

Public Document Pack

Date of meeting Thursday, 10th November, 2011
Time 7.00 pm
Venue Committee Room 1. Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffs ST5 2AG
Contact Geoff Durham ext 2222

Member Development Panel

AGENDA

PART 1- OPEN AGENDA

1 DECLARATIONS OF INTEREST

To receive Declarations of Interest from Members on items included in this agenda

2 MINUTES OF A PREVIOUS MEETING

(Pages 1 - 4)

To consider the minutes of the previous meeting of this Working Group

3 ELECTED MEMBERS ICT

To receive a presentation on Elected Members ICT from the Council's Head of Customer and ICT Services

4 ACTIONS UNDERTAKEN

To receive a verbal update from the Member Services Officer on actions carried out since the last meeting

5 TRAINING COURSES

To receive an update on training courses undertaken

6 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972

Members: Councillors Boden, J M Cooper, I Gilmore, N Jones, Loades, Olszewski, D Richards and J Williams

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

MEMBER DEVELOPMENT WORKING GROUP

Thursday, 1st September, 2011

Present:- Councillor Nigel Jones – in the Chair

Councillors J M Cooper, I Gilmore, N Jones, Loades, Olszewski,
D Richards and J Williams

1. **DECLARATIONS OF INTEREST**

No declarations of interest were given.

2. **APOLOGIES**

Councillor Boden

3. **MINUTES OF A PREVIOUS MEETING**

Resolved:- That the Minutes of the meeting held on 20 January 2011 be agreed as a correct record.

4. **MEMBER DEVELOPMENT WORKING GROUP**

(i) Structure and Remit

Consideration was given to a report to decide upon the future structure and remit of this Working Group.

Charter Assessors in 2010 had recommended that the Group be made more formal by increasing the number of meetings and Members. This would give the Group greater decision making powers.

The Group agreed to this in principle and requested that officers formulate a proposal and remit to be brought back to the next meeting of this Working Group for comment prior to it being put to Full Council.

Resolved:- (i) That the information be received.
(ii) That a statement of the Group's remit be brought to the next meeting for comment prior to going to Full Council for approval.

(ii) Terms of Reference

Members were asked to agree to three additional Terms of Reference for this Working Group.

- To address issues relating to the provision of ICT for Elected Members.
- To help promote the Members website and to encourage Members and officers to use the site on a regular basis.
- To monitor the provision of Member support.

Resolved:- That the three additional Terms of Reference as outlined above be referred to the Cabinet for approval.

(iii) Training

Members discussed the issues surrounding ICT training. A lot of Members still did not have their own IT equipment.

It was reported that the Members Remuneration Panel, soon to recommence, could look at the issue of IT equipment.

A request was made that all Members be surveyed on what IT equipment they currently had access to.

Members also requested that the Council's Head of Customer and ICT be invited to attend the next meeting to advise upon computer equipment and services.

Resolved:-

- (i) That the information be received.
- (ii) That a survey be sent to all Members to identify what IT equipment they have.
- (iii) That the Head of Customer and ICT Services be invited to attend the next meeting of this Working Group.

5. ACTION LOG

Consideration was given to a report advising upon the items included within the Action Log from the Charter Assessors.

Members who had previously received training on the Planning Portal requested that sessions be arranged for all Members of the Council.

Modern.gov Learning Pool was discussed and further information requested on this for the next meeting including a possible visit to Staffordshire County Council to see it in action.

Members requested that a list of basic training requirements, which Members would need in their next year of office, be brought to the next meeting.

The Induction Day was discussed by Members who would like to see the tour of the Borough included within it.

A request was made for information packs to be reported for the quasi-judicial Committees in order to aid new Members asked to serve on Committees prior to any training being given.

New legislation being brought to Members attention and being placed on the Members Website was requested, particularly for any affecting the Borough.

Members requested that a copy of the Council's Strategy for Elected Member Development be forwarded to members of this Working Group.

The training courses outlined within the Personal Development Plan should be shortened and more relevant to Members.

In addition, dates should be fixed within the calendar of meetings as training days.

- Resolved:-**
- (i) That the information be received.
 - (ii) That training on the Planning Portal be arranged.
 - (iii) That Modern.Gov/Learning Pool be investigated and reported back to future meetings.
 - (iv) That a list of basic training requirements be composed and brought back to a future meeting.
 - (v) That information packs be prepared for quasi-judicial Committees.
 - (vi) That new legislation affecting the Borough be brought to Members attention via the website.
 - (vii) That the Council's Strategy for Elected Member Development be forwarded to all Members of the Working Group.

6. EFFECTIVE WARD MEMBER SEMINAR

Consideration was given to a flyer which had been received on a seminar by Mr D McGrath who had attended the Council previously to give Member Training.

Members requested that a meeting be held with Mr McGrath and further information gained.

- Resolved:-**
- (i) That the information be received.
 - (ii) That a meeting be arranged with Mr McGrath.

**N. JONES
Chair**

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