

MEMBER DEVELOPMENT COMMISSION

HELD: Thursday, 22 September 2022

Start: 6.00 pm

Finish: 6.40 pm

PRESENT:

Councillor: V Cummins (Chairman)

Councillors: R Bailey
Mrs J Marshall
J Thompson

J Fillis
P Burnside

Officers: Jacky Denning, Democratic Services Manager
Julia Brown, Democratic Services Officer

86 **APOLOGIES**

There were no apologies for absence received.

87 **SUBSTITUTIONS (IF ANY)**

In accordance with Council Procedure Rule 4, the Commission noted the termination of Councillors G Dowling and A Owens and the appointment of Councillors P Burnside and J Thompson for this meeting only, thereby giving effect to the wishes of the Political Groups.

88 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

89 **NOTES OF THE PREVIOUS MEETING**

AGREED: That the notes of the previous meeting held on 3 March 2022 were received as a correct record.

90 **TERMS OF REFERENCE**

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

91 **MEMBER INDUCTION**

Members considered the report of the Corporate Director of Transformation, Housing and Resources which provided feedback on the induction process provided to newly elected Members undertaken in May 2022.

The Democratic Services Officer outlined the Member Induction process and received feedback from newly elected Members that they found the induction helpful, especially the Member Induction Pack, containing useful information relevant to the role.

It was also noted that it would be beneficial to receive a list of key contacts of who to report to in the pack. It was also felt that there were a lot of standard forms for completion of employee details etc, which could possibly be more streamlined. A comment was also raised in respect of delays in receiving IT equipment and security passes.

AGREED: That the induction process for newly elected Members, be noted.

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

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources, which provided an update on Training and Briefings undertaken since March 2022.

The Democratic Services Officer advised that she arrange an email to all Councillors, to request that any self-registered training that Members have undertaken relevant to their role, be provided and will be updated on their individual training record.

AGREED: That the update be noted.

93 **ANALYSIS OF WLBC TRAINING MEDIUM / STYLE**

Consideration was given to the report of the Corporate Director Transformation, Housing and Resources, which was to agree a Questionnaire / Survey to be sent to all members in respect of their preferred training medium /style of which the responses will be presented to the next meeting of the Member Development Commission.

The Democratic Services Officer outlined the report and explained that it was requested at the previous meeting of the Commission that a survey be carried out to establish Members' preference of the style of future WLBC training / briefing sessions.

In discussion the following comments were raised:

- New Member Induction better held 'in person'
- Helpful to have a 'recorded' option for Teams/Hybrid training/briefings
- Facilitate the use of 'Survey Monkey'
- Useful to acknowledge attendance numbers

AGREED: That the Questionnaire in respect of Members preferred training medium / style attached as an Appendix to the report be circulated to Members of the Commission for their comment prior to circulation to all Members for consultation.

94 FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS

During discussion the following feedback and comments were raised by Members:

- Improvement to be made in respect of attendance at training sessions – possibility of provision of extra training dates / recording to be available, if possible, for Members' convenience
- Importance of training for Members substituting at meetings
- IT training through Migration of MF365
- 'Dual hat' Members - cross over of training provision
- Possible training provision by LCC/WLBC to assist with the functions of each Authority
- Contact details of LCC be provided in order that Members can liaise with Service Areas

AGREED: That The feedback be noted.

95 FUTURE TRAINING

AGREED: That the Training/Briefings listed below be noted, subject to the possible change of date for the Political Governance Arrangements Briefing - 29 September 2022. The Democratic Services Manager will advise Members accordingly.

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)

96 WORK PROGRAMME 22/23 AND DATE OF NEXT MEETING

The Democratic Services Manager advised that it would be helpful to bring the 'Member Training and Development Strategy' to the next meeting of the Commission for consideration.

In discussion comments were raised in respect of:

- Political Governance Structure
- Member Induction

- Training for new and current Members

AGREED:

- A. That the Work Programme of the Commission and dates of the next meeting to be held on 2 March 2023 be noted.
- B. That the 'Member Training and Development Strategy' be included on the future Work Programme of the Commission for their consideration.