

## **MEMBER DEVELOPMENT COMMISSION**

**HELD:21 OCTOBER 2010**

Start: 7.30pm

Finish: 9.00pm

**PRESENT:** Councillor Greenall (Chairman)  
Councillor Ms Melling (Vice - Chairman)

Councillors: Gartside  
Grice  
Hennessey

Officers: Member Services Manager (Mr. G. Martin)  
Member Services Officer (Mrs. J. Brown)

In attendance: Learning and Development Manager – Lancashire County Council

### **1. APOLOGIES**

There were no apologies for absence received.

### **2. SUBSTITUTIONS**

In accordance with Council Procedure Rule 4, the Commission noted the termination of membership of Councillor Baldock and the appointment of Councillor Gartside 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. MEMBER TRAINING PROVISION**

Consideration was given to the report of the Council Secretary and Solicitor as contained on pages 3 to 18 of the Book of Reports, which detailed the current arrangements for Member Training including the recent provision of courses etc.

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

- Training courses tailored to Councillor's requirements
- Location of training including use of premises not owned by the Council
- Finance/budget training requirements

**AGREED:** A. That the arrangements for Member Training and the extent of recent provision be noted.

B. That the Political Groups be asked to only put forward the names of Councillors who have received requisite training for relevant roles.

**5. MEMBER TRAINING AND DEVELOPMENT - AGREEMENT WITH LANCASHIRE COUNTY COUNCIL (LCC)**

Consideration was given to the report of the Council Secretary and Solicitor, as contained on pages 19 to 20 of the Book of Reports, which apprised the Commission of arrangements with Lancashire County Council in respect of Member Development.

The Learning and Development Manager - Lancashire County Council explained to the Commission that one to one interviews are taking place with Councillors, to identify Individual Training Needs (ITN), and, as a result of this, Individual Training Plans (ITN) would be prepared.

She also went on to explain that the County Council had agreed to give free access to a range of training courses that it provides for its Members, where this is relevant and there are spaces available.

RESOLVED: That the arrangements with LCC be noted.

**6. MEMBER TRAINING & DEVELOPMENT - DATA BASE**

The Member Services Manager updated the Commission in respect of a Member training and Development Data Base

Comments/observations noted in discussion included reference to:

- Charter Mark Status
- North West Employers training
- Suggestion of 'speed dating' training
- Possibility of conducting 'follow up' sessions with new Councillors after six months of them being elected

RESOLVED: That the report on Member Training and Development Data Base be noted.

**7. INDIVIDUAL TRAINING NEEDS ASSESMENTS, INDIVIDUAL TRAINING PLANS AND TRAINING RECORDS**

The Learning and Development Manager – Lancashire County Council apprised the Commission in relation to Individual Training Needs Assessments and Individual Training Plans and Training Records.

She informed the Commission that the one-to-one interviews that had already taken place had been very positive. She explained also that there was an opportunity for Councillors to link into the County Council's Development Programme and also attend 'Bite Size' training sessions.

RESOLVED: That the presentation from the Learning and Development Manager (LCC) be noted.

**8. MEMBER DEVELOPMENT COMMISSION AGENDAS AND REPORTS**

The Commission considered whether the Commission's Agendas and Minutes should be published on the Council's website

RESOLVED: That the Commission's Agendas and Minutes be published on the Council's website.

**9. MEMBER DEVELOPMENT COMMISSION WORK PROGRAMME 2010-11**

Members considered the Work Programme as circulated and contained on page 31 of the Book of Reports.

The Chairman informed the Commission that he was meeting with North West Employers and would find out more information in respect of attaining North West Charter Mark and any costs involved.

RESOLVED: That the Member Development Commission Work Programme be confirmed.

**10. DATE OF FUTURE MEETINGS**

To be arranged in consultation with the Chairman.