

**MEMBER DEVELOPMENT COMMISSION**

**HELD: Tuesday, 6 July 2021**

Start: 6.02 pm

Finish: 7.02 pm

**PRESENT:**

Councillor: C Dereli (Chairman)

Councillors: G Dowling (Vice-Chair) Y Gagen  
I Moran A Owens  
D Westley

Officers: Jacky Denning, Democratic Services Manager  
Julia Brown, Member Services Officer  
Helen Peek, Member Services Officer

60 **APOLOGIES**

There were no apologies for absence received.

61 **SUBSTITUTIONS (IF ANY)**

There were no substitutions.

62 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

63 **NOTES OF THE PREVIOUS MEETING**

The Notes of the previous meeting held on 31 March 2021, were received as a correct record.

64 **TERMS OF REFERENCE OF THE COMMISSION**

The Chairman requested that Members encourage their Groups to attend training which they are notified about by Member Services.

AGREED: That the Terms of Reference of the Member Development Commission be noted as follows:

**TERMS OF REFERENCE OF THE COMMISSION**

(1)

(a) To update the "Member Training and Development Strategy" and act as 'Champions' for Member Development.

(b) To continue to develop and support processes to identify member

training needs and to prepare a Training Plan for each Member.

- (c) 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.
  - (d) To monitor the expenditure of appropriate budgets.
  - (e) To evaluate and monitor Elected Member training and development undertaken.
  - (f) To ensure that each Councillor takes ownership of his/her training and development and 'Member Development' appears as a regular item at Group meetings.
  - (g) To consider future development of the Member Development website.
- (2)
- (a) To examine how cross-party scrutiny and development of strategy could be strengthened via either existing or new committee arrangements, such activity to include the option of engaging external specialist advice with relevant expenditure being contained within the budget provided.
  - (b) To review the number and remit of Overview & Scrutiny Committees at West Lancashire, including the Members Update procedure rules, by comparing Overview & Scrutiny structures of other similar Local Authorities, and submit recommendations to Executive Overview & Scrutiny Committee, Corporate & Environmental Overview & Scrutiny Committee and Council, if appropriate, which should include any additional staff resource required, with an implementation date of May 2022.

65

**ESSENTIAL / REQUIRED TRAINING FOR MEMBERS**

Discussion took place regarding all training for Members, the importance of Members attending training to be placed on appropriate committees, and although it was felt that most training on the list should be treated as compulsory, it would be very difficult to impose sanctions, as Members may already be fully competent in certain areas where they do not require training, based upon their day jobs and expertise.

AGREED:

- A. That the following list of training be classed as essential/required training for Members:

Induction for new Councillors

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

- B. That 'Best value' training be removed from the list of essential/required training for Members.
- C. That 'Risk Management' training be added to the list of essential/required training for Members.
- D. That Climate Change Strategy be included in New Members Induction Packs.
- E. That Members Development Commission inform their Groups of the agreed essential/required training for Members and the importance of attending such training to be placed on the appropriate committees

66

## **OVERVIEW AND SCRUTINY FUNCTION REVIEW - FOLLOW UP AND RESEARCH**

Members considered the questions and research to be undertaken as part of the Overview & Scrutiny Review as agreed by Council on 14 April 2021.

Members also noted the Minutes of Council 14 April 2021, Minute 97. Overview & Scrutiny Functional Review, in particular Minute 97.G as follows:

- That the terms of reference of the Member Development Commission be extended to review the number and remit of Overview & Scrutiny Committees at West Lancashire, including the Members Update procedure rules, by comparing Overview & Scrutiny structures of other similar Local Authorities, and submit recommendations to Executive Overview & Scrutiny Committee, Corporate & Environmental Overview & Scrutiny Committee and Council, if appropriate, which should include any additional staff resource required, with an implementation date of May 2022.

In relation to this Members considered a draft questionnaire, to be sent to other Local Authorities, to seek information regarding their Scrutiny arrangements.

It was suggested to Members that the questionnaire be sent to Local Authorities, as listed as 'similar' Authorities by CIPFA.

(Note: Cllr Dowling and Cllr Moran left the meeting at this point).

**AGREED:** That the format, questions, and list of Authorities contained within the questionnaire be approved in principal, subject to comments received from Members.

Members expressed their thanks to Member Services Officer, Helen Peek for her work involving the Scrutiny Questionnaire.

67

**WORK PROGRAMME 21/22 AND DATE OF NEXT MEETING**

**AGREED:** That the Work Programme of the Commission and date of the next meeting to be held on 7 September 2021, 6:00pm, be noted.