

**Date of meeting**      **Tuesday, 25th September, 2012**

**Time**                      **7.00 pm**

**Venue**                      **Committee Room 1. Civic Offices, Merrial Street,  
Newcastle-under-Lyme, Staffs ST5 2AG**

**Contact**                      Louise Stevenson ext 2250

# **Member Development Panel**

## **AGENDA**

### **PART 1– OPEN AGENDA**

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**  
To receive Declarations of Interest from Members on items included in the agenda
- 3 MINUTES OF THE PREVIOUS MEETING** **(Pages 1 - 4)**  
To consider the minutes of the previous meeting of this Working Group held on 3 July 2012.
- 4 MEDIA TRAINING - REQUIREMENTS AND OVERVIEW**  
To consider the Media Training that is scheduled for 29 October 2012.
- 5 MEMBERS ICT TRAINING PLAN**  
To receive an update on agenda item four from the previous meeting, Members ICT training.
- 6 THE PAPERLESS MEMBER**  
To consider the possibility of trialling a 'paperless member' to receive all information by email rather than paper copies, and to see if this is a workable option that can be taken forward.
- 7 TRAINING ON THE CONSULTATION PROCESS**  
To consider if training should be offered to Members on the consultation process.
- 8 CHAIR BEST PRACTICE**  
To inform the Committee of the intention of the Chair of the Member Development Panel (along with the Scrutiny Officer) to attend a meeting of all committees to observe best practice that is taking place. The results will then be fed back to the panel.
- 9 MEMBER USE OF OFFICE SPACE**

To consider if the office and meeting room space available for the day to day use of elected Members is adequate or improvements are required.

**10 REPORTS TO FULL COUNCIL FROM MEMBERS ON OUTSIDE BODIES**

To consider if Members on outside bodies should report to Full Council.

**11 MEMBER'S WEBSITE**

To receive an update regarding the Member's website. The Council's Senior e-Communications Officer will be in attendance to answer members queries.

**12 URGENT BUSINESS**

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

**Members:** Councillors Boden, Miss Cooper, Jones, Kearon, Loades, Miss Olszewski, Studd and Williams

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

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