

MEMBER DEVELOPMENT COMMISSION

HELD: 2 OCTOBER 2007

Start: 6.30pm

Finish: 7.56pm

Councillors: O'Toole (Chairman)
Dereli

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

1. APOLOGIES

Apologies for absence were submitted on behalf of Councillors Collinson and D. Duffy.

2. SUBSTITUTIONS (IF ANY)

There were no substitutions.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. NOTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Members considered the notes of the Member Development Commission held on 4 April 2007.

In considering the notes comments/observations noted in discussion included reference to:

- Member attendance at organised training sessions.
- The forthcoming Code of Conduct Training.
- Update on the internal training session on the basic working of Local Government Finance.

The Chairman indicated that he would write to Members to encourage them to attend the Code of Conduct training scheduled to take place on 29 November 2007 at Edge Hill University.

AGREED: That the notes of the meeting held on 4 April 2007 be agreed.

(Note The Chairman varied the order of business so that agenda item 7, ICT Training for Members, was considered next. The note order remained unaffected).

5. PROJECT PLAN

Members considered the revised Project Plan as circulated and contained on pages 7 to 10 of the Book of Reports and noted the changes to the membership of the Commission for 2007/08.

AGREED: That the revised Project Plan be confirmed.

6. MEMBER DEVELOPMENT - FEEDBACK FROM THE GROUPS

The Member Development Representatives provided an update on behalf of their Groups.

Comments/observations noted in discussion included reference to:

- The ITN exercise.
- Accessing training.
- Members recognising the importance of participation in training events.

AGREED: That the update be noted.

7. ICT TRAINING FOR MEMBERS

The ICT and e-Government Manager updated the Commission on ICT Training for Members of the Council and explained the purpose of the voice recognition software.

Comments/observations noted in discussion included reference to:

- Use of laptops.
- Web-site developments.
- The limitations of the voice recognition system.

It was felt that the voice recognition facility could be of benefit to some IT users, and that Members should be contacted to ascertain their interest in using the tool.

Thanks was extended to the ICT and e-Government Manager for the update and to his team for the continuing quality of IT support provided to Members.

AGREED: That Members be contacted to ascertain the interest in using the Voice Recognition facility.

ACTION: *ICT and e-Government Manager*

8. MEMBER DEVELOPMENT NETWORK MEETING

The Human Resources and Development Officer updated the Commission in respect of the meeting of the Network Group held on 17 July 2007.

Comments/observations noted in discussion included reference to:

- Members' Charter developments.
- Member Development Gateway.
- The Learning Pool.

It was stated that access to the Learning Pool (the public sector's learning exchange) via the Member Development Gateway would be made available to Members shortly and that a demonstration was to be arranged. It was suggested that the demonstration and issue of the passwords for this should be undertaken prior to the December meeting of Council.

AGREED: That Officers explore the possibility of a demonstration and the issue of passwords for the Learning Pool facility to be undertaken prior to the meeting of Council on 12 December 2007.

ACTION: *Human Resource and Development Officer/Senior Member Services Officer*

9. ITN EXERCISE

The Human Resource and Development Officer updated Members on the progress in respect of the Identification of Training Needs (ITN) exercise. She reported on the evaluation of training needs tool being used to assist in the assessment process and the positive feedback from Members who had already participated in that process.

Comments/observations noted in discussion including reference to:

- The benefits of participation in the ITN exercise.
- Allocation of time to undergo the ITN exercise.

It was felt that Members should be reminded of the opportunity and benefits of participating in the ITN process.

AGREED: That Members be reminded of the opportunity to complete the ITN exercise.

ACTION: *Member Development Group Representatives/Human Resource and Development Officer*

10. MEMBER INDUCTION

Consideration was given to the report of the Council Secretary and Solicitor as contained on pages 11 to 13 of the Book of Reports which provided feedback on the induction process offered to Members who were new to the Council in May 2007.

In considering the report comments/observations noted in discussion included reference to:

- The Induction process.
- Methods of evaluation of the process.
- Contents of the Induction CD.

The Human Resources and Development Officer informed Members that a new Evaluation Form was currently being developed and it was suggested that this be piloted by those Members who were new to the Council in May 2007.

- ACTION: (A) That the Evaluation Form be piloted as indicated and the results be reported to a future meeting of the Member Development Commission.
- (B) That the Induction CD be issued to the Member Development Representatives for comment.

AGREED: *Human Resources and Development Officer*

11. MEMBER DEVELOPMENT - PROGRESS REPORT

Consideration was given to the report of the Council Secretary and Solicitor and Human Resources Manager as contained on pages 15 to 17 of the Book of Reports which advised on the progress made in member development during the previous twelve months.

AGREED: That the report be noted.

12. DATE OF NEXT MEETING

To be arranged in consultation with the Chairman.