

MEMBER DEVELOPMENT WORKING GROUP

MINUTES OF MEETING HELD ON 15 NOVEMBER 2017

Present:

Councillor N Barker – (Chair)
Councillor J Austen
Councillor G Baxter MBE
Councillor M Gordon
Councillor J Windle
Martin Derbyshire
Sarah Cottam

10/17 Apologies for Absence

Apologies for absence had been received from Councillors A Cooper and D Hancock.

11/17 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Member Development Working Group held on 19 July 2017 be agreed as a true and accurate record.

12/17 Member Development Evaluation Results

(a) Hate Crime Training – 30 August 2017

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Hate Crime Training Event on 30 August 2017.

Briefing sessions were held at 1.00 pm and 5.00 pm. At a recent Member Training session it was raised that staff were being offered Hate Crime Training but not Members. In response to this feedback two additional sessions were organised for Members on 30 August 2017.

The briefing session consisted of a presentation by the Improvement Officer (Equality Lead) on Hate Crime and Hate Crime reporting.

10 Members attended the 1.00 pm session, however, only 2 Members attended the 5.00 pm session. 9 Members completed the evaluation forms at the end of the first session (90%) and 2 completed the forms after the second session (100%).

Overall the sessions were well received with 9 of the 11 Members rating the sessions as excellent or good (2 Members), 3 Members commented that the sessions were very good and informative.

10 out of the 11 Members found the session to be very relevant as Members and most felt they were useful and the information could be put in to practice. Members thought the sessions were engaging and easily to listen to and take part in, and the sessions went on for the right length of time.

Unfortunately the 5.00 pm was only attended by 2 Members, despite 6 confirming attendance beforehand. The session however went ahead as planned and was well received.

Some Members felt that further training may be required and suggested that more in-depth written information, such as a glossary of terms or a video clip could help those attending future sessions.

RESOLVED – That the Working Group notes the evaluation results following the Hate Crime Briefing Sessions held on 30 August 2017.

(b) Planning Committee Briefing/Training – 14 September 2017

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Planning Committee Briefing/Training held on 14 September 2017.

The session consisted of:-

- Overview of National Planning Indicators;
- Context to Decision Making;
- Case Studies;
- Issues and Risks.

Training was provided by the Planning Service - Adrian Kirkham, Planning Manager (Development), Helen Fairfax, Planning Policy Manager and James Arnold, Assistant Director – Planning and Environmental Health.

10 Members attended the session and all completed evaluation forms at the end of the event (100%).

Overall the event was well received with all respondents finding the briefing excellent, very relevant to them as Members as well as being useful and possible to put in to practice.

8 Members (80%) found the session very engaging and easy to take part in and 9 in 10 Members strongly agreed that the session lasted for the right amount of time.

A few Members requested that more in-depth training should always be provided and a few comments were made on the lack of attendance at the training.

RESOLVED – That the Working Group notes the evaluation results following the Planning Briefing Session Evaluation held on 14 September 2017.

(c) Member Involvement Half Day – 16 October 2017

The Working Group considered the evaluation statistics and comments submitted by Members in respect of the Member Involvement Half Day held on 16 October 2017.

The session consisted of three presentations:-

- Waste and Recycling Update;
- The Homelessness Reduction Bill;
- Section 106 – Affordable Housing Units.

16 Members attended the Half Day and 13 Members completed evaluation forms at the end of the event (81%).

Overall the session was well received with the Waste and Recycling Update and the Homelessness Reduction Bill receiving top marks for each question and positive comments throughout.

The Section 106 Affordable Housing Units topics also scored highly, however, Members felt it was slightly less engaging than the other two topics. One comment said that not enough information was provided with the presentation being delivered too quickly. However, three positive comments were made about this presentation.

RESOLVED – That the Working Group notes the evaluation results of the Member Involvement Half Day held on 16 October 2017.

(d) Licensing Training – 25 September 2017

The Working Group considered a report of the Senior Governance Officer at Bolsover District Council which set out the results of the evaluation forms completed by Members following a Member Development Session on Licensing Training held at Bolsover District Council on 25 September 2017.

All Licensing Committee Members were invited to the session and 14 Members attended all or part of the session. 6 Licensing Members from North East Derbyshire District Council also attended the session.

Members were advised of the event by letter. 2 apologies were received and 3 officers also attended.

An audio recording of the session given to Members was available for one month following the session on request.

22 attendees completed an evaluation form.

The session was delivered by an external trainer. Although the training session was positively received with Members being able to take practical knowledge to assist them. Issues were around the lack of paper handouts. It

should be noted that paper handouts were not possible on this occasion as they were copyrighted to the trainer.

RESOLVED – That the Working Group notes the evaluation results of the Licensing Training held on 25 September 2017.

13/17 Member Development Strategy Action Plan Monitoring

The Working Group considered a report of the Acting Senior Governance Officer on the Member Development Strategy Action Plan Monitoring for the second quarter of 2017/18.

When the Member Development Strategy 2016-2019 was agreed it included an Action Plan to implement the Strategy's objectives. The majority of the actions were ongoing or were not yet due. There was a possibility that some of the actions may be postponed due to the availability of officer time. The actions that had been delayed were highlighted in red on the Action Plan. These would be actioned once the Governance Manager returned from maternity leave.

Actions that had already been progressed included the Member Development Programme that was approved by the Group at its meeting in April 2017. The new Programme was included in the Annual Report to Cabinet at its meeting in June 2017 which was approved. There had since been a few amendments to the Programme, such as alterations to the dates of training sessions and also the inclusion of new items.

Hate Crime Training sessions took place on 30 August, Planning Committee Training took place on 14 September and a Joint Licensing Training session took place at Bolsover on 25 September.

Members discussed the upgrade of the Members' Extranet. The Members ICT and Training Officer advised of the current structure of the Members Portal.

It was recommended by the Group that a survey to all Members be compiled on what they use their iPad/laptops for, what they would like to use them for and areas for improvement in finding information.

It was thought beneficial for the Member Development Working Group to also discuss with ICT and Communications on what they want the Extranet to look like.

RESOLVED – That:-

- (1) The Working Group notes the progress achieved in the second quarter for the Member Development Strategy Action Plan.
- (2) Governance compile a survey to all Members asking what they use their iPad/laptops for, what they would like to use them for and areas for improvement in finding information.

(Governance)

14/17 Member Development Working Group Work Programme

The Working Group considered the Work Programme for 2017/18 municipal year which was to aid the planning of the Working Group's agendas and meetings. Its purpose was to assist in the timetabling of member development support work throughout the year.

The Group were advised that the Work Programme was a live document that would inevitably be subject to change and additions.

RESOLVED – That the Working Group notes the proposed Work Programme for 2017/18 municipal year.

(Senior Governance Officer – Acting)

15/17 Any Other Business

The Members ICT and Training Officer advised the Member Development Working Group that all iPads could now be upgraded to the latest IOS operating system.

16/17 Date of Next Meeting

The next meeting of the Member Development Working Group would be held on Wednesday, 17 January 2018 at 10.00 am in Chamber 1, District Council Offices, 2013 Mill Lane, Wingerworth.
