



Jacqui Sinnott-Lacey  
Chief Operating Officer

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Ormskirk  
West Lancashire  
L39 2DF

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Friday 16 September 2022

**TO: COUNCILLORS V CUMMINS (CHAIRMAN), G DOWLING (VICE-CHAIRMAN),  
M ANDERSON, R BAILEY, J FILLIS, MRS J MARSHALL AND  
A OWENS**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held on **MICROSOFT TEAMS** on **THURSDAY, 22 SEPTEMBER 2022 at 6.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JSL' with a flourish.

Jacqui Sinnott-Lacey  
Chief Operating Officer

**AGENDA**  
**(Not open to the Public)**

1. **APOLOGIES**
2. **SUBSTITUTIONS (IF ANY)**
3. **DECLARATIONS OF INTEREST** 1 - 2
4. **NOTES OF THE PREVIOUS MEETING** 3 - 6  
To receive as a correct record the notes of the meeting held on 3 March 2022.

**5. TERMS OF REFERENCE**

To consider and note the terms of reference for the Member Development Commission as follows:

Functions

- (1) To update the “Member Training and Development Strategy” and act as ‘Champions’ for Member Development.
- (2) To continue to develop and support processes to identify member training needs and to prepare a Training Plan for each Member.
- (3) To ensure that all Members are given equal opportunities to attend Training courses/seminars, including IT training, in line with their responsibility as Councillor and that appropriate training records are kept.
- (4) To monitor the expenditure of appropriate budgets.
- (5) To evaluate and monitor Elected Member training and development undertaken.
- (6) To ensure that each Councillor takes ownership of his/her training and development, and ‘Member Development’ appears as a regular item at Group meetings.
- (7) To consider future development of the Member Development website.

**6. MEMBER INDUCTION**

7 - 10

To consider the report of the Corporate Director of Transformation, Housing & Resources.

**7. MEMBER TRAINING-SUMMARY OF EVENTS HELD MARCH 2022 TO PRESENT**

11 - 16

To note summary of events held March 2022 to present, including an appended summary of the attendance at the Code of Conduct training held July 2019 and July 2022. (Note: Code of Conduct Training was not held in 2021).

**8. ANALYSIS OF WLBC TRAINING MEDIUM / STYLE**

17 - 20

To consider the report of the Corporate Director of Transformation, Housing & Resources.

**9. FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

To receive feedback from the Member Development Group Representatives.

**10. FUTURE TRAINING**

29 September 2022 – Political Governance Arrangements (All Member Briefing on the recommendations of the Working Group)

25 October 2022 – Grant Thornton - Value for Money (Prior to A&G Committee 6.30pm)

31 January 2023 – Social Value in Procurement (Prior to A&G Committee 6.30pm)

11. **WORK PROGRAMME 22/23 AND DATE OF NEXT MEETING** 21 - 22  
To consider the Work Programme of the Commission and to note the future meeting date, 2 March 2023 – 6.00pm

**We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.**

**MOBILE PHONES: These should be switched off or to 'silent' at all meetings.**

For further information, please contact:-  
Julia Brown on 01695 585065  
Or email [julia.brown@westlancs.gov.uk](mailto:julia.brown@westlancs.gov.uk)

## **REMOTE MEETINGS – GUIDANCE FOR MEMBERS (Working Group Meetings)**

**This guidance is designed to assist members when attending remote meetings.**

**The guidance should be read in conjunction with the Council's Remote Meetings Procedures Rules.**

### **General**

1. If members wish to speak on a particular item it will assist the smooth running of the remote meeting if they indicate to the Chairman their wish to speak in advance of the meeting.
2. Please join the meeting no later than 15 minutes before the start of the meeting to ensure that the technology is working correctly.
3. At the start of the meeting please ensure that your microphone is muted and your video feed (if available on your device) is paused. Please remember to unmute your microphone (and unpauses your video feed if available) when invited to speak by the Chairman.
4. At the start of the meeting the Democratic Services Officer will read out which Members and Officers are present. The attendance of members will be recorded. If a member attends after the start of the meeting their presence will be announced.
5. Please remember to mute your mic/pause your video feed when you're not talking.
6. Only speak when invited to by the Chair.
7. Please state your name before you make an address.
8. If you're referring to a specific page or slide mention the page or slide number.
9. In the event that a member's individual remote connection should fail, the Chairman will call a short adjournment to determine whether the connection can be re-established (either by video technology or telephone connection). If connection cannot be restored after a reasonable period of time then the presumption is that the meeting should continue, providing the meeting remains quorate.

## **Voting**

10. Unless a recorded vote is called by a member, the method of voting will be, at the discretion of the Chairman, by:
  - General assent by the meeting (where there is no dissent); or
  - By the Democratic Services Officer calling out the name of each member present with members stating "for", "against" or "abstain" to indicate their vote when their name is called. The Democratic Services Officer will then clearly state the result of the vote (to be confirmed by the Chairman)
11. Details of how members voted will not be minuted, unless a recorded vote is called for prior to the vote taking place.

## **Declarations of Interest**

12. Any member participating in a remote meeting who declares a disclosable pecuniary interest, or pecuniary interest that would normally require them to leave the room in which the meeting is taking place must leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer who will invite the relevant member to re-join the meeting at the appropriate time.

## **Exclusion of the Press and Public**

13. Every Member in remote attendance must ensure there are no other persons present in their remote location who are able to hear, see or record the proceedings (unless those such persons are also entitled to be so present). Members must declare to the meeting, if at any point during discussion of the item, this requirement is not met.