
MEMBER DEVELOPMENT PANEL**12 APRIL 2005**

Chair: * Councillor Ann Groves

Councillors: Jean Lammiman Marie-Louise Nolan
* Miss Lyne

* Denotes Member present

1. **Quorum:**
Having noted the apologies received from Councillor Lammiman, it was pointed out that the meeting was not quorate. It was therefore agreed to hold an informal discussion on the reports contained within the agenda.
2. **Minutes:**
Councillor Miss Lyne wished it to be noted that she was unable to attend the previous meeting of the Panel and had sent apologies for absence.
3. **Annual Development Programme:**
Given that the Panel was required to recommend the Member Development Programme for 2005/2006, it was agreed that the two remaining Members would be sent the programme and the suggested amendments and would be asked to comment.

Members discussed the additions to the programme, outlined in paragraph 6.3 of the officer report. Due to the recent changes in personnel at the Council, it was suggested that Members be provided with a contact list of officers, to include their job and Directorate. Although it was that it would be a working document, Corporate Communications were considered the appropriate division to ensure that the document remained up to date.

The meeting discussed the Urban Design Workshops. Once the programme had been received from the Director of Strategy (Urban Living), it would be forwarded onto Members.

It was suggested that the session on Corporate Governance Framework could be held on 23 November 2005 in exchange with the session on Traffic and Transportation, which would then be held on 15 November 2005. It was also suggested that two 'twilight' sessions on finance could be held in December 2005 in preparation for the budget.

RESOLVED: That the Member Development Programme 2005/2006 be sent to Members of the Panel not in attendance, together with the suggested amendments, for comment.
4. **External Courses - Application and Evaluation Form:**
The meeting agreed to ask to the remaining Members if they wished to make any amendments to the application and evaluation form. As well as consulting the Panel before being 'signed-off' by the Executive Director (Organisational Development), the Chair had also suggested that the relevant Portfolio Holder should be consulted. It was agreed that the form would be used following consultation with Members of the Panel not in attendance at the meeting.

RESOLVED: That the application and evaluation form be sent to Members of the Panel not in attendance, for comment.
5. **Next Meeting Date:**
The meeting noted that the next meeting of the Panel would be held on 14 September 2005.

(Note: The meeting having commenced at 6.15 pm, closed at 6.45 pm)

(Signed) COUNCILLOR ANN GROVES
Chair