

# Public Document Pack

**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.

## **MEMBER DEVELOPMENT PANEL**

Tuesday, 3rd July, 2012

**Present:-** – in the Chair

Councillors Boden, Miss Cooper, Loades, Miss Olszewski, Studd and Williams

1. **CHAIR**

**Resolved:-** That Councillor Loades be elected as Chair of the Panel for the ensuing year.

2. **MINUTES OF A PREVIOUS MEETING**

**Resolved:-** That the minutes of the meeting held on 4 April 2012 be agreed as a correct record.

3. **DATA PROTECTION ACT**

Members were updated on the position regarding the Data Protection Act.

A survey had been sent to neighbouring authorities enquiring how they had dealt with the Act in respect of their Members. A few responses had been received and one authority enforced it as part of being a councillor.

A Briefing Note was handed out at the meeting and this would be sent to all members informing of the methods of registering – either by themselves or through Democratic Services.

Training Sessions on this would be held on a future date.

Councillor Julie Cooper had completed her Information Commissioners Office – Self Assessment and offered her copy to be used as a template, if required, by other Members.

Members asked if the training session on this could be emailed out with a link to the video. It would be put onto the Members' website as well as offering the training sessions at the Civic Offices.

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

4. **MEMBERS' ICT TRAINING**

A staged Member training plan would be put together by the Council's ICT Operators and Development Manager and the Member Training and Development Officer. This would build up into a useful study guide for Members.

Training could also be done at home and through the Staffordshire e-learning portal. It would cover a wide range of issues including emails, modern.gov, remote access and the Members' website.

## **Member Development Panel - 03/07/12**

It was hoped that training would commence in July. Each section of training would come to this Panel prior to being rolled out to Members.

- Resolved:-**
- (a) That the information be received.
  - (b) That the training sessions be developed.

### **5. REMOTE ACCESS AND MEMBERS' SURVEY**

The six Members who had been issued with becrypt sticks had been approached for comments on their usage.

Only one response had been received and it had been fairly negative. Councillor Loades requested the names of the six Members and he would chase them up.

Security certificates had been tested and had worked with Windows 7 and XP, and androids etc. The certificate also worked with various browsers.

Smartphones etc could therefore be used with the certificates. Members agreed this be tested for a period of six months.

- Resolved:-**
- (a) That the information be received.
  - (b) That Smartphones be tried and tested over the next six months.

### **6. UPDATE ON MEMBER DEVELOPMENT**

Consideration was given to a report updating Members on progress made with Member Development.

Personal Development Plans had been sent out and 30% of responses had come back.

Feedback was awaited on the Chair's training.

Several external courses had been made available to Members with some take-up.

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

### **7. MEMBERS' TRAINING PROGRAMME**

There were several dates allocated for training which could have the specified training events slotted in. However, it was felt that these should be kept free for emerging training requirements.

It was suggested that location training be provided before September. The Member Training and Development Officer would source some providers with costings etc.

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

8. **TRANSFORMATION AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Loades would approach the Chair of the Transformation and Resources Overview and Scrutiny Committee to request that Members' risks be scrutinised.

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

**Chair**

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