

## **MEMBER DEVELOPMENT COMMISSION**

**HELD: 12 MARCH 2015**

Start: 7.00pm

Finish: 7.30pm

**PRESENT:** Councillor Mrs Blake (Chairman)

Councillors: S Bailey (Vice Chairman)  
Dowling  
Mrs R Evans

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

### **10. APOLOGIES**

Apologies for absence were received from Councillors L Hodson and Pye.

### **11. SUBSTITUTIONS (IF ANY)**

There were no substitutions.

### **12. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **13. MINUTES**

RESOLVED: That the Minutes of the meeting held on Thursday 18 September 2014 be noted.

### **14. REQUIRED TRAINING FOR MEMBERS**

Members considered a Briefing Note, as set down at pages 39 to 40 of the Book of Reports, prepared by the Borough Solicitor to support the discussion on essential / required training for Councillors and how this might be achieved.

The Principal Overview & Scrutiny Officer outlined the Briefing Note and provided clarification on issues raised.

In discussion Members agreed they were happy with the list of training put forward, especially proposals in relation to Licensing and Planning training but asked that these sessions also be open to all Councillors. It was agreed that 'Chairing Skills' should be added to the list of essential training, particularly for Councillors taking on 'chairing' of Committee meeting roles, making reference to the benefits of recent training undertaken by some Members on the subject.

Members also discussed methods of training and supported the approach relating to the signing-off of the reading of training packs as well as the traditional seminar/workshop training and training via the intranet or on-line that would allow flexibility for Members and the generation of records.

RESOLVED: A. That the following list be endorsed as essential / required for Councillors:

- Induction for new Councillors
- Licensing (for Licensing Committee Members)
- Planning (for Planning Committee Members)
- Code of Conduct
- Health & Safety (Corporate)
- Data Protection
- Human Rights
- Best Value
- Equality & Diversity (Public Sector Equality Duty (PSED))
- Chairing Skills (for Councillors taking on this role)

to be achieved by seminar/workshop sessions, the signing - off of the reading of training packs and the use of on-line training, where appropriate.

- B. That the Managing Directors be asked to discuss the appropriate approach with the Leader of the Council and Leader of the Opposition taking into account the views expressed by the Commission.
- C. That, additionally, essential / required training arranged for Licensing / Planning Committee Members and on 'Chairing Skills', be open to all Councillors where possible.

#### **15. MEMBER TRAINING - SUMMARY OF EVENTS HELD SEPTEMBER 2014 TO PRESENT**

Members considered the report of the Borough Solicitor as contained on pages 31 to 36 of the Book of Reports, which provided an update on Member training undertaken since September 2014.

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

RESOLVED: That the update be noted.

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

Members gave positive feedback regarding the 'Chairing Skills' training that had taken place on 10 February 2015 and commented on the quality and usefulness of that training that had resulted in its recommendation as essential / required training, as referred to at Minute 14 above.

RESOLVED: That the feedback be noted.

**17. WORK PROGRAMME 2015/2016**

Members considered the Work Programme as circulated on page 37 of the Book of Reports.

RESOLVED: That the Work Programme and proposed Commission meeting dates, 24 September 2015 and 17 March 2016, be noted.

**18. DATE AND TIME OF NEXT MEETING**

The date of the next meeting was agreed.

RESOLVED: That the next meeting of the Member Development Commission be held on 24 September 2015.