

## **MEMBER DEVELOPMENT WORKING GROUP**

Notes of a meeting of the Member Development Working Group of the Bolsover District Council held in Chamber Suite 3, The Arc, Clowne on Thursday 17<sup>th</sup> December 2015 at 1000 hours.

### **PRESENT:-**

Members:-

Councillor H.J. Gilmour in the Chair

Councillors R. Bowler, S. Fritchley, R.A. Heffer and D.S. Watson

Officers:-

M. Kane (Governance Manager), N. Blaney (ICT Manager), M. Derbyshire (Members IT and Training Officer), S. Chambers (Communications Manager) and A. Brownsword (Governance Officer)

### **1. APOLOGY**

An apology for absence was received from Councillor S. Peake

### **2. NOTES – 8<sup>TH</sup> OCTOBER 2015**

Moved by Councillor H.J. Gilmour and seconded by Councillor R.A. Heffer **AGREED** that the notes of a meeting of the Member Development Working Group held on 8<sup>th</sup> October 2015 be approved as a true and correct record.

### **3. MATTERS ARISING**

There were no matters arising from the Notes of the 8<sup>th</sup> October 2015 meeting.

### **4. FEEDBACK REPORTS**

(a) Planning Advisory Service Defensible Decisions – 12<sup>th</sup> October 2015

The Governance Manager presented the report which provided Members with details of the feedback received following the Planning Advisory Service briefing on Defensible Decisions delivered at North East Derbyshire District Council on 12<sup>th</sup> October 2015.

The briefing had been offered to Bolsover District Council Members and three Members had attended. Feedback was positive and it was noted that Planning remained a high priority for Member Development in the coming years.

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**AGREED** that the report be noted.

(b) Planning Training Session – 14<sup>th</sup> October 2015

The Governance Manager presented the report which gave feedback from the Planning Training Session on 106 Agreements held on 14<sup>th</sup> October 2015.

The session was positively received with Members being able to take practical knowledge to assist them when making future planning decisions.

**AGREED** that the report be noted.

(c) Member Development Session – 1<sup>st</sup> December 2015

The Governance Manager presented the report which gave feedback from the Member Development Session held on 1<sup>st</sup> December 2015. Three presentations were considered; Introduction to Universal Credit, Dealing with Constituent's Personal Data and Overview and Implications of the Housing and Planning Bill.

The sessions were very well received and areas for improvement were around the notification and timing of the sessions and equipment.

**AGREED** that the report be noted.

### **5. MEMBER DEVELOPMENT OPPORTUNITIES**

The Governance Manager noted that the Council had been asked whether it would like to be involved in a shared training session on the Practise of Scrutiny with North East Derbyshire District Council and Chesterfield Borough Council. An external speaker would be used and it would be a good opportunity to network and share best practise

It was noted that it would be useful to include Parish and Town Councils in training and the Governance Manager noted that this was being looked at through the Parish Council Liaison Group.

Moved by Councillor R.A. Heffer and seconded by Councillor R. Bowler

**AGREED** that the possibility of a shared training session on the Practise of Scrutiny with North East Derbyshire District Council and Chesterfield Borough Council be supported.

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### 6. ICT SECURITY AWARENESS

The ICT Manager presented the report which contained a briefing to raise awareness of the current activities carried out by the Council to ensure best practice ICT security principles are in use to protect the Council's systems, data and business continuity.

Training for staff was mandatory and the ICT Manager suggested that guidance on security awareness be made available to Members. A discussion took place on the need for Members to be aware of ICT security and whether this should be done online or directly to Members.

Moved by Councillor S.W. Fritchley and seconded by Councillor R.A. Heffer **AGREED** that (1) the ICT Security Briefing be presented to all Members at a meeting of Council,

(2) the Members IT and Training Officer deliver ICT Security Awareness Training to all Members at a meeting of Council.

### 7. TIMING OF MEETINGS

The Governance Manager noted that the issue of timing of meetings had been raised at Labour Group and this was a good time to look at it as there were new Members with different work commitments. There were very few days with double meetings and the majority of meetings were concentrated on Mondays, Tuesdays or Wednesdays.

The Chair noted that Members had already decided that they would not support evening meetings due to potential clashes with Parish Council meetings and the impact that it would have on staff. More afternoon meetings were seen as preferable.

A discussion took place regarding the timing of meetings and possible solutions. The Governance Manager suggested that a survey be sent to all Members to gauge opinion.

**AGREED** that a survey be sent to all Members to gauge opinion on the timing of meetings.

### 8. MEMBERS PERSONAL DEVELOPMENT PLANS UPDATE

The Governance Manager noted that the majority of PDPs had been undertaken and were now being typed up. The results of the finalised PDPs would be used to inform a Member Training Plan.

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The Chair thanked the Governance Officers for their support.

**AGREED** that the report be noted.

### **9. BUDGET UPDATE**

The Governance Manager noted that there was around £2,500 left in the budget, following payments to external training providers etc.

**AGREED** that the report be noted

### **10. COMMUNICATIONS UPDATE**

#### **(a) InTouch Magazine**

The Communications Manager explained that the format of the InTouch magazine was to change to create a more balanced publication. There would be two pages for Corporate Aims and four pages of features, including events and a page for Parish events.

#### **(b) Website Review**

The current website was under review and it was hoped to introduce more GIS information to the public. It was hoped to change the structure, reduce the number of headings and concentrate more on Growth. More online services were to be introduced and it was hoped to re-launch at the end of Summer.

Members queried why the review would take so long and it was noted that this was due to current resource issues.

#### **(c) Social Media**

The Council's use of social media was also under review and a new Instagram account had been added to enable more video content to be used.

**AGREED** that the Communications Update be noted.

### **11. ICT UPDATE**

The Members IT and Training Officer noted that now that all Members had received their iPads, supporting them had become a full time job and not much training was being offered however, one to one training was always available on request.

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The Chair noted that one to one sessions were always appreciated and noted that group sessions could also be requested by Members.

**AGREED** that the ICT Update be noted.

### **12. ANY OTHER BUSINESS**

Members requested more training on budgets including public sector finance.

### **13. DATE OF NEXT MEETING**

The next meeting of the Member Development Working Group would be held on Thursday 28<sup>th</sup> January 2016 at 1400 hours in Meeting Room 4.

The Chair wished everyone a Merry Christmas and a prosperous New Year and the meeting concluded at 1125 hours.