Date of meeting	**Thursday, 4th June, 2015**
Time	**7.00 pm**
Venue	**Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact	Geoff Durham

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   TERMS OF REFERENCE   **(Pages 3 - 4)**

The Terms of Reference of the Member Development Panel are attached for Members who are new to this Committee.

3   MINUTES OF A PREVIOUS MEETING   **(Pages 5 - 8)**

To consider the minutes of the previous meeting of this Panel held on 7 April, 2015.

4   ICT

To receive an update from the Council's ICT Operations and Development Manager on:
- Issuing of and training on Tablets and an update on 'confidential' items within modern.gov.
- Training for Members not using the email facility.
- Council's web page and Members web page.

5   New Members Induction   **(Pages 9 - 10)**

6   Training Programme   **(Pages 11 - 14)**

7   Work Plan   **(Pages 15 - 18)**

8   URGENT BUSINESS

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

Members: Councillors Hambleton, Johnson, Peers, Proctor, Wallace (Chair), Waring, White, Wilkes and Winfield

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all

other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

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

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

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