

## **MEMBER DEVELOPMENT COMMISSION**

**HELD: Wednesday, 6 March 2024**

Start: 6.03 pm

Finish: 6.47 pm

### **PRESENT:**

Councillor: V Cummins (Chairman)

Councillors: S Lawton P Hogan  
K Lloyd J Witter

Officers: Jacky Denning, Democratic Services Manager  
Duncan Jowitt, Democratic Services Officer

### **9 APOLOGIES**

No apologies were received.

### **10 SUBSTITUTIONS (IF ANY)**

In accordance with Council Procedure Rule 4, the Commission noted the termination of Councillor Parlour and the appointment of Councillor Hogan for this meeting only, thereby giving effect to the wishes of the Political Groups.

### **11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **12 NOTES OF THE PREVIOUS MEETING**

AGREED: That the notes of the previous meeting held on 7 October 2021 be received as a correct record.

### **13 MEMBER TRAINING-SUMMARY OF EVENTS HELD OCTOBER 2023 TO PRESENT**

The Commission considered the summary of events undertaken since March 2023.

Members said that courses had been well publicised and easy to access and that the training provided on the new committee system would mean that councillors were well prepared. It was suggested that it should be revisited and that a more condensed refresher would be useful following its implementation.

AGREED: That the summary and comments be noted.

### **14 FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

Councillors commented upon receiving repeated alerts for completed Our Learning courses. Our Learning was administered by HR not Member Services and anyone experiencing issues contact Alice Bennett [alice.bennett@westlancs.gov.uk](mailto:alice.bennett@westlancs.gov.uk). Some external courses had zero attendance because Members focussed on what was most relevant.

**15 FUTURE TRAINING**

Members noted that there was a good number of events coming up and in addition to the Questioning Skills and The role and responsibilities of chairmen sessions listed, there was a Member Oversight in a Committee System session on 13 March.

AGREED: That the upcoming training and briefings listed be noted.

**16 DIVERSE COUNCILS DECLARATION**

Members considered the Diverse Councils Declaration agreed at Full Council on 13 December 2023 and agreed that it was good to have policies laid out in respect of diversity.

In discussion the following feedback, comments and suggestions were raised by Members:

- diversity ambassadors,
- time off to have a baby or to adopt where no statutory leave,
- whether other councils had done this and their experience,
- making a plan for action and setting targets,
- encouraging under-represented groups to stand for election,
- what councillors can do in their communities,
- provision of easily accessible information online,
- promotion of LGA's Be A Councillor on the website,
- remote meetings.

AGREED: That the Diverse Councils Declaration be noted.

**17 NORTH WEST CHARTER FOR ELECTED MEMBER DEVELOPMENT**

Members noted the steps and actions required in order to achieve the requirements of the North West Charter for Elected Member Development.

**18 WORK PROGRAMME 2024/25 AND DATE OF NEXT MEETING**

In addition to the items listed on the Work Programme, it was hoped to bring a Diversity Strategy and consideration of the New Councillor Induction to the next meeting in October 2024, and, following agreement from CMT, the Councillor Development Strategy and Programme,

AGREED: That the Work Programme be noted.

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**Chairman**