

MEMBER DEVELOPMENT PANEL

11 SEPTEMBER 2003

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Marie-Louise Nolan
* Miss Lyne

* Denotes Member present

PART I – NIL

PART II - MINUTES

91. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

92. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

93. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

94. **Minutes:**

RESOLVED: (1) That the minutes of the meeting held on 23 July 2003 be agreed as a correct record;

(2) that the signing of the minutes be deferred until printed in the next Council Bound Minute Volume.

95. **Matters Arising from the Minutes of the Meeting held on 23 July 2003:**

Learn Direct (Minute 82): Members reported that they had yet to receive clarification from the Head of I.T on internet charging for Learn Direct courses and ordinary Council use. The Panel expressed concern that Learn Direct courses were advertised as free yet Members may incur Internet charges whilst completing them. Members also asked for further clarification on what charges they were entitled to claim back from the Council.

RESOLVED: (1) That the Training and Development Manager raise the issue again with the Head of I.T and that all Council Members be informed of details of Internet charging incurred for ordinary Council use and Learn Direct courses before the Intranet/Internet training session in December;

(2) that details of Internet charging for Learn Direct courses be detailed in the Member Development Programme brochure.

96. **Public Questions:**

RESOLVED: To note that there were no public questions to be received at this meeting under the provisions of Committee Procedure Rules 18 (Part 4B of the Constitution).

97. **Petitions:**

RESOLVED: To note that there were no petitions to be received at this meeting under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

98. **Deputations:**

RESOLVED: To note that there were no deputations submitted to this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

99. **Autumn Programme:**

The Panel received a verbal update from the Training and Development Manager on

the updated Member Development Programme September 2003 – April 2004. The Training and Development Manager explained that training had been divided into the following categories: General Programme, Scrutiny Programme, Leadership Programme and External Courses. The General Programme included those areas identified by the Member Development Panel and Officers as well as External courses.

In response to a query from the Chair the Training and Development Manager gave further clarification to Members of the Panel on the Annual Member Development Cycle and informed the Panel that the process would be reviewed through questionnaires at the sixth month stage.

The Panel reviewed the Programme requesting minor changes to style and appearance. Major changes were discussed as follows:

Effective Scrutiny

Members emphasised that the Scrutiny programme was open to all Members though targeted at New and Co-opted Members especially. Where there were insufficient places on a given course to meet demand the Chair requested that Members be offered the paperwork for the training sessions. The Training and Development Manager agreed to add this option to the booking form. It was also agreed that a Member of the Training and Development team attend the scrutiny training session.

Intranet/Internet Training

Members requested that the intranet and internet training sessions scheduled for two evenings be repeated during the day to allow a greater number of Members to attend.

Special Educational Needs

Members of the Panel requested that the brochure indicate more explicitly that the 6.30-7.00pm part of this course was designed as a briefing to provide background for Members who were unfamiliar with the subject before the start of the main session. Members also requested that the new Children's Services Director introduce himself at the training session.

New Structure Trailer

A Member suggested that Members of the Council would benefit from a new structure seminar in the new year once new officers were in place. The Panel agreed that a trailer be added to the bottom of the brochure detailing this training as to follow.

RESOLVED: That the Training and Development Manager adjust the training sessions and amend the brochure to reflect the changes detailed above.

100. **Budget Update:**

The Panel received a verbal update from the Training and Development Manager on Member Development expenditure to date. Members were advised that whilst only £515 had been spent the total committed amounted to £5,090. In response to a query from a Member, the Panel were advised that the budget could not be carried over and any money remaining after by 31st March 2004 would be lost. However the Training and Development Manager indicated that the Leadership Programme may incur further costs. Members discussed further scrutiny training and;

RESOLVED: That the Training and Development Manager investigate the possibilities of funding further scrutiny training from the Member Development Budget.

101. **Leadership Programme:**

Members were advised that there would be the opportunity for a small working group to meet before the Leadership training, (at an additional cost) to identify specific training needs. The Chair indicated that all Members of the Panel would wish to be involved in this process and it was recognised that should the training be repeated the following year savings could be made in this area as the needs analysis would not need to be repeated.

RESOLVED: That the Training and Development Manager arrange an informal meeting of Panel Members with the INLOGV consultant to discuss the needs analysis.

102. **Meetings for 2004:**

RESOLVED: That the following dates be agreed for future meetings of the Panel:

Thursday 15 January 2004
Wednesday 21 April 2004

(Note: The meeting having commenced at 6.07 pm, closed at 7.35 pm)

(Signed) COUNCILLOR ANN GROVES
Chair