

## MEMBER DEVELOPMENT WORKING GROUP

Notes of a meeting of the Member Development Working Group held on Thursday 1<sup>st</sup> December 2016 in Committee Room 1, The Arc, Clowne at 1000 hours.

### **PRESENT:-**

Members:-

Councillor H.J. Gilmour in the Chair

Councillors R. Bowler, S. Peake and J. Wilson

Officers:-

J. Foley (Assistant Director of Customer Service and Improvement), H. Barnett (Communications Officer), M. Derbyshire (Members IT and Training Officer) and A. Brownsword (Senior Governance Officer)

The Chair welcomed Councillor J. Wilson to the meeting as it was her first Member Development Working Group since being elected Chair of Growth Scrutiny Committee.

### **1. APOLOGIES**

Apologies for absence were received from Councillors T. Connerton, R.A. Heffer and D.S. Watson

### **2. NOTES – 22<sup>ND</sup> JULY 2016**

Moved by Councillor R. Bowler and seconded by Councillor S. Peake

**RESOLVED** that the notes of a meeting of the Member Development Working Group held on 22<sup>nd</sup> July 2016 be approved as a true and correct record.

### **3. MATTERS ARISING**

#### **1. Communications Update**

Further to Note No. 11. – Communications Update, the Communications Officer noted that the items included within the Staff Midweek Bulletin could not be opened via the iPads.

**ACTION:** The Communications Officer to speak to the Communications Manager/Members IT and Training Officer to see if the issue could be resolved.

## MEMBER DEVELOPMENT WORKING GROUP

### 2. Chairman's Photographs

**ACTION:** The Chair to contact the Property and Estates Department to ensure the matter was discussed at a meeting of the Accommodation Working Group.

### 4. MEMBERS POST

The Assistant Director – Communication and Improvement attended the meeting and updated Members on a Review of Postal Services that was currently being carried out across both authorities. The review was looking at how much was spent on post and had raised the issue of Members post.

Currently there were around 30 Members who still received their agendas via post and over the past three years, between £5,500 and £7,000 had been spent. The views of the Member Development Working Group were sought as to how the costs could be reduced.

The Chair noted that some years ago, only the summons letter and agenda were sent via post and the rest of the document was picked up by Members from their closest Contact Centre. This method had worked well.

It was noted that all agendas were published on Members iPads and the Members IT and Training Officer noted that Members had all the required technology and what remained was a training issue. One to one sessions were always available, but were not being requested by Members.

A discussion took place and the Chair noted that it would be difficult to chair a meeting without a hard copy. It was noted that it cost around £1.14 to post each agenda.

The Working Group requested that a table of costings be compiled and be submitted to the next meeting of the Member Development Working Group, prior to discussion at Group.

**ACTION:** The Assistant Director – Customer Service and Improvement create a table of costings to be submitted to the next meeting of the Member Development Working Group, prior to discussion at Group.

### 5. MEMBER CHARTER SELF ASSESSMENT

The Member Charter document with the comments received from East Midlands Councils (EMC) was circulated for Members information.

## MEMBER DEVELOPMENT WORKING GROUP

- 1.1 Political and managerial leadership is committed to the development of Councillors and have strategies in place to improve Councillor and Council performance

EMC comment that the Leader and CEO should sign up to the commitment to achieve the Charter in a formal setting i.e. Council.

**ACTION:** The Senior Governance Officer to add to a future meeting of the Council.

- 1.2 Access to learning and development takes into account diversity of needs: political and managerial leadership can describe specific actions that they have taken to ensure equal access to learning and development opportunities for all Councillors

Further to EMC comments it was noted that it was not the same 40% of Members who did not attend training and that all training materials were provided to Members following the sessions as a matter of course.

Despite numerous one to one sessions being offered by the Members IT and Training Officer, take up was very low.

An annual report on the work of the MDWG was presented to Council and other reports were taken as and when necessary. Feedback was also given to the Majority Group by the Chair of MDWG.

- 2.1 There is a written and up to date Councillor Learning and Development Strategy and Councillor led strategy for Councillor induction and development and representative councillors are involved in its formulation, implementation, monitoring and evaluation (possibly through an established all party task group or other all party committee)

It was noted that the Member PDP process had been undertaken in 2016 using the EMC PDP format. Officer assistance had been available if required. Of the two PDP's outstanding, one Member had long term health issues and one had very little engagement with the Council as a whole.

- 2.2 The Council has a structured process for regularly assessing councillors' individual learning and development needs based on focused objectives

It was noted that an update of the PDP would be carried out in January 2016 utilising the last page of the Member PDP's. Asking what training had been attended and what Members would like to have over the next year.

## **MEMBER DEVELOPMENT WORKING GROUP**

2.4 The council has a structured process for assessing current and future leadership and Executive Team development needs

Further to the EMC comment, it was noted that all Cabinet Members had completed a PDP.

2.5 There is a Corporate Councillor Learning and Development Plan prioritising activities which brings together all learning and development plans – individuals, committees, political leadership and teams. This plan is able to prioritise activities according to resources and links the development of Councillors with the Council's aims and objectives

It was noted that the report setting out development priorities and the schedule of Member Development Sessions was submitted to MDWG and agreed at SAMT and Council.

3.1 Investment in learning and development is periodically evaluated in terms of cost and benefits of Councillor Learning and Development and the impact that it has had on performance for the Councillor, the Council and the Community

Further to the comments of EMC, it was felt that training gave Members knowledge, information and confidence in public. The PDP review would help to consider the impacts.

3.2 Learning is shared with other Councillors and where appropriate, officers and stakeholders to encourage capacity building in the council and a learning organisation culture

It was noted that all training materials were available on the Portal. There were many other resources available to Members on the Portal i.e. PERFORM which was massively under utilised. MDWG notes were reported to Council, however the Council needed to be more proactive in obtaining feedback from Members following external training.

A discussion took place regarding the location of the EMC courses.

3.3 The Council demonstrates a commitment to an effective Councillor Learning and Development Programme by implementing improvements to learning and development activities as they are identified.

It was noted that Learning and Development was contained within the Leader's Briefings to Group. Feedback on the timing of training and meetings was reported to

## MEMBER DEVELOPMENT WORKING GROUP

MDWG and Council. Feedback from PDP's tailored the Member Development Sessions.

- 4.1 The Council actively encourages citizenship and publicises the role of Councillors as community leaders as part of promoting local democracy and encouraging underrepresented groups to take up office.

The LSP Parish Council Liaison could be included. MDWG could look at the possibility of engaging with groups via the Improvement Officer (Equality) e.g. CVP, business links, sixth forms, WI, Rotary Groups.

**ACTION:** The Senior Governance Officer to incorporate the comments of the Member Development Working Group and resubmit the Member Charter document to East Midlands Councils.

## 6. EVALUATION REPORTS

1. The Housing and Planning Act Member Development Session

The Senior Governance Officer presented the report which gave feedback from the Housing and Planning Act Member Development Session held on 12<sup>th</sup> July 2016. The Session had been fairly well received by Members, but comments were received that the Housing and Planning Act had only just received assent and not enough was yet known about the impacts.

**AGREED** that the report be received.

2. Media Awareness Session

The Senior Governance Officer presented the report which gave feedback from the Media Awareness Session held on 18<sup>th</sup> July 2016. The session had been open to Members of the Executive and Chairs and Vice Chairs of the Scrutiny Committees and Planning and Licensing Committees. The Session had been very well received by Members with lots of positive feedback.

**AGREED** that the report be noted.

3. Member Development Session

The Senior Governance Officer presented the report which gave feedback from the Member Development Session held on 6<sup>th</sup> September 2016. The Session had been well received by Members.

**AGREED** that the report be noted.

## MEMBER DEVELOPMENT WORKING GROUP

### 4. Joint Scrutiny Training Day (Making Effective Use of Overview and Scrutiny)

The Senior Governance Officer presented the report which gave feedback from the Joint Scrutiny Training Day held on 3<sup>rd</sup> November 2016 at the North East Derbyshire District Council offices. The Session had been well received by those Members who had attended.

**AGREED** that the report be noted.

### 7. BUDGET UPDATE

The Senior Governance Officer noted that there was £1,800 left in the budget for the remainder of the year. A discussion took place regarding the timing of the Member Development Sessions and whether a buffet would be required if the session started at 1000 hours.

**ACTION:** The Chair to raise at Labour Group, the possibility of moving Member Development Sessions to its own dedicated day, starting at 1000 hours, followed by a buffet.

### 8. COMMUNICATIONS UPDATE

The Communications Officer informed the meeting that the InTouch Magazine had been despatched and it was hoped to provide copies to local businesses for them to display in public areas. The next issue was due in March and Cabinet would be asked in January for suggestions for content. Only 2 Parish Councils had responded to the request for events to be included in the magazine. It was hoped to include events at MacArthur Glen and Dobbies in future issues. It was suggested that an article on how to contact your Councillor be included in the next issue.

The Bolsover District Council website was to be revamped and launched in April 2017. The Business Growth website was to be launched in the New Year.

The Council was to monitor the effectiveness of Social Media Campaigns. An internal audit had been carried out and the results would be reported to the Audit Committee.

The new Leisure and Fitness Centre was due to open at the end of January and the Council was working with Pulse Fitness to market the facility. There had been over 1,150 registrations of interest in the 365 programme of payment. A Membership and sales Advisor was now in place. Creswell Leisure Centre would close on 3<sup>rd</sup> December 2016.

## **MEMBER DEVELOPMENT WORKING GROUP**

New Bolsover was moving forward, the scaffolding was up and many events were planned including a Lantern Parade.

**ACTION:** An article on how to contact your councillor be included in the next issue of InTouch

### **9. ICT UPDATE**

The Members IT and Training Officer informed the meeting that the new iPads were now built and available for collection. Covers had been ordered. Although there was now no 3G capacity on the old iPads, they would be available as spares.

Members were asked whether the Portal should remain as an archive or whether old information should be removed. Members felt that the Portal should remain as an archive.

### **10. DATE OF NEXT MEETING**

The next meeting of the Member Development Working Group would take place on Thursday 26<sup>th</sup> January 2017 at 1400 hours in Meeting Room 3.

The meeting concluded at 1155 hours.