

# MEMBER DEVELOPMENT PANEL MINUTES

## 3 FEBRUARY 2015

**Chair:** \* Councillor Mrs Rekha Shah

**Councillors:** \* Kairul Kareema Marikar \* Ms Mina Parmar  
\* Janet Mote \* Varsha Parmar (2)

\* Denotes Member present  
(2) Denotes category of Reserve Member

### 8. Attendance by Reserve Members

**RESOLVED:** To note the attendance of the following duly constituted Reserve Members:

Ordinary Member

Reserve Member

Councillor Primesh Patel

Councillor Varsha Parmar

### 9. Declarations of Interest

**RESOLVED:** To note that there were no declarations of interests made by Members.

### 10. Minutes

**RESOLVED:** That the minutes of the meeting held on 10 September 2014 be taken as read and signed as a correct record.

### 11. Public Questions , Petitions and Deputations

**RESOLVED:** To note that no public questions, petitions or deputations were received at this meeting.

## RESOLVED ITEMS

### 12. INFORMATION REPORT - Member Development Programme Update

The Panel received a report of the Divisional Director Human Resources and Development and Shared Services, which updated the Panel regarding the Member training programme of events which had taken place since the previous meeting of the Panel on 10 September 2014.

The Divisional Director stated the following with regard to the follow up actions from the previous meeting:

- Members had fed back that the voting buttons in Outlook did not work on iPads;
- the guidelines for Buddying would be circulated to Panel Members and Whips after the meeting;
- training on the Use of Social Media would be provided through the Communications team;
- the evaluation form regarding the overall Member Induction programme May-December 2014 would be sent out shortly to Members.

Following questions and comments from Members of the Panel, the Divisional Director stated that:

- most training sessions had been reasonably well attended and feedback provided on the evaluation forms for these sessions had been largely positive, and Members had requested further training on most of the topics covered;
- any unfavourable feedback would be taken into account when planning future training and would be communicated to the relevant directorate/trainer;
- currently, tea, coffee and biscuits were provided at all training sessions. However, if, the Panel were of the view that these refreshments should be replaced by sandwiches, at a slightly higher cost, as this may lead to improved attendance at training, could be implemented;
- currently, those Members who did not attend the Mandatory training required to sit on Committees e.g. Licensing, Planning and Personnel Appeals would not be eligible to sit on relevant Committees or Panels. However there were no sanctions that could be imposed on those Members who did not attend other training sessions designated as Mandatory e.g. Safeguarding and Equalities. Any potential sanctions could only be imposed by the Groups and their Whips. In view of the above, Members of the Panel considered that only, Licensing, Planning and Personnel Appeals training should be designated as Mandatory.

Safeguarding Children, Safeguarding Adults, Equalities & Diversity, The Role of a Member During a Major Incident and Equalities Impact Assessment Training for Cabinet should be flagged as 'Recommended';

Following questions and comments from Members of the Panel, the Divisional Director stated that:

- he would request Capita to look into logging-in issues with the MyLearning Portal, as reported by Members;
- the Member Training Evaluation form would be amended following comments and feedback from Panel Members, to ensure that the Evaluation form captured more commentary and qualitative feedback from Members and include a scoring system. The revised copy would be circulated to the Panel;
- the Council did not currently publish data relating to Member attendance at training on its website;
- comments regarding what specific areas the forthcoming training session on the Care Act should cover would be fed back to the relevant officer and a course outline would be circulated to all Members;
- the date of the Repeat Mandatory Code of Conduct training session would be swapped with the date of the How to use Social Media training.

**RESOLVED:** That the report be noted.

**13. Date of Next Meeting**

16 April 2015.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.06 pm).

(Signed) COUNCILLOR MRS REKHA SHAH  
Chair