

Public Document Pack

Date of meeting Thursday, 15th August, 2013
Time 7.00 pm
Venue Committee Room 1, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact Geoff Durham ext 2222

Member Development Panel

AGENDA

PART 1 – OPEN AGENDA

1 DECLARATIONS OF INTEREST

To receive Declarations of Interest from Members on items included in this agenda

2 MINUTES OF A PREVIOUS MEETING

(Pages 1 - 4)

To consider the minutes of the previous meeting of this Working Group

3 MOBILE DEVICES

To receive instruction and advice on how Modern.Gov will operate on mobile devices

4 MODERN.GOV

To receive a verbal presentation from Staffordshire County Council on their usage of modern.gov and mobile devices

5 REPORT FORMAT

General discussion on the report format for agendas and how they may be improved for use on mobile devices

6 URGENT BUSINESS

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

Members: Councillors D Becket (Chair), Mrs Heames, Kearon, Miss Olszewski, Mrs Peers, Snell, Turner, White and Williams

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

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

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

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MEMBER DEVELOPMENT PANEL

Thursday, 11th July, 2013

Present:- Councillor David Becket – in the Chair

Councillors Kearon, Mrs Peers, Turner and Williams

7. DECLARATIONS OF INTEREST

There were no declarations of interest stated.

8. MINUTES OF A PREVIOUS MEETING

Resolved:- That the minutes of the meeting held on 25 April, 2013 be agreed as a correct record

9. MEMBER DEVELOPMENT AND TRAINING

Consideration was given to a report on the progress made to date with regard to Members' development.

All Members had been contacted regarding their willingness to collect their mail rather than have it delivered by courier. Only twelve responses had been received to date and half of these respondents had said they were in favour. The Chair advised Members that relocating the mail to the Members' Room was not a preferred option but leaving it in the Post Room for collection was a possibility. There may be issues, however, with Councillors who lived some distance away.

An update was given in respect of training sessions which had been arranged in the near future.

Twenty nine Personal Development Plans had been returned and reminders sent out in order to set up the training programme.

The Chair stated that two Group Leaders had agreed that the ceasing of the courier service would be a huge saving

Resolved:- That the information be received.

10. UPDATE ON MEMBERS' ICT

Members received a presentation from the Council's ICT Operations and Development Manager.

Twenty four Members had not responded to the Data Protection form request and it was indicated that Members would now be given the opportunity to opt out rather than sign up to the scheme.

Members had experienced problems with passwords when trying to gain access externally. Later this month, a system would be introduced which would give extra

security with three random questions being asked when a password required changing.

Resolved:- That the information be received.

11. **DIGITAL MEMBER SERVICES**

Members were advised that the 3G tablet, complete with a keyboard was the preferred option to be issued to all Members. A demonstration was given on the device.

Concerns were raised regarding the use of multiple calendars on the device. Another calendar could be placed onto it with other appointments. Another person could be given permission to access and update it.

A modern.gov app would be available for the device.

Members referred to the, sometimes, larger agendas and the difficulty there would be in reading such documents on the smaller screen. It was suggested that the current format be looked at and alternative layouts considered.

A trial of the device would be carried out over a period to see if it was a viable option.

The older Members of the Council may not wish to move to digital agendas. It was therefore suggested that all Members be asked if they would use one before going ahead.

The trial could not commence until April 2014 as there was due to be a software update later this year and it would be more logical to train Members on the new Modern.gov application. Several names had been put forward of who would undertake the trial. It was also suggested that the Members present at this evenings meeting do the trial.

It was felt that a more detailed breakdown of the costs and savings etc would be required in order to justify the project.

Resolved :-

- (i) That the information be received
- (ii) That the format of documents be investigated for a better layout.
- (iii) That the trialing of the mobile devices go ahead.

12. **REPRESENTATIVES ON OUTSIDE BODIES**

It had been requested at a previous meeting to submit a list of the Council's representatives on outside bodies. The list was out of date and therefore required amending. It was agreed that the organisations be contacted via a questionnaire and asked if they felt that they benefited from Councillors' presence. In addition, Members should be asked if they attended the meetings and whether they felt that it was worthwhile.

Resolved:-

- (i) That the information be received
- (ii) That the Group leaders be asked to raise the issue

of whether individual Members felt it worthwhile to attend outside meetings at their next group meeting

- (iii) That a questionnaire be prepared and sent to outside organisations for their views.

COUNCILLOR DAVID BECKET
Chair

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