

## **MEMBER DEVELOPMENT COMMISSION**

**HELD: 24 SEPTEMBER 2015**

Start: 7.00pm

Finish: 8.00pm

**PRESENT:** Councillor Dereli (Chairman)

Councillors: Gagen Mrs Marshall  
Pendleton O'Toole

Officers: Principal Overview & Scrutiny Officer (Mrs C A Jackson)  
Member Services/Civic Support Officer (Mrs J Brown)

### **1. APOLOGIES**

There were no apologies for absence.

### **2. SUBSTITUTIONS**

In accordance with Council Procedure Rule 4, the Commission noted the termination of Membership of Councillor Moran and the appointment of Councillor Pendleton for this meeting only, thereby giving effect to the wishes of the political group.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MINUTES**

The Principal Overview & Scrutiny Officer outlined the Minutes of the previous meeting for the benefit of Members new to the Commission.

**AGREED:** That the Minutes of the meeting held on Thursday 12 March 2015 be noted.

### **5. MEMBER INDUCTION 2015**

Members considered the report of the Borough Solicitor as contained on pages 7 to 16 of the Book of Reports, which provided feedback on the induction process offered to newly elected Members in May 2015.

The Principal Overview & Scrutiny Officer outlined the report. It was reported that the Members Induction process had gone well and that new Members had been issued with an Identification of Training Needs questionnaire (ITN).

In discussion an enquiry was made in respect of the analysis criteria as set out in the ITN form and a modification to the form was put forward. This was noted by the Principal Overview and Scrutiny Officer who undertook to evaluate and circulate a modified ITN form to the MDC Group representatives to raise in their respective Groups with a view to gaining a collective view of training needs.

Members also expressed an interest in the understanding of ICT, particularly when an error occurs, explaining that it would be helpful to acquire a contact, within ICT, that specifically assists with this type of enquiry on a day to day basis. .

AGREED : A. That the report be noted.

B. That in relation to the ITN pro-forma the following be actioned:

- (a) the Principal Overview and Scrutiny Officer to explore the amendments put forward.
- b) the draft amended pro-forma be circulated to the MDC representatives for discussion in and feedback from their groups.

C. The provision of a 'contact' to support/training in ICT for Members be explored.

D. That feedback in relation to B and C above be provided to the next meeting.

## **6. MEMBER TRAINING - SUMMARY OF EVENTS HELD MARCH 2015 TO PRESENT**

Members considered the report of the Borough Solicitor as contained on pages 17 to 22 of the Book of Reports, which provided an update on Member training undertaken since March 2015.

Members noted the various training sessions that had been undertaken and provided feedback on them.

It was further noted that a number of the 'required and essential training' for Members had taken place.

In discussion reference was made to the provision of Overview and Scrutiny training for Members and the possibility of in-house training.

AGREED: A. That the update be noted.

- B. That the MDC representatives ascertain from their respective Groups the demand for an in-house training session on Overview and Scrutiny.

## **7. FEEDBACK FROM MEMBER DEVELOPMENT REPRESENTATIVES**

It was noted that this item is included on the agenda to provide an opportunity for the MDC representatives to give oral feedback from their respective Groups.

## **8. TRAINING EVENTS**

The Principal Overview and Scrutiny Officer informed Members of the upcoming training events to be held as follows:-

- Introduction to I-pads –6 October 2015
- Drainage & Development – Roles and Responsibilities –20 October 2015
- Chairmanship Skills – 26 October 2015
- Code of Conduct – June 2016

Members were also informed of a 'Presentation Skills' training session for women that will take place, at a date to be confirmed. Details to be circulated, when available.

In discussion a comment was made with regard to the optimum start time of training sessions. Members sought to put forward this question at their Group meetings in order to provide the 'best' time to Member Services.

Information was also sought in relation to access, by Members, to training offered to staff through Human Resources (HR).

- AGREED:
- A. That the update be noted.
  - B. That the MDC representatives raise start times of training / briefing sessions within their Groups, taking account of duration of training provided. Feedback to be provided to Member Services.
  - C. The Timing of Training to be included as an item for discussion at the next meeting of the Commission.
  - D. That further information from Human Resources in relation to access by Members to training offered to staff training be sought.

## **9. WORK PROGRAMME 2015/2016**

Members considered the Work Programme as circulated on page 23 of the Book of Reports.

AGREED That the Work Programme, for the next meeting, be amended to include the following items:

- ITN Pro-forma (Personal Assessment)
- IT Support / Training for Members
- Timing of Training
- Overview and Scrutiny Training