested the following subjects for pre council seminars: The Police Commissioner election, peripheral services such as the Coroner, the Registrar.
- The Equality Advisory Group should be consulted on equalities training to establish any areas that should be made a priority for training.
- A briefing document on outside bodies/being a Trustee would be useful to Members if it is not intended to include a training session in the Core Programme.
- An external provider on chairing skills would be beneficial.
- A session on public speaking that is separate from the chairing skills training is preferred by Members.

RESOLVED: That Members approved the draft core programme for 2012/13, including e-learning, as set out in Annex A to the report.

REASON: To enable arrangements for the delivery of a core programme for the municipal year 2012/13.

43. REVIEW OF THE PERSONAL DEVELOPMENT PLAN PROCESS.

Members considered a report which set out the beginnings for a review of the Personal Development Reviews which are offered to all Councillors on an annual basis.

Personal Development Reviews are one of four key strategic elements of the Member Training and Development Policy.

In response to Members questions, Officers confirmed that they were happy to look into different options for the provision of PDR's.

Members agreed to approve Option 3 as outlined in the report but requested that further information on alternative options for PDR's be brought back to the Steering Group in July.

RESOLVED: That Members approved Option 3 and asked Democratic Services to undertake more research/bring back a report to the Steering Group into alternative possibilities whilst retaining the current system for the municipal year 2012/13.¹

REASON: In order to identify a suitable Personal Development Review process.

Action Required

1. Report on PDP's.

TW

44. COUNCILLORS PERSONAL PORTFOLIOS.

Members considered a report which set out some provisional ideas about the best way to provide Personal Portfolio's for Councillors.

At a previous meeting of the Steering Group, Officers had been asked to look into the possibility of Members having a 'Personal Portfolio' which could be used to evidence committee experience and roles undertaken as well as training and development sessions attended.

It was questioned whether Members would have the time to keep individual profiles updated and if all details of Member training should be made publicly available.

In response to Members questions, Officers confirmed that Democratic Services holds all of the information that would be included in a Personal Portfolio and could provide a print out of the information and supporting letter for Members should they ever require it.

RESOLVED: That Members decided against the options suggested in the report.

REASON: The Steering Group did not consider Personal Portfolios necessary for Members.

45. WORK PLAN.

Members considered the work plan for the Steering Group for the 2012/13 municipal year.

Members referred to the Member Training and Development Core Programme considered under agenda item 4 and commented that it would be useful for a report on outside bodies to be added into the work plan.

RESOLVED: That the Work Plan be approved, taking into consideration the request detailed above.²

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

Action Required

2. Add report into work plan.

TW

Councillor Gunnell, Chair

[The meeting started at 5.00 pm and finished at 6.20 pm].