

**MEMBER DEVELOPMENT WORKING GROUP**

**MINUTES OF MEETING HELD ON 25 JULY 2018**

**Present:**

Councillor N Barker  
Councillor J Austen  
Councillor G Baxter MBE  
Councillor R Smith  
Councillor J Windle  
Donna Cairns  
Martin Derbyshire

**01/18 Appointment of Chair for the Municipal Year 2018/19**

RESOLVED – That Councillor R Smith be appointed Chair of the Member Development Working Group for the 2018/19 municipal year.

**02/18 Apologies for Absence**

Apologies for absence were received from Councillor A Cooper.

**03/18 Minutes of Last Meeting**

In relation to Minute No 22/17 – Member Training Provisions within the Constitution – it was queried whether the Council resolution relating to Member Development had been sent to the Secretary of State and the group leaders of the LGA and whether any responses had been received.

Members were advised that the Motion had been sent as determined by the Council, however, no responses or acknowledgements had been received.

RESOLVED – That the Minutes of the meeting of the Member Development Working Group held on 25 April 2018 be agreed as a true and accurate record.

**04/18 Member Development Strategy Action Plan Monitoring (Quarter 1) (April, May, June), including Local Democracy Week Proposals**

The Member Development Working Group considered a report of the Senior Governance Officer, which monitored the progress achieved in implementing the Member Development Strategy Action Plan in the first quarter (April, May, June) of 2018/19.

The Group were advised that the majority of the actions within the Action Plan related to ongoing activities such as the Training Needs Survey and the delivery of the Member Development Programme. However, three actions were overdue having yet to be achieved.

The actions which were still to be achieved were as follows:-

- Prepare Local Democracy Events in consultation with the Member Development Working Group and Strategic Alliance Management Team.
- Review the accessibility of the Member Development information on the Members' extranet.
- Develop follow-up evaluation form.

The report set out the activities proposed in order to achieve these targets by October 2018. Local Democracy Week proposals included visits to a local secondary school, including Tupton Hall and Dronfield Henry Fanshawe, however no response had been received from Eckington School.

Councillor Austen offered to contact Eckington School to chase up the offer that had been made and the Senior Governance Officer would supply Councillor Austen with a copy of the letter that had been sent.

Members supported the proposals and Councillor Barker offered to take part in any events where needed.

**RESOLVED** – That the Member Development Working Group:-

- (1) Notes the progress achieved in the first quarter of 2018/19 for the Member Development Strategy Action Plan.
- (2) Endorses the proposals for Local Democracy Week.

#### **05/18 Development of a Follow-Up Evaluation Form**

The Member Development Working Group considered a report of the Senior Governance Officer on the development of a follow-up evaluation form in accordance with the Member Development Strategy Action Plan.

The intention of the follow-up evaluation form was to assist Members in recording information and the lessons they had learnt from recent training sessions, to reflect on the training and how they would implement it.

The initial draft of the follow-up evaluation form was circulated to the Group for discussion.

The evaluation form could be completed by Members as a method of self-evaluation and would not be required to submit it, however, if Members did have comments that would be helpful to the Governance Team and Member Development Working Group in planning future programmes they could submit this feedback.

Members supported the proposal and suggested amendments to the evaluation form. This includes replacing the open text box in response to the first question with tick boxes with a scale from 'very useful' to 'not useful at all' rather than

asking Members to think of their own response. Likewise for the second question, the main areas of learning, standard options to break this down could be provided such as increasing knowledge of background information, learning practical skills, community engagement etc. An 'other' box could also be provided to allow Members to enter their own wording.

It was noted that the evaluation form would be issued electronically with copies of the handouts and presentations attached to the email for Members to refer to. It was not proposed that hard copies would be sent as standard unless requested due to the level of administration it would require and Members would be encouraged to complete the evaluation by email only.

RESOLVED – That the Member Development Working Group support the follow-up evaluation form subject to the amendments outlined above.

## **06/18 Member Development Evaluation Results**

### **(a) Member Involvement Half Day Evaluation Results – 23 April 2018**

The Member Development Working Group considered the evaluation statistics and comments submitted by Members in respect of the Member Involvement Half Day held on 23 April 2018.

The session consisted of three presentations:-

- General Data Protection Regulation (GDPR);
- Leisure Investment Programme;
- District Wide Locality Working.

14 Members attended the Half Day and 13 completed evaluation forms at the end of the event.

Overall the event was well received, however, the Group discussed the comments in relation to handing out slides of presentations in advance of the meeting. It was noted that some presenters prefer not to give handouts due to the content and nature of their presentation whereas others are happy to do so.

For future sessions whether or not handouts were suitable would be established with the speaker in advance and explained to Members prior to commencement of the session.

RESOLVED – That the Working Group notes the evaluation results of the Member Involvement Half Day held on 23 April 2018.

### **(b) Member Involvement Half Day Evaluation Results – 19 June 2018**

The Member Development Working Group considered the evaluation statistics and comments submitted by Members in respect of the Member Involvement Half Day held on 19 June 2018.

The session consisted of two presentations:-

- Transformation Update;
- Safeguarding Awareness.

15 Members attended the Half Day and 14 completed evaluation forms at the end of the event. An electronic evaluation form was supplied to Members by email as well as paper copies issued on request. It was approximately 50/50 in terms of responses by both methods.

The responses to the survey were set out in a different format to previous evaluation reports as the information was collated and processed by the Improvement Officer using the software available to the Council for surveys generally. Members appreciated the new format and found it easy to read.

Overall the event was well received. The comments indicated that Members enjoyed the session and found it helpful and interesting.

RESOLVED – That the Working Group notes the evaluation results of the Member Involvement Half Day held on 19 June 2018.

(c) Chairing Skills Event – 12 June 2018

The Member Development Working Group considered the evaluation statistics and comments submitted by Members in respect of the Chairing Skills Event held on 12 June 2018.

The Event was facilitated by an external trainer, Ann Reader from Frontline Consulting and the training was commissioned via East Midlands Councils. Two sessions were held, one at Bolsover District Council at 1.00 pm and at North East Derbyshire District Council at 5.00 pm, which were open to Members from both Councils.

14 Members attended all or part of the sessions (9 at NEDDC and 5 at BDC). 14 Members completed the evaluation form. The evaluation report which was submitted to the Working Group combined the responses from both sessions and was a joint report across both Councils.

Overall the training session was positively received with Members being able to take practical knowledge to assist them in the future. Issues that were raised in the comments were around the attendance of Members, whether actual scenarios could have been used and whether the sessions could have been more tailored.

One response to the survey considered the session to be too long and particularly as an evening start time, however, the majority found the length and pace of the course about right.

The Group discussed that the session was interactive and built on Members experience and sharing best practice.

The delivery of the session twice within one day at both Council offices was considered value for money.

RESOLVED – That the Working Group note the outcome of the evaluation on the Member Development Session on Chairing Skills.

#### **07/18 Work Programme**

The Member Development Working Group considered a report of the Senior Governance Officer on the Work Programme for 2018/19.

The Senior Governance Officer highlighted the item scheduled for the next meeting on the Member Induction Programme for 2019 which would consider the feedback and programme from the previous Induction in 2015.

RESOLVED – That the Working Group notes the Work Programme for 2018/19.

#### **08/18 Any Other Business**

The Working Group discussed briefings which had recently taken place which had been well received.

The Working Group discussed the need for a briefing on the revised National Planning Policy Framework which had just been published. It was proposed that a presentation be given at a Council meeting to ensure that all Members received the information.

The Working Group were also circulated information on the LGIU and CCLA Councillor Achievement Awards for 2018. This provided information on the categories of awards that Councillors could be proposed for and the information required for the nomination.

#### **09/18 Date of Next Meeting**

The next meeting of the Member Development Working Group would be held on Wednesday, 12 September 2018 at 10.00 am in Chamber 2, District Council Offices, 2013 Mill Lane, Wingerworth.