

## **MEMBER DEVELOPMENT WORKING GROUP**

### **MINUTES OF MEETING HELD ON 30 JULY 2014**

#### **Present:**

Councillor N Barker .....Chair  
Councillor J Austen  
Councillor G Baxter MBE  
Councillor M Gordon  
Councillor T J Moon  
Councillor J Windle

#### **Also Present:**

Mr A Bashir – Improvement Officer  
Mr F Powell – Senior Governance Officer  
Mr R Raily – Performance and Quality Officer

#### **28/14 Apologies for Absence**

There were no apologies submitted for absence as all Members of the Group were present.

#### **29/14 Minutes of Last Meeting**

RESOLVED – That the Minutes of the meeting of the Member Development Working Group held on 14 May 2014 be approved as a correct record.

#### **30/14 Matters Arising from the Minutes of the Member Development Working Group held 14 May 2014**

There were no matters arising from the minutes of the Members Development Work Group held on 14 May 2014.

#### **31/14 Member Data System**

The Working Group considered the report of the Executive Director Transformation on the Members Data System. The Working Group was advised that following the consideration of the Member Data Reporting System at the Member Involvement Half Day in June 2014 Councillors had requested a detailed report on the system to this meeting.

The Members Data Reporting System was a resource to assist Members in providing strategic and analytical data at both Ward and District level. Each Ward on the Members Data Reporting System would have a page highlighting key strategic statistics such as crime, unemployment rates, health data and service requests. The system would also enable Councillors to monitor trends and benchmark performance.

The Working Group was advised that the system would enable Members to make better and more informed decisions about their Ward and the District. The system could be customised and could be adapted to cater for additional data sets.

During the Working Groups consideration of the report the following comments were made by Members:

- The Members Data Set System should be included as a presentation to Council in January 2015 and should be included as part of the Members induction arrangements in May 2015.

**RESOLVED:** That the Working Group:

(1) Supports the development and introduction of the Members Data Reporting System for use by Members.

(2) Requests that the Members Data Reporting System

- Be included as a presentation to Council at its meeting in January 2015
- Be part of the Members induction arrangements in May 2015
- That a series of interactive sessions with refresher sessions be organised for Members in respect of the use of the System.

(Improvement Officer /  
Governance Team)

### **32/14 Member Development: Evaluation Results**

The Working Group considered a series of Evaluation Results Reports in respect of the following Member Events:

- Member Involvement Half Day – 3 June 2014
- Planning Committee Training Event – 10 June 2014
- Licensing Committee – Training Event – 16 July 2014
- Member Involvement Half Day – 22 July 2014

During the Committees consideration of the Member Event Evaluation reports the following comments were made by Members:

- The Licensing Committee training event on 16 July 2014, was an interactive event which involved practical discussions and participation by Members, events like this should be open to all Members of Council.
- That in future the questions on the questionnaire regarding the venue and refreshment requirements be removed as they were not particularly helpful.

**RESOLVED:**

(1) That the Working Group notes the statistical information / comments provided by Members in respect of the following Member Development events:

- Member Involvement Half Day – 3 June 2014
- Planning Committee Training Event – 10 June 2014

- Licensing Committee – Training Event – 16 July 2014
- Member Involvement Half Day – 22 July 2014

(2) In future the questions in respect of venue and refreshment requirements be removed from future evaluation forms as the information provided is not particularly relevant to the evaluation of the events.

(Senior Governance Officer)

### **33/14 Local Government Association: Our Place Event, 27 June 2014 Event Evaluation**

The Working Group considered a report of the Assistant Director Governance and Monitoring Officer in respect of the Local Government Association course: Our Place, from Getting Ready to Getting Going attended by Councillor P Williams on 27 June 2014. A copy of the comments of Councillor Williams on the event is attached as Appendix A to these minutes.

RESOLVED: That the Working Group notes the evaluation comments of Councillor P Williams in respect of the Local Government Association course: Our Place from Getting Ready to Getting Going attended on 27 June 2014.

(Governance Team)

### **34/14 Taxi Licensing Training Event: 17 July 2014**

The Working Group was advised that two Members and an Officer had attended a Taxi Licensing training event on 17 July 2014 at Chesterfield Borough Council. The Working Group was requested to note that any learning points/development issues would be shared with all Members of the Licensing Committee. The event was led by Mr James Button an expert in Licensing Law.

RESOLVED: That the Working Group notes that any learning/development points from the Taxi Licensing training course and held on 17 July 2014 would be shared with all Members of the Licensing Committee.

(Governance Team)

### **35/14 Member Involvement Half Days 2014/2015**

The Working Group was advised that following the approval of the Committee timetable 2014/2015 the dates for Member Involvement Half Days in 2014/2015 were as follows:

#### 2014

- Tuesday, 7 October – 9.30am – Council Chamber  
(The Group was requested to note that this was a change from the date shown in the Council Diary 2014/2015)
- Tuesday, 2 December – 2.00pm – Council Chamber

#### 2015

- Tuesday, 10 February – 9.30am – Council Chamber
- Tuesday, 7 April – 2.00pm – Council Chamber

During the Committees consideration of the Member Involvement Half Days 2014/2015 a question was raised whether meetings could be held in the evening to accommodate those Members who have work or caring commitments.

RESOLVED: That the Committee notes the approved Member Involvement Half Days for 2014/2015.

(Governance Team)

### **36/14 Any Other Business**

The Chair with the consent of the Working Group agreed to consider the Draft Members ICT Charter as any other business at this meeting.

The Working Group was advised that the Member ICT Charter had been revised following changes in personnel and new technology. The purpose of the Charter had been to provide an accessible set of principles which would be used to guide Members in their use of ICT in their role as Councillors. The Group was requested to note that it was a separate document from the recently agreed ICT Policies.

The main changes to the Charter concerned the Members IT and Training Officer who had recently transferred to the Governance Team. This Officer was now the first point of contact for Member IT issues. The charter also covered the introduction of iPads/tablet and Smart phone technology for Members.

During the Committees consideration of the Draft Members ICT Charter the following comments were made by Members:

- Concern was expressed that while the iPad provided to Members had the ability to connect to a wireless printer the laptop provided did not.
- A number of Members requested that a short practical Training event be organised in respect of Data Protection issues when Members were using IT systems and were processing third party information.
- That the Working Group recommends the Members ICT Charter for approval by Cabinet.

RESOLVED:

- (1) That the Members ICT Charter attached as Appendix B to these minutes be supported by the Working Group and recommend to Cabinet for its approval.
- (2) That a short interactive training event for Members be organised in respect of Data Protection issues when Elected Members were using IT systems and were processing third party information.

(Governance Team)

### **37/14 Date of Next Meeting**

The Working Group were informed and noted the date of the next meeting would be discussed and agreed with the Chair and all Members would be advised accordingly.

(Senior Governance Officer)

### **LGA - Our Place from getting ready to getting going. 27th June, 2014. Nottingham.**

The venue and accessibility was very good. There were a good number of delegates that attended but very few sitting councillors.

The overall theme of the day was around the idea of David Cameron's "Big Society". In other words recruitment of and activation of volunteers to help provide local services. One of the speakers spoke of his own leafy village in the south and the idea he promoted of taking over the local grass cutting that had felt the impact of local government cutbacks.

I am not sure that such a scheme would work here in NE Derbyshire. I have noticed that, including my own, a number of parishes exercised their right to outsource their cricket greens and play areas to the private sector. Interestingly, my own included, the majority have come back to the District team. I did have a word with the speaker and mentioned a number of concerns, one of which would be the consequent job loss at the local council and ultimately the reduction in outside services, of which covers a wide area. I could see developing a division between the better cared for areas and the not so well cared for. He didn't see it that way.

The presentations were very informative and interesting. Despite the main theme of volunteering I thought that there were quite a few of the ideas that could in fact be adapted to fit in with the role of the councillor and used in training and development sessions in the future.

It would be worth it for the committee to go through the presentations and booklets to identify aspects that we could use.

Cllr. Tricia Williams.

### Members' ICT Charter

The following are points which Members are asked to take into account to make the Council's ICT and smart-phone support streamlined and efficient. It also helps to ensure that the IT equipment provided is fit for purpose.

1. Contact and support – All ICT issues should be raised by contacting the **Members IT and Training Officer, on 7010** in the first instance and otherwise **Service Desk on 3001 (Internal) , 01246 217103 (External)** or by **email** at [servicedesk@ne-derbyshire.gov.uk](mailto:servicedesk@ne-derbyshire.gov.uk). (Please note members have responsibility for their own broadband arrangements where they have declined Council provided broadband).
2. All new members should undergo induction before receiving their laptop, iPad/tablet or smart-phone so they are aware of the policies and procedures that are pertinent to IT usage at the Council.
3. Specific guidance and advice is available for the use of iPads/tablets and members should familiarise themselves with this. It is available via the Members' Portal.
4. For the convenience of members, the Council has developed a structured plan of annual health checks for laptops, iPads/tablets and smart-phones. All members are requested to agree to this plan which will help keep laptops and iPads/tablets in good condition and minimise problems. Your schedule for health checks will be issued so you can see when these have been arranged. If any of the dates in your plan are inconvenient please contact the Members' IT and Training Officer to schedule a mutually convenient time.
5. Members should not install any third party software. Extra software other than standard build items should have a business requirement. This is because installation of untested software can impact on the performance of the laptop or iPad/tablet and could possibly introduce viruses on to the Council's systems. Please contact the Governance Team if you wish to have additional software installed on your laptop, iPad/tablet and smart-phone. A business case should be made with the request.
6. Laptops, iPads/tablets and smart-phones issued to members by the Council are to be used only by the members themselves. They should not be shared, transferred, loaned or used for access by anyone other than the designated member.
7. Whilst members may use laptops, iPads/tablets and smart-phones for non work web browsing, they must avoid viewing, creating, circulating, distributing, storing, downloading or printing material that might be considered offensive, illegal, pornographic or sexually explicit, that brings the Council into disrepute or that exposes it to legal action. Members should also be careful not to use Council resources for party political purposes.
8. Storage of a limited amount of personal information on the laptop, iPad/tablet and smart-phone is permitted but this is not recommended because it can affect the performance of the device and any information lost cannot be recovered.
9. Members should note that information held by a member on their electronic device is subject to the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000 and therefore such devices are included within the scope of any relevant requests or internal reviews made under the terms of these Acts.

10. It is not considered appropriate for officers to be asked by members to transfer personal information between devices or to provide support for non-Council related activities.
11. The Council can take no responsibility for any information lost on a laptop, iPad/tablet or smart-phone. The loss of any equipment should be reported to the Members' IT and Training Officer and to the Data Protection Officer as soon as possible so that a breach log can be filed and an assessment made as to the risk of such a loss.
12. Members should apply the housekeeping techniques demonstrated at their induction to ensure that their mailbox is available at all times. Advice and guidance on these techniques will be given at the induction. The Members' IT and Training Officer is always available for advice and guidance.
13. Security awareness sessions will be provided by the Governance Team to ensure members can work safely and securely with Council provided ICT services and equipment. Members must make all reasonable endeavours to attend this training.
14. Members should endeavour to attend any user training sessions provided by the Governance Team or Joint ICT Service to help maintain and update their ICT knowledge and skills. These will be flexible and arranged around member needs.
15. Members who are no longer office holders should return their laptop, iPad/tablet, smart-phone and other Council provided equipment within three working days of leaving office.
16. Members should endeavour to keep within the 2 GB monthly connection limit when using their iPads/tablets. Usage can be monitored via the My Data Usage App.

By adhering to the above conditions it will help the Council to facilitate its paperless working concept that has been adopted.

August 2014