

MEMBER DEVELOPMENT WORKING GROUP

MINUTES OF MEETING HELD ON 14 NOVEMBER 2018

Present:

Councillor R Smith – (Chair)
Councillor N Barker
Councillor G Baxter MBE
Councillor J Windle

18/18 Apologies for Absence

Apologies for absence were received from Councillors J Austen, A Cooper and D Hancock.

19/18 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Member Development Working Group held on 12 September 2018 be agreed as a true and accurate record.

20/18 Local Democracy Week 2019

The Member Development Working Group considered a report of the Senior Governance Officer, which updated Members on Local Democracy Week 2019.

Further to the report the visit to Dronfield Henry Fanshawe School had taken place on Friday, 9 November 2018. This visit had been to smaller groups of politics students, who were very engaged and asked lots of questions. It was noted that visiting smaller groups would be preferable to the larger assemblies as although this would be reaching smaller numbers of people the engagement was likely to be better. This would be considered when planning future events.

Members noted that planning Local Democracy Week was an action within the Member Development Strategy Action Plan and had been marked as complete.

RESOLVED – That the Working Group notes the report.

21/18 Member Induction Programme 2019

The Member Development Working Group considered a report of the Senior Governance Officer on the development of the 2019 Induction Programme.

The Governance Manager attended the meeting to present the report. She advised Members that the feedback of the Working Group had been incorporated into the revised Programme. Other amendments had been made to change the order of the topics and to allow for a longer session on the roles and responsibilities of the Council, Councillors and officers.

The ICT induction arrangements were discussed, including the arrangements for existing Members returning their iPads prior to the Election. Members who were not standing again would be asked to return their iPads and laptops two weeks prior to the Election, re-standing Members would be asked to return their iPads and laptops one week prior to the Election. This would allow the Members' ICT and Training Officer to update the equipment, where necessary, but re-standing Members' iPads would have their information and profiles retained so that they could be handed back following the Election.

New Members would not have their iPad issued until after the Members' ICT Induction session, which was also mandatory for returning Members to attend as a refresher for the ICT security arrangements.

Members commented that these arrangements were reasonable in the circumstances, considering that Members needed to be without their iPads for the minimum possible time.

The Member Development Working Group were advised that any further changes to the proposed Programme would be reported back to them for consideration.

RESOLVED – That the Working Group supports the proposed arrangements for the 2019 Induction.

22/18 Members' Learning & Development Survey 2019-2021

The Member Development Working Group considered a report of the Senior Governance Officer, which advised of the draft Members' Learning and Development Survey for 2019-2021.

Members considered the proposed survey and the questions which asked Members to consider their own training needs but also areas of training that would be beneficial to new Members during their first year of office following the 2019 Election. The arrangements for issuing the survey electronically, with paper copies available on request, were also considered.

RESOLVED – That the Member Development Working Group agrees the proposed Learning and Development Survey 2019-2021 and the arrangements for how this would be carried out.

23/18 Commencing Review of Member Role Profiles

The Member Development Working Group considered a report of the Senior Governance Officer, which advised of the proposals for the review of the Member Role Profiles for 2019 onwards.

Members discussed the Role Profiles could be a useful tool to assist Members in considering their own personal development and for preparing future Member Development Programmes.

It was not anticipated that many amendments would be made to the Role Profiles, however, it was important to ensure they were up-to-date, particularly in light of the 2019 Election to assist new Members in understanding the purpose and responsibilities of their role.

RESOLVED – That the Working Group notes the review of the Member Role Profiles.

24/18 Member Development Strategy Action Plan Monitoring (Qtr 2) (July, August & September 2018)

The Member Development Working Group considered a report of the Senior Governance Officer on the monitoring of progress achieved in implementing the Member Development Strategy Action Plan in the second quarter (July, Aug & Sept) of 2018/19.

Members were advised that the only outstanding action was the review of the Member Development materials on the Extranet. The Working Group had considered the development of a Member Development database at a previous meeting, which was due to be completed following the update of the Member Extranet software.

The Senior Governance Officer advised the Working Group that the ICT Department were in the process of updating the software and the Members' ICT and Training Officer would be asked to provide guidance and support to Members if there are any changes as to how the Extranet is accessed.

RESOLVED – That the Working Group notes the report.

25/18 Evaluation of Member Involvement Half Day – 15 October 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 15 October 2018.

The session consisted of two topics:-

- Demonstration of the New Extranet; and
- Managing Casework and Use of ICT.

15 Members attended the Half Day and 9 completed evaluation forms at the end of the event.

Overall the event was well received and the comments indicated that Members generally enjoyed the session and found it useful and interesting. It was noted that there were access issues for Members in logging on to the new Extranet and one comment suggested that the session was not relevant to Members.

The Working Group discussed that the session was helpful to bring these issues to light and also made Members aware of what the Extranet covered and could be

used for. This enabled Members to determine themselves whether or not this was a tool they were likely to use in the future.

The Working Group also discussed that it would be helpful to have a central point of contact for Members in relation to ICT, including communication issues such as the Extranet, as it can be confusing for Members to have emails regarding ICT issues from different sources.

The Governance Manager noted these concerns and commented that the Members' ICT and Training Officer should be the primary contact for Members. She agreed she would ensure all departments were aware of this.

RESOLVED – That the Working Group notes the evaluation results of the Member Involvement Half Day held on 15 October 2018.

26/18 Work Programme

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

Members were advised that the evaluation results of the Licensing Training, which took place in October 2018, had been received from the training provider and would be brought to the next meeting in January 2019.

The Member Induction Programme 2019 was also on the Work Programme for the next meeting, however, a further report would only be brought if there were any changes to the arrangements as presented at this meeting.

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

27/18 Any Other Business

The Senior Governance Officer advised the Working Group of the response received from the Ministry of Housing, Communities and Local Government to the Council's Motion from May 2018 regarding the introduction of legislation to make Council training mandatory.

A response had been provided by Rishi Sunak MP, Minister for Local Government.

The response indicated support for the Council's adoption of mandatory training, however, it went on to state that the Government's position was to leave the matter of Council training in the hands of local Councils themselves.

The letter also stated that the Department funds the Improvement and Development Agency, part of the Local Government Association, to deliver support to Member training. Members commented that this training is predominantly delivered in London which is not accessible to Councils in other areas.

The Member Development Working Group discussed various options for encouraging Members to attend training, particularly for regulatory Committees

such as Planning and Licensing Committee. The Senior Governance Officer advised Members that options were being explored as part of the review of the Member Development Strategy which would be brought to the next meeting of the Working Group.

The Member Development Working Group were also advised that the Chair of the District Council's network and the Labour and Independent Political Group Leader of the Local Government Association had acknowledged receipt of the Council's letter and Motion, however, they were advised that they were not going to take any further action on the issue.

RESOLVED – That the Working Group notes the response to the Council's Motion on mandatory Council training from the Minister for Local Government.

28/18 Date of Next Meeting

The next meeting of the Member Development Working Group would be held on Wednesday, 23 January 2019 at 10.00 am in the Executive Meeting Room, District Council Offices, 2013 Mill Lane, Wingerworth.
