



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

## **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.

## **Member Development Panel - 08/02/12**

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.

(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**

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE  
MEMBER DEVELOPMENT PANEL**

**4 APRIL, 2012**

**1. MEMBER DEVELOPMENT PANEL**

**Submitted by:** Member Services Officer  
**Portfolio:** Customer Service and Transformation  
**Ward(s) affected:** Non-specific

**Purpose of the Report**

To update Members on the progress made on Member Development since the previous meeting held in February.

**Recommendations**

- (a) That the information be received and the comments noted.
- (b) That the revised Personal Development Plan, Strategy and Induction Day be considered and approved.

**Reasons**

To continue the improvement of the level and expertise of our Members and the training offered.

**1. Background**

At the previous meeting of this Panel, a number of issues were raised regarding ICT matters. In addition, certain matters required looking into prior to the new Municipal year.

**2. Issues**

- 2.1 Members had experienced difficulties in accessing the STeP programme remotely. The County Council had been contacted and a new link sent out. Feedback had been received from a few Members stating that the site could now be accessed.
- 2.2 The Chair had produced a proposed Member Development Strategy at the previous meeting. A revised Strategy will be presented at the meeting for comment and approval.
- 2.3 In addition, it had been suggested to provide all elected Members with a list of the training which they had undertaken. A list had been sent out and two responses received with updated information.

2.4 Personal Development Plans had been discussed and a revised version was to be brought to this meeting. Members had requested that this be further revised with an indication of a minimum training requirement.

2.5 Training sessions had now been factored into the calendar of meetings.

2.6 The New Member's Induction Day would now be spread over three days

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

3.1 The Achievement of the Member Development Charter will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan. Consequently, Members who have the knowledge and skills appropriate to the discharge of their responsibilities will also assist the Council in meeting the other corporate priorities and outcomes associated with the Sustainable Community Strategy.

4. **Legal and Statutory Implications**

4.1 There are no legal implications directly associated with this report.

5. **Equality Impact Assessment**

5.1 There are no equalities implications directly associated with this report.

6. **Financial and Resource Implications**

6.1 There are no budget implications associated with this report.

6.2 The main resource implication associated with the proposals listed in this report is use of Member and officer time. The process will require a minimal commitment of time from Members if it is to be effective and meaningful.

7. **Major Risks**

7.1 There are no major risks associated with this report.

8. **Key Decision Information**

8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. **Earlier Cabinet/Committee Resolutions**

25 November, 2010 - West Midlands Member Development Charter Working Group  
20 January, 2011 – Member Development Working Group

10. **Appendices**

None