



**MEMBER DEVELOPMENT
COMMISSION**

**HELD: 31 AUGUST 2005
(COMMITTEE ROOM 2/3)**

**Commenced : 6.30pm
Finished : 7.50pm**

PRESENT

Councillor Mrs Colling (Chairman)

Councillors Bailey D Duffy
Dereli G M Roberts

Officers Clive Walsh (Human Resources Manager)
Christine Jones (Training & Human Resources Officer)
Cathryn Jackson (Senior Member Services Officer)

13. APOLOGIES

Apologies for absence were submitted on behalf of Councillor Forshaw.

14. SUBSTITUTIONS

There were no substitutions.

15. DECLARATIONS OF INTEREST

There were no declarations of interest.

16. NOTES OF THE PREVIOUS MEETING

The notes of the meeting held on 7 June 2005 were agreed and noted.

17. MATTERS ARISING

ITN Exercise

The Human Resources Manager asked for feedback from the Member Development Group Representatives in respect of their Members reaction to the Training Handbook circulated electronically. The Member Development Group Representatives confirmed that this had not been raised with their Groups.

AGREED: To be raised within the Groups

ACTION: *Member Development Group Representatives*

Visit by North West Employers' Organisation to Assess Our Position re: The Charter

It was stated that there was nothing to report from the Groups.

AGREED: Groups' to discuss.

ACTION: *Member Development Group Representatives*

(Note: *Action deferred.* The decision of the Commission, detailed at Minute 18D below, in respect of postponement of assessment towards Charter status, scheduled for January 2006, refers.)

Member Development Website

The Human Resources Manager reported:

Icon Link

This has been set-up as a "written" link and would be available once the up-grading of the Intranet, currently being undertaken, had been completed.

It was further reported that eventually the intra and internet sites are to be linked.

(Note: The order of the remainder of the agenda was changed to allow the item, Members' Identification of Training Needs Exercise, to be taken first)

18. MEMBERS' IDENTIFICATION OF TRAINING NEEDS EXERCISE

The Training and Human Resources Officer introduced the report:

Noted:

- Background to the ITN exercise and outcome of the ITN exercise carried out in October 2003.
- The need to agree the timetable for this year's ITN exercise.
- The identification of training needs required by October 2005 in order to coordinate the compilation of the Corporate Training Programme.

Councillor Dereli tabled an alternative report on Member Development in West Lancs August 2005:

Noted:

- The alternative approach to identifying Members training needs, which suggested the use of the PDP model, and the overall approach, particularly in relation to overview and scrutiny.
- The need to get all Members interested in training.
- The aim to have well-informed Members who are able to participate effectively in the Council's processes and structures for the benefit of the community.

Further points noted in discussion:

- The advantages/disadvantages of the Personal Development Plan (PDP). The Human Resource Manager advised that this form of assessment had previously been considered and rejected by the Commission.
- The job description for Councillors and the identification of basic requirements.
- The acknowledgement of balancing Members' commitments and availability with the optimum times for attendance at, and arrangement of, training sessions.
- The reinforcement of the commitment to training within Groups.
- Participants expectations in respect of training.
- The Groups' identifying expectations in relation to their members approach to training and development needs.
- Members' training in relation to the requirements of modernisation (for example Code of Conduct training) and personal development (for example IT competencies).
- The acknowledgement that Members need to be actively supportive in working towards achievement of Charter status in Member Development.

AGREED:

A That the reports be noted.

B That the Human Resources Manager meet with the Member Development Group Representatives (Councillors

Bailey and Dereli) to discuss further the commitment of Members towards training.

ACTION: *Member Development Group Representatives/Human Resources Manager*

- C That the results of the discussion, set out in B above, be reported back to a future meeting of the Commission.

ACTION: *Member Development Group Representatives/Human Resources Manager*

- D That assessment, scheduled for January 2006, towards Charter status in Member Development, be deferred.

19. PROJECT PLAN

The following changes to the Project Plan were agreed.

AGREED: A That the Project Plan be updated to reflect deferral of assessment towards Charter status in Member Development.

- B That the Member Development Group Representatives (*Councillors Bailey and Dereli*) be identified under "Establish ways of Working" in the Project Plan.

20. ACTION PLAN FOR ACHIEVING THE NORTH WEST CHARTER ON MEMBER DEVELOPMENT

In view of the decision agreed (Minute 18D above refers) no further discussion on this item took place.

AGREED: That the Action Plan be noted.

21. DEVELOPMENT OF PORTFOLIO OF EVIDENCE

The Training and Human Resources Officer introduced the item and tabled a list of expectations in respect of the requirements towards achievement of the North West Charter in Member Development and, in particular, what had been achieved so far in relation to the processes which identified individual development needs involving Members.

Although it had been agreed to defer assessment (Minute 18D above refers) the Commission felt that it was still useful to retain the Portfolio of Evidence.

AGREED: A. That the use of the Portfolio of Evidence for each Member, to include details of training and development activities undertaken, continue.

ACTION: *Training and Human Resources Officer/Member Development Group Representatives*

- B. That it be recommended that the Job Description for Councillors be updated to include a link to corporate aims.

ACTION: *Human Resources Manager*

22. NORTH WEST CHARTER CELEBRATIONS –THE LOWRY, SALFORD QUAYS – 18 NOVEMBER 2005

The Human Resource Manager stated that, following the announcement of the 5th event to celebrate those authorities who had met standards for North West Charter for the development of their elected Members, two tickets had been allocated to Members.

Councillors Mrs Colling and Dereli names were put forward as the two Members to attend this event, along with Training and Human Resource Officer.

23. DATE OF NEXT MEETING

To be arranged, in consultation with the Chairman.