

## **MEMBER DEVELOPMENT PANEL**

**Wednesday 4 April 2012**

**Present:-** Councillor D Loades – in the Chair

Councillors Boden, Miss Cooper, Jones, Kearon, Richards and Williams

Apologies were received from Councillor Miss Olszewski.

### **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 8 February 2012 be agreed as a correct record subject to an amendment to item 5 'Presentation – Remote Access Portal' the first paragraph, final sentence to be amended to read "The cost of RSA tokens was £40 each".

### **3. MEMBERS ICT**

The Council's ICT Operations and Development Manager updated Members on issues raised at the previous meeting of this Panel.

#### **(i) Data Protection**

Members were shown which forms they would need to complete for the data protection facility. There was a £35 registration fee if Members needed to 'notify'.

Members were given a copy of a news release urging Members to check their data protection obligations.

It was stated that a disclosure notice was included on staff emails. It was suggested that this should also extend to Members.

There was a need to ensure that Members were covering themselves and the Panel enquired if the £35 could be paid by the Council. Each Member would be a 'data controller' and therefore individually responsible. Staff had one data controller – Mr Kelvin Turner, Executive Director of Resources and Support Services. It was discussed whether the Group Leader or Council Leader could take on this role for Members.

The total cost of data protection registration to the Council would be £35 x 60 (£2100) and the issue of data protection could have a reputational risk to the Council. Members also stated that registration should be made compulsory at new induction stage.

Further, data protection should become part of the Member training process (as part of information security training). The ICT and Operations Development Manager would investigate what other authorities were doing

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and would then prepare a briefing note to all group leaders. A half hour session would be held prior to the next Council meeting.

**Resolved:-** (a) That the information be received and the comments noted.

(b) That the Council's Member Training and Development Officer, liaise with the Chief Executive and the Leader of the Council to enquire what liability the Council had and how data protection should be approached. In addition, the Panel felt that the £35 fee should be paid by the Council.

(c) That data protection be included in Member training.

(d) That public liability insurance for individual Members be investigated.

(e) That the Council's ICT and Operations Development Manager include data protection in information security training and that a half hour training session be arranged prior to the next Council meeting.

(f) That a briefing note be prepared and sent to all group leaders for discussion.

### (ii) Members' Website

Members felt that the Members' website did not contain information which they felt would be most useful to them. The Council's Senior e-Communications Officer, had stated that he could attend the meeting of the Panel to discuss what information could be provided. However, Members requested that the website be redesigned first and any comments be brought back to a future meeting.

**Resolved:-** (a) That the website be updated and any comments from Members be made at a future meeting.

(b) That a short cut key be provided to the website.

### (iii) Becrypt Sticks

Members were advised that the cost of the sticks was £110 and token £40, giving a total of £150 per Member.

Six Members already had the sticks and a request was made that they be approached for feedback.

**Resolved:-** (a) That the information be received and the comments noted.

(b) That the six Members previously issued with Becrypt sticks be approached for feedback.

(iv) Security Certificates

The certificate had been designed for Windows-based systems. ICT were preparing guidance on the 'Apple platform'. The Linux system was still being tested.

Members requested that security certificates come through this Panel prior to going out.

**Resolved:-** That security certificates be brought to the Panel prior to going out.

(v) Equipment

At present, ten recycled PCs were being used along with the Becrypt sticks. There were also a few laptops with wireless connection available. There was a requirement to pass on the information to Members that the equipment was available.

IT support would be offered to Members who requested it.

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

(vi) Members' Survey

Forty responses had been received and 92% said that they would be happy to use their own equipment and 97% had their own broadband connection.

87% would like the Becrypt stick.

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

A copy of the presentation would be forwarded to Members with the survey results put into a work programme.

**4. NEW MEMBERS' INDUCTION**

Members were provided with a copy of the proposed three day – New Members Induction programme.

Members agreed to the programme and requested that the Code of Conduct for social media and representing the Council on outside bodies be included.

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

(b) That the Code of Conduct on Social Media and representing the Council on outside bodies be included into the programme.

**5. DEVELOPMENT PROGRAMME**

Consideration was given to the revised structure for Elected Member Development and Personal Development Plans.

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Members agreed that a minimum of 24 hours training per Member per year be enforced. Training hours would include modern.gov, quasi judicial training etc.

- Resolved:-**
- (a) That the information be received.
  - (b) That the 24 hours minimum training requirement be enforced.

**D LOADES  
Chair**