

MEMBER DEVELOPMENT COMMISSION

HELD: 7 JUNE 2006

Start: 6.30pm

Finish: 8.10pm

Councillors: O'Toole (Chairman)
Bailey (Vice Chairman/Member Development Group Representative)
Collinson
Hanlon
W G Roberts
Swiffen

Officers: Human Resources Manager
ICT and e-Government Manager
Training and Human Resources Officer
Senior Member Services Officer (CAJ)

1. APOLOGIES

There were no apologies for absence.

2. SUBSTITUTIONS (IF ANY)

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Dereli and the appointment of Councillor Hanlon for this meeting only, thereby giving effect to the wishes of the political groups.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. NOTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The notes of the meeting held on 31 August 2005 were agreed and noted.

5. MATTERS ARISING

The Human Resource Manager requested feedback from Members in respect of the ITN Exercise.

This led to a general discussion session on Member development, during which comments/observations were made in respect of the following:

- The possibility of adoption of a competency-based approach to Member Development.
- The Identification of Members' Training Needs (ITN) Exercise and feedback from the Groups.
- The distribution of Internal and External Training Material and Members' awareness of what training was on offer and available to them.

- Alternative approaches to identifying Members' training needs, for example, via workshops.
- Sharing of experiences/good practice, for example, by visiting neighbouring Authorities or by inviting representatives from neighbouring Authorities to visit and share their knowledge and experiences.
- The possibility of introducing Member Development sessions facilitated by specific Divisions/areas, for example, Planning.
- Member-led and cross-party approach to Member Development.
- The status of the Member Development web-pages.
- Current status of the North West Charter on Member Development.

Following the discussion it was agreed that Member Development should be featured at Group meetings in order to raise its profile.

AGREED: (A) The role of Member Development and commitment towards training to be raised at Group meetings.

(B) That feedback in respect of (A) above be reported back to the next meeting of the Commission

ACTION: *The Chairman of the Commission/Member Development Group Representatives*

6. PROJECT PLAN

Members considered by the Project Plan and the changes were noted.

AGREED: (A) That the Project Plan be amended.

ACTION: *Human Resource Manager/Senior Member Services Officer*

7. MEMBER INDUCTION

The Human Resources Manager introduced the item explaining that a demonstration of the electronic induction facility had, unfortunately, had to be cancelled. However, he went on to explain the facility and showed a sample of what the new Councillors had received.

The Senior Member Services (CAJ) presented an oral report on the Induction Session which took place for new Councillors on Monday 8 May 2006.

Councillor Collinson, as a newly elected Member of the Council, commented that the electronic Member Induction had proved to be a very useful tool and although he had not been able to attend the Induction Session on 8 May 2006 he had received the folder of information circulated to all newly elected Councillors and handouts from the session which had also proved helpful.

In a general discussion on Member induction comments/observations were made in respect of the following:

- The effectiveness and usefulness of the electronic Member Induction tool.
- The importance of the face-to-face induction session for newly elected Members facilitated by representatives from the Management Board and the timing of the session.
- Feedback from the induction session.
- The assignment of mentors, by the Groups, to each newly elected Member.

It was agreed that the newly elected Members should be contacted for their feedback from the face-to-face induction session and the results presented to the next meeting of the Commission.

AGREED: That feedback on the Induction Session be presented to the next meeting of the Member Development Commission

ACTION: *Senior Member Services Officer (CAJ)*

8. ICT TRAINING FOR MEMBERS

The ICT and e-Government Manager gave a brief presentation on the ICT Training offered to Members and the processes involved. He also asked Commission Members for suggestions on anything additional they would like to see in respect of this type of training.

In discussion the following comments/observations were made in respect of Members ICT Training:

- The facility of one-to-one training.
- The use of internal and external trainers.
- ICT Help Desk and the take-up of technical support.
- The response rate to problems (usually same day or next day).
- The types of problems encountered, which ranged from "line faults" to training issues.
- The type and effectiveness of the anti-virus software.
- Access to on-line training, particularly Ivy Learning.
- The use of acronyms
- Wireless technology
- Web access to email

It was stated that passwords to access the Ivy Learning training programmes were available from the Human Resources and Training Officer and the process to obtain the password would be passed to Members via their Group Representatives.

It was agreed that a list of useful acronyms would be made available to Members and included as a resource on the Member Development web pages.

AGREED: (A) That the process for obtaining a password to allow access to the Ivy Training via Human Resources be passed on to the Groups.

(B) That a list of useful acronyms be included as a reference tool on the Member Development web pages.

ACTION: (A) *Human Resources and Training Officer*

(B) *Human Resources Manager in consultation with Health & Safety Manager*

9. ACTION PLAN FOR ACHIEVING THE NORTH WEST CHARTER ON MEMBER DEVELOPMENT AND WAY FORWARD

The Human Resources Manager introduced this item. Members considered, the Summary of Achievements to date and the more comprehensive Action Plan for Achieving the North West Charter on Member Development, circulated separately, which outlined what had been undertaken during the period June 2000 to present.

It was noted that at the previous meeting of the Commission it had been agreed to defer assessment for Charter status. However, it was felt that if in the future the Council could be recognised for its Member Development that assessment would be sought.

AGREED: (A) That the Summary of Achievements and Action Plan be noted.

10. DATE OF NEXT MEETING

It was agreed that the next meeting of the Commission would take place on Tuesday 1 August 2006 commencing at 6.30pm. Details to be circulated near the date.

AGREED: That the date next meeting to be 1 August 2006.

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Chairman