

MEMBER DEVELOPMENT WORKING GROUP

MINUTES OF MEETING HELD ON 7 SEPTEMBER 2016

Present:

Councillor N Barker – (Chair)
Councillor J Austen
Councillor G Baxter MBE
Councillor A Cooper
Councillor M Gordon
Councillor J Windle
Martin Derbyshire
Claire Shacklady

11/16 Apologies for Absence

There were no apologies for absence.

12/16 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Member Development Working Group held on 22 June 2016 be agreed as a true and accurate record.

13/16 Evaluation Results from External Events

(a) East Midlands Councils Housing Summit – 15 June 2016

The Working Group considered the external training evaluation report on the Housing Summit training course provided by East Midlands Council. The session was attended by Councillor N Barker.

The Working Group noted the feedback on the event had been delivered well. The information presented highlighted the issues raised by the implementation of the Housing Bill, concern had been expressed whether the delivery of houses would be possible.

RESOLVED – That the Working Group notes the external training evaluation report on the Housing Summit provided by East Midlands Council on 15 June 2016.

(b) Rotherham Metropolitan Borough Council – Planning Board Training – 4 August 2016

The Working Group considered the external training evaluation report on Planning Committee Training that was held at Rotherham Metropolitan Borough Council (MBC) on 4 August 2016. The course was attended by Councillors S Boyle and B Ridgway.

The Working Group noted the feedback on the event received by Councillor Boyle and thanked him for a detailed report.

RESOLVED – That the Working Group notes the external training evaluation report on Planning Committee Training that was held at Rotherham Metropolitan Borough Council (MBC) on 4 August 2016.

14/16 Member Development Evaluation Results

(a) Member Involvement Half Day – 19 July 2016

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Member Involvement Half Day held on 19 July 2016.

The programme consisted of three presentations: Housing and Planning Act, Local Plan Development – Update on Green Belt Review and Planning Service Briefing.

The event had received positive feedback overall and the majority of Members felt that the programme was informative and relevant.

It was noted that Members would receive an update on the Local Plan, concerning the position statement of Planning Policy at the next Council meeting scheduled on Monday 31 October.

RESOLVED – That the Working Group notes the evaluation report on the Member Involvement Half Day held on 19 July 2016.

(b) Planning Committee Briefing Session – 26 July 2016

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Planning Committee Briefing Evaluation held on 26 July 2016.

The briefing included a suite of videos from public sector experts, Browne Jacobson, for guidance on probity in planning and focused on the specific areas of governance in the planning system, site visits and lobbying and the overall planning process.

It was noted that that the event was well received with the majority of Members rating the session excellent and finding it relevant to them as Members, useful and possible to put into practice, engaging and about the right length of time.

The Working Group noted seven Members attended the session. A discussion between the Working Group took place on the need to encourage Members to attend training.

RESOLVED – That the Working Group notes the evaluation report on the Planning Committee Briefing Session held on 26 July 2016.

(c) Media Awareness Seminar – 1 August 2016

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Media Awareness Session held on 1 August 2016.

The seminar was offered to Cabinet Members and Chairs and Vice-Chairs of the Council and the Council's Committees. The seminar provided an overview of the media, showed how to spot media opportunities and demonstrated how to use the media proactively to engage with the community.

It was noted that that the event was well received with the majority of Members rating the session excellent and finding it relevant to them as Members, useful and possible to put into practice, engaging and about the right length of time.

The Working Group praised the facilitator for his knowledge and delivery of the presentation. It was suggested that further training be requested, with a joint delivery to officers and Members.

The Working Group was advised that one-to-one media telephone advice was available, if requested. The Working Group asked how long this guidance was available for. The Governance Team would liaise with Media Friendly and advise the Working Group accordingly.

The Working Group discussed the use of a Social Network site for Members to raise awareness of their community profile. It was noted that the use of Social Networks would not be recommended, but may be reviewed in the future.

RESOLVED –

- (1) That the Working Group notes the evaluation report on the Media Awareness Seminar held on 1 August 2016.
- (2) That the Governance Team would contact Media Friendly to establish the time period available for one-to-one media telephone advice.
- (3) That the Leader of the Council would meet with the Communications, Marketing and Design Manager, to discuss the future delivery of cost effective Media Awareness training to Members and officers.

15/16 Member Development Working Group Work Programme

The Working Group considered the Member Development Work Programme. The Work Programme 2016/17 had been developed for the Member Development Working Group to assist in the planning of the agendas for each meeting during the year. It was also hoped that the Work Programme would assist in the

timetabling of Member Development support work throughout the year, such as the Training Needs Survey.

It was noted that office cover in the Governance Team was minimal due to a staff vacancy and maternity leave, however, resource will be provided to ensure that the Member Development Work Programme would be carried out.

RESOLVED – That the Working Group notes the Member Development Work Programme.

16/16 Member Development Strategy Action Plan Monitoring

The Working Group considered the report monitoring the progress achieved in implementing the Member Development Strategy Action Plan for the first quarter 2016/17.

It was noted that the lead officer for member development was on maternity leave however, resource would be provided to ensure that the Member Development Strategy Action Plan would be carried out.

RESOLVED – That the Working Group note the Member Development Strategy Action Plan.

17/16 Any Other Business

The Working Group discussed the content of the recent Member Involvement Half Day. It was noted that the Chair of the Member Development Working Group be consulted for all future programmes.

The Working Group also discussed the Council's new website that would be introduced at the end of September and agreed that a presentation would be given to reach the majority of Members at either Council on 31 October or a separate date to be agreed, to demonstrate the new website.

It was noted that a Refreshment Programme of iPads would soon commence. Members who were currently issued with laptops had been contacted to reconsider the use of an iPad.

The Working Group discussed the number of Members who had not yet completed an ICT induction. It was important for Members to be made aware of the ICT Charter and the legislative requirements for their IT equipment. Members who had not completed the ICT induction had been contacted.

It was noted that Members do not have personal records indicating what training they have attended. The Governance Team would be asked whether a record of Members attendance at training had been created.

RESOLVED – That the Working Group:-

- (1) Requests that the Chair of the Member Development Working Group be consulted for all future programmes of Member Involvement Half Day Sessions.
- (2) Consider the Refreshment Programme of iPads at the next Member Development Working Group meeting.
- (3) Consider ICT Induction Training for Members at the next Member Development Working Group meeting.
- (4) Enquires whether a record of Members attendance at training had been created.

18/17 Date of Next Meeting

The next meeting of the Member Development Working Group would be held on Wednesday, 16 November 2016 at 10.00 am.
