

## **MEMBER DEVELOPMENT PANEL**

Thursday, 7th November, 2013

**Present:-** Councillor David Becket – in the Chair

Councillors Mrs Heames, Kearon, Miss Olszewski, Snell, Turner and Williams

### **1. DECLARATIONS OF INTEREST**

There were no Declarations of Interest stated

### **2. MINUTES OF A PREVIOUS MEETING**

**Resolved:-** That the minutes of the meetings held on 11 July and 15 August be agreed as correct records subject to the inclusion of Councillor Mrs Heames' apologies on both sets.

### **3. UPDATE ON ICT**

ICO

Members were advised that registration with the Information Commissioners Office had been carried out with all sixty forms having now been sent. The form and a certificate would be sent back to Member Services and any details would be updated by that Section.

DIGITAL MEMBER SERVICES

Eighty five thousand pages had been printed off form Members during a recent survey. This figure would be used to generate the printing costs as part of the study into issuing tablets to Members.

A new ipad was released on 1 November and an order had been placed for ten devices for the trial. It was expected for them to arrive in mid December. Once security proofing had been loaded onto the tablet, training would be arranged for the ten trial members.

**Resolved:-** That the information be received.

### **4. MEMBERS MAIL**

The Chair gave an update on the current situation regarding Members mail. Approximately ten Members did not use the courier service and no further change was envisaged until the trial with the tablets begins.

Members were advised that access to the Post Room for collection of mail had improved.

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There were still items, other than agendas that needed to be delivered by the Courier. Members suggested that, where possible, magazines and similar literature could be sent by email.

**Resolved:-** That the information be received.

### **5. PEER ASSESSMENT FEEDBACK**

Consideration was given to a report outlining findings from the Peer Assessment Team. Members went through the recommendations, commenting on the following:

#### **Loop System:**

Chairs should be made aware of the loop system available in the Council Chamber. A portable one was available from Reception if required.

The fact that there was a volume button on the microphones in the Chamber should be brought to the attention of attendees. In addition, a note should be added to agendas asking people to make any hearing /visual impairments known.

#### **Venues for Meetings:**

Members agreed that a list of alternative venues should be drawn up and brought back to the next meeting.

#### **Member Access to Technology:**

This is already in operation to an extent with a further programme being trialed with the use of tablets.

#### **Overly Long Officer Presentations:**

Members suggested that a time limit could be given for presentations and a comment included in the Employees Code of Conduct.

#### **Structure of Reports:**

Not all reports had paragraphs numbered on the agendas. Member Services should request this of all report writers for future agendas

#### **Report taken with no officer to present or answer questions:**

If an officer had submitted a report for an agenda, they should be in attendance at that meeting or send a substitute officer in order to discuss or answer any questions.

#### **Officers should outline plans, pictures, rationale for recommendations prior to anyone speaking on an item:**

This comment appeared to have come from a meeting of the Planning Committee. The Portfolio, Chair of Planning Committee and Head of Planning and Development should be asked to discuss the matter and look at the format of the Committee.

#### **Manage the loud voices and encourage all to contribute:**

Member Services were asked to source any literature on hints for Public Speaking and Group Leaders to encourage the quieter Members to participate.

**Chairs' Training:**

Comments had been raised regarding the clarity of the matter in hand at a meeting. The order of agenda items, giving clear timelines, outcomes and recommendations should be addressed in a Chair's Training Session.

- Resolved:-**
- (i) That the information be received and the comments noted.
  - (ii) That any actions listed above from the Peer Assessment Review be taken accordingly.

**6. UPDATE ON MEMBER DEVELOPMENT**

An update was given on the work carried out by Member Services with regard to Member training. Various training sessions had been given including the necessary quasi judicial ones.

Personal Development Plans had been sent out with thirty five replying.

From the information provided, Members agreed that training be offered for:

Modern.gov  
Dealing with the media  
Stress Management.

Members also requested that alternative ways of learning be looked into for future delivery.

- Resolved:-**
- (i) That the information be received and the comments noted
  - (ii) That the above training courses be arranged.

**7. UPDATE ON REPRESENTATION ON OUTSIDE BODIES**

A report was submitted updating Members on the current position regarding the list of Representations on Outside Bodies.

A table was passed round showing which Members sat on each organisation, regularity of meetings and whether a grant was given by the Council.

Quite a few organisations had still not responded and Members requested that a global email be sent to all Members asking them which organisations they attended.

Councillor John Williams would liaise with Member Services with regard to further populating the report and bringing it back to a future meeting.

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- Resolved:-**
- (i) That the information be received.
  - (ii) That a report be brought to a future meeting

**COUNCILLOR DAVID BECKET**  
**Chair**