

MEMBER DEVELOPMENT PANEL

Wednesday 8 February 2012

Present:- Councillor D Loades – in the Chair

Councillors Boden, Miss Cooper, Jones, Kearon, Olszewski Richards 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 meeting held on 17 November 2011 be agreed as a correct record.

3. MATTERS ARISING

Members raised concerns regarding the STeP programme and the difficulties they had experienced in trying to access it remotely.

The site may not have been created as a public website which meant that it could only be accessed from within the Civic Offices.

Officers would request that the County Council send each Member out a direct link to the site.

Resolved:- (a) That the information be received.

(b) That the County Council be requested to forward a direct link to all Members.

4. MEMBERS ICT

The Council's ICT Operations and Development Manager briefed Members on how to reset and construct passwords. Members agreed to try this method.

The ICT Survey which was carried out had thirty three responses, the results were attached to the agenda.

Only one Member did not have broadband internet and almost all had their own IT equipment.

Members agreed that the survey results should be passed to the Group Leaders for the next Group meeting for discussion. If Members needed equipment they should notify their officers as a matter of urgency.

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Members raised concerns regarding the use of their own equipment for Council business especially where there was only one computer in the household. The Becrypt sticks would be the best solution in this instance.

A questionnaire would be prepared for the Group meetings asking Members who wanted IT equipment.

Security certificates at Newcastle worked for Windows and Apple Mac. Members requested that the flexibility of the certificates over different software systems be investigated.

- Resolved:-**
- (a) That the information be received.
 - (b) That a questionnaire be prepared on IT Equipment and taken to the Group meetings.
 - (c) That the flexibility of security certificates be investigated.

5. PRESENTATION - REMOTE ACCESS PORTAL

Members received a presentation on the Council's remote access portal through the use of the Becrypt sticks. The cost of these was now £40 each.

Members requested that the sticks be rolled out to Members. The Chair requested that more research be carried out on the cost and practicalities of this.

Four Members had already had the sticks and Members requested that feedback be brought to the next meeting.

These Members of the Panel requested trialling the stick for themselves.

- Resolved:-**
- (a) That the information be received.
 - (b) That information be sought on the cost and practicalities of the Becrypt sticks.
 - (c) That feedback be sought from the four Members who had already had the sticks.
 - (d) That Members of this Panel trial the Becrypt sticks.

6. MEMBERS' WEBSITE

Members felt that the Members' Website could be improved. There was a large amount of information which was not required or used. In addition, there was no link to evoice or Cabinet details. Also a better link to emails, calendar and contacts should be created.

Resolved:- That the Members' Website be looked at for improvement.

7. DATA PROTECTION

Members were advised on the Data Protection Act and that Members were encouraged to register themselves although there was a cost of around £35. Members felt it unreasonable that they had to pay this fee.

The Chair requested that this matter be further investigated.

- Resolved:-**
- (a) That the information be received.
 - (b) That the Data Protection issue be further investigated.

8. MEMBER DEVELOPMENT STRATEGY

The Chair briefed Members upon his suggestion that a Member Development Strategy for 2012-2016 be produced.

The Strategy should contain issues of low attendance at meetings and how this could be addressed and also make some training mandatory. The proposed strategy also contained a suggested training plan.

The exiting strategy would be forwarded to Members for consideration and discussions at the next meeting.

Training courses undertaken by Members was discussed and the Chair requested that the 'log' of courses taken by each Member be sent to them as a reminder of the training which they had received.

Members discussed the Staffordshire Observatory and a suggestion was made for a possible link from the Members' Webpage

A fact based session should be held for Members on the Localism Act. The Council's Head of Business Improvement and Partnerships would run these sessions. Three sessions would be agreed – morning, afternoon and evening.

- Resolved:-**
- (a) That the information be received.
 - (b) That Members be provided with a list of their evening courses attended.
 - (c) That a link to the Staffordshire Observatory be investigated.
 - (d) That fact based sessions be held for the Localism Act.

9. ACTIONS UNDERTAKEN

(i) Personal Development Plans (PDPs)

A revised PDP was considered by Members. It was suggested that the form indicate a minimum requirement of training for Members. The Personal Development Plan had been established.

- Resolved:-**
- (a) That the information be received.
 - (b) That the PDP be sent to Members upon the establishment of a training plan.

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(ii) Information Security Policies

The Council's Head of Customer and ICT Services informed Members that staff had attended a session on Information Security and had watched a DVD entitled the 'Domino Effect'. This would be made available to Members before the next Full Council or placed onto the Members' webpage.

Resolved:- That the information be received.

**D LOADES
Chair**