



# Member Development Steering Group Agenda

**Thursday 30 January 2014 7.00pm**  
**Bulbourne Room, Hemel Hempstead Civic Centre**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillors Adshead, Conway, Douris, Flint, Hearn, Rance, G Sutton and Taylor (Chairman)

1. **Apologies for absence**
2. **Minutes**  
Members are asked to agree the minutes of the meeting held on 01 October 2013 (page 2).
3. **PDP process – Bill Haylock – 15 minutes**  
B Haylock to outline the process for Personal Development Plans 2014
4. **Members E Learning (DORIS)–Bill Haylock – 15 minutes**  
B Haylock to present to members the Members Suite of the E Learning package DORIS – as requested by Members at the last MDSG meeting
5. **Member Development Strategy – midpoint review**  
To review the Member Development Strategy and suggest any amendments to be made. ***See attached Strategy***
6. **Member Development Programme 2013/14**  
Members are asked to consider and agree the training programme (page 7)
7. **Evaluation Feedback**  
Members are asked to consider and comment on the feedback from previous development sessions (page 8).
8. **Quarterly Budget Update**  
Members to note and comment on the budget for 2013/14 (page 15)
9. **MDSG Work Programme**  
Members to offer suggestions for items to add to the work programme for 2013/14 (page 16)
10. **Next Meeting**  
Tuesday 18 March 2014

**MINUTES****MEMBER DEVELOPMENT STEERING GROUP****01 OCTOBER 2013****Present:**

**Councillors:** Conway  
Rance  
Taylor (Chairman)

**Officers:** Michelle Anderson Corporate Support Team Leader  
(Democracy)  
Clare Thorley Member Support Officer

The meeting began at 7.34pm

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Wixted, Hearn and Flint.

**2. MINUTES**

The minutes of the meeting held on 18 June 2013 were agreed by the members present and signed by the Chairman.

**3. MEMBER DEVELOPMENT PROGRAMME 2013/2014**

M Anderson began by introducing the upcoming member development programme and the upcoming development event; Public Speaking. M Anderson highlighted that this was the first of the Joint Authority training sessions and that Dacorum Borough Council would be hosting it. As a result Dacorum had received two free places on this course. The Chairman asked which Councils would be taking part in this training event and where it would be held. M Anderson replied that Hertsmere, Watford and Three Rivers would be attending and that the event would be taking place in the Bulbourne Room.

M Anderson said that she was concerned that there was a high volume of member development sessions coming up in November. M Anderson commented that the Housing Allocations was an addition that had been made due to the upcoming changes in Government policy that were due to take effect on the 7 November.

M Anderson said that in order to avoid inundating members with lots of member development session flyers she had compiled a form with all sessions on it and she would ask members to tick which courses they could attend and then return it to Member Support instead of replying individually to each session. Reminder flyers for each event would be circulated nearer the time.

M Anderson referred to a previous request from members regarding training on the Constitution, she mentioned that the Constitution was currently undergoing alteration

and that this would mean that training on the Constitution may be even more relevant and necessary.

Councillor Rance then said that she thought that some of the long serving Councillors would appreciate and benefit from a session on the Constitution. M Anderson said that currently the training target was running low and that a high volume of attendance at the November training sessions would give a needed boost to the figures.

M Anderson said that she was also having discussions with J Deane (Assistant Director, Finance & Resources) regarding the possibility of a budget briefing around in January 2014.

#### **4. EVALUATION FEEDBACK**

##### **Planning**

M Anderson commented that the Planning member development session held on the 3 July had a very good turnout. Some of the feedback suggested that it would be more advantageous to have a separate session on Planning for Parish Councillors. The Chairman agreed with this and said that he had noticed that occasionally Parish Councillors had a tendency to focus on Parish-specific problems at these sessions and that this was not the appropriate time to focus on these issues.

The Chairman acknowledged that it was important that the Town and Parish Councillors received help and support but that it may be more beneficial to run separate sessions for them. Councillor Rance commented that Parish Councillors had sessions with officers and that perhaps organising more of these with a focus on training in specific areas would be of benefit and that this issue did need further thought. M Anderson agreed that this was a potential area for improvement and recalled that when Dacorum Borough Council were applying for Member Development Charter accreditation, Member Support did find it challenging to demonstrate the provision of training for Parish Councillors.

Councillor Rance suggested that it may be worth contacting the Parish Councillors to find out what subjects they would like training on. M Anderson suggested that it may be worth engaging S Collins (Officer, Town, Parish and VCS) to help facilitate this as she had a strong network across the Town and Parish Councils and had recently joined the Democratic Services team alongside Member Support.

##### **Dacorum Anywhere**

The Chairman said that this was a useful session but that Dacorum Anywhere, whilst having obvious advantages, may potentially have some disadvantages further down the line and that it would be useful to be aware of these in order to deal with them if they were to become a larger issue. Councillor Rance stated that there were some benefits especially in regards to Planning; in that Councillors could access plans online, but that some work was still needed around ensuring this was easily practicable. Councillor Rance also pointed out that it would be worthwhile identifying the Councillors who struggled with IT issues and ensuring that they had appropriate support whilst rolling out the Dacorum Anywhere concept. The Chairman added that it would be worth Member Support liaising with H Price (Team Leader, Performance, Improvement and Transformation) to organise support sessions.

## **Outcome**

- M Anderson would liaise with S Collins to look at development for Town/Parish Council's.
- M Anderson to liaise with H Price to discuss any training needs as part of implementing Dacorum Anywhere.

## **5. QUARTERLY BUDGET UPDATE**

M Anderson pointed out that she still had to add the LGA Conference fees to the Budget update and that the cost for this was £495 per person. The Chairman asked who went to this and M Anderson replied that two Councillors had attended.

M Anderson highlighted that there was currently £6,500 left in the £11,000 Member Development budget for 2013/2014. M Anderson pointed out however that there would be no upcoming Personal Development Plan (PDP) fees as these were to be conducted internally in 2014. In addition there would not be the additional cost of applying for the Charter Plus accreditation for Member Development. M Anderson asked, with this in mind would the MDSG consider a reduction in the budget. Councillor Rance asked the cost of the PDP's and the Charter Plus, M Anderson responded by saying that the approximate cost of the PDP's, when carried out by D Lamb, (the previous external PDP provider) last year was £4,000 and that applying for the Charter Plus cost £2,000.

The Chairman said yes to a potential reduction resulting from cutting the cost of PDP's and Charter Plus but that it may be unwise to cut a full £4,000 as there still could be potential costs associated with carrying out the PDPs internally. However the Chairman noted that he did want to show willing given the omitted cost from PDP's/ Charter Plus and he suggested a reduction from £11,000 to £8,000 or £9,000. Councillor Rance agreed that this was reasonable but pointed out that Dacorum Anywhere may result in extra training and there would be an additional cost with that.

Councillor Rance queried the value of the IDEA Course that one Councillor had attended. When she attended this course it was a 2 or 3 day residential course and this seemed better value for money in comparison to what appeared to be one day's worth of training for £150. M Anderson said she would look into this and get back to the MDSG.

M Anderson then checked that the MDSG were happy to implement a reduction of the budget to £8,000 or £9,000. The Chairman said that he was happy to go down to £9,000 with the potential for further reduction following implementation of the PDP's internally. M Anderson pointed out that after the election there would be potential for the budget to rise again to cover the costs of the induction programme.

The Chairman said that he had noticed that the Overview & Scrutiny Review 2012 conducted by an external consultant had proved to be contentious amongst his group, but that the recommendations may be of some value, when taken in relation to the value of Constitution training in order to facilitate more effective Overview & Scrutiny.

M Anderson said that she was aware that some Councillors were not happy with the Review findings and that at the OSC Chairs & Vice Chairs Group it had been pointed out that the evidence and the resulting recommendations that came out of the review were not well matched. However M Anderson pointed out that the OSC Chairs & Vice Chairs Group had agreed a plan to develop an Overview & Scrutiny 'vision' in

order to give the Overview & Scrutiny function some focus. The Chairman pointed out that he was not sure if the MDSG had seen the Overview & Scrutiny Review report in great detail.

In addition the Chairman pointed out that it would be worth waiting for Constitution training and then Councillors could see how Overview & Scrutiny related to the Constitution. Perhaps then a more general follow up session on Overview & Scrutiny practice could be arranged. The Chairman said that following member evaluation of these sessions the MDSG could then make a reasonable conclusion as to whether or not training on Overview & Scrutiny may be of benefit.

#### Outcome

- M Anderson said she would look into the details of the recent IDEA course.
- M Anderson would confirm the recent costs for PDP's and as a result, inform the MDSG of the budget reduction for 2014/15.

### **6. PERSONAL DEVELOPMENT PLANS 2014**

M Anderson said that following discussions around preferred options for PDP's the decision had now been made to do them internally and that the PDP's would be carried out by B Haylock (Team Leader, Organisational Development and Training).

M Anderson drew the attention of the MDSG to the appendices in the agenda and explained that the format of the forms drew from the principles of Charter accreditation. M Anderson asked the MDSG if they would be happy to use these checklists again for the PDP's. In addition to these checklists D Lamb had conducted interviews via the telephone with Members.

The Chairman said that he could see no issue in re-using the check lists and Councillor Rance said that as he was internal it should be possible for B Haylock to meet with Councillors face-to-face instead of conducting telephone interviews and that this might prove to be more useful. M Anderson pointed out that the principles of the Charter for Member Development had been amended and so in order to reflect this, the checklists would have to be changed slightly.

The Chairman said that some expansion of point 7 in checklist 1 (Appendix A) may be needed as it was important Councillors knew they could highlight any areas for development. Councillor Rance pointed out that Ward Councillors didn't communicate enough and so were unaware as to what was going on in other wards and the potential impact or effect this may have on their own ward. Councillor Rance said that it would be ideal to develop a system by which councillors could share information about various social issues that affected their wards so they were more informed as to what was occurring across the whole borough.

M Anderson pointed out that there used to be a system (MOSAIC) that enabled some social information to be shared. She would look into re-launching details on this. Again it may be beneficial to engage S Collins with this and in order to perhaps run open events at community centres across the borough with the purpose of informing Councillors on these issues. The Chairman also suggested involving C Lynch (Lead Officer, Active Communities) in this.

#### Outcome

- M Anderson to amend checklist 1, used for PDP's, to reflect the new principles of Charter Accreditation.
- M Anderson to look into re-launching details on MOSAIC

## **7. MDSG WORK PROGRAMME**

Councillor Rance mentioned it would be beneficial to liaise with H Price as to how best support Councillors with the Dacorum Anywhere scheme.

Councillor Rance also requested that a link to the Constitution was emailed to all Members prior to the Constitution training session to ensure that they were all aware of it prior to coming along to the training session.

M Anderson said that Member Support would liaise with the Town and Parish Councils in regards to training.

M Anderson also highlighted the recent launch of DORIS (Dacorum Online Resource for Interactive Study) and said that this was an e-learning tool that may be appropriate for some subjects/courses for member development and that B Haylock who was behind the launch had asked if DORIS could be trialled with members.

### **Outcome**

- M Anderson to invite B Haylock to the next MDSG meeting to discuss his plan for the forthcoming PDP's and to demonstrate DORIS.

## **8. NEXT MEETING**

Councillor Rance suggested that B Haylock attend the MDSG meeting on the 3 December to discuss the roll out of the PDP's and demonstrate DORIS.

Councillor Rance then requested that the next MDSG meeting start at 7.00pm in order to provide extra time for Bill Haylock's presentation. The group agreed this.

- The start time of the next MDSG will be moved to 7pm, in order to accommodate the DORIS demonstration.

The meeting finished at 8.45pm.

**MEMBER DEVELOPMENT DATES 2013/14**

<b>Date</b>	<b>Development Event</b>	<b>Start time</b>	<b>Finish time</b>	<b>Officer contact and job title:</b>	<b>Run by:</b>	<b>Location</b>	<b>Which Members?</b>
10 Dec	Marlowes Bus Interchange - Final Design options	6.30pm	9.00pm	Nish Khanna	Nish Khanna	Bulbourne Room	All
15 Jan 2014 *	Check if a Budget briefing	6.00pm	7.00pm				
22 Jan 2014	Standards Training	7.30pm	9.30pm	Steve Baker	Likely an external provider	Bulbourne Room	All
26 Feb 2014 *	Bribery Act 2010	6.00pm	7.00pm	E Hopkins, Corporate Anti-Fraud Team Leader	E Hopkins, Corporate Anti-Fraud Team Leader	Bulbourne Room	All
13 Mar 2014		7.30pm	9.30pm				
23 Apr 2014 *	Information Security / Data protection	6.00pm	7.00pm		John Worts	Bulbourne Room	All
20 May 2014		7.30pm	9.30pm				

\* indicates a briefing before full Council meeting

\*\* This is a joint authority event with Wiz training. Keith Crampton will send through some details in late August or early September. We will get one free place at the event and Wiz training will invoice any authorities directly. They will make a joint programme and we will get details of events at other authorities.

**Possible:** Risk Management (Linda Dargue – reports formats, how collated etc.)

## **Public Speaking – 10 October 2013**

Item 7

### **FEEDBACK ON TRAINING & DEVELOPMENT**

Attended: 21

Returned Feedback forms: 18

- Understand the objectives of your speech/presentation
- Prepare and plan for any public speaking
- Recognise the characteristics and qualities of a good presentation
- Using equipment and visual aids
- Engaging with the audience
- Deliver speeches and presentations confidently
- Dealing with challenges

#### **STRENGTHS**

- Inspiring trainer; a well-structured evening which boosted my self confidence
- First half of session was very useful
- Good to know I am not the only one
- Useful blend of theory and techniques
- Confidence building, good to share experience with others
- Good interaction between trainer and participants
- Highlighted the need to prepare thoroughly and be confident and natural when speaking
- Suggested new techniques about how to deal with fear
- Enjoyed the content and the presentation skills were useful

#### **WEAKNESSES**

- 2<sup>nd</sup> half of session too orientated towards speech making with a view to influencing
- More contact with other areas, groups could have mixed more during session
- Not challenging, too much talking from trainer, too basic and there should be more interaction.
- Much more interaction needed
- Too many people in group
- Needs to be more practical and interactive
- Would have been better to have more practice of actually speaking
- Too much talking no activity

#### **OPPORTUNITIES**

- Maybe we should have had pre-course homework
- Needs to be smaller with practical content
- Exploring body language
- Needs to be more practical
- Reduce size of group
- Further training on this subject

#### **TRAINING SCORE**

Poor	
Adequate	3
Good	3
Very good	9
Excellent	3



## **Housing Allocations - 31 October 2013**

### **FEEDBACK ON TRAINING & DEVELOPMENT**

Attended: 18

Returned Feedback forms: 18

#### **Objectives:**

- To provide Members with information on the new Housing Allocations Policy. The session will cover:
- The new Housing Allocations Policy due to be implemented from 7 November 2013.
- The Housing Allocations Policy sets out how the Council allocates social housing.
- There are a number of changes from the Council's existing policy that will impact all applicants on the Housing Register, including changes for applicants approaching the Council as homeless.

#### **STRENGTHS**

- Tremendous in-depth knowledge of the subject, fielded negative questions very professionally.
- Very clear and easy to follow.
- Good presenters.
- The reason why the new policy is required was very well explained, all questions regarding the policy clearly answered.
- A good presentation giving clear understanding of the changes. Very impressed with the officers ability to answer questions from members.
- Clear explanation
- Well presented, presenters clearly knew subject therefore were able to answer questions clearly and effectively.
- One of the most efficient presentations I have attended for Member Development.
- Best structured and clearest presentation in last two years that I have attended.
- Very good and helpful speakers, knew their subject very well.
- Quite informative
- The officer's passion for the subject came across and the subject was well presented and interesting.
- Very useful training
- Specific examples were helpful and generally very well presented.
- Very well presented and clear.
- Very informative

#### **WEAKNESSES**

- Presenters talked too fast and looking at screen with back to audience (at times incomprehensible).
- None (X 6)
- Not enough time.
- The hard copies of the presentation should have been available at the start of the presentation to allow for notes and explanations to be made at the time.
- Not easy to read white print on pale green background especially with the lighting

#### **OPPORTUNITIES**

- Paper copy and electronic copy of presentation given sent to all Councillors please.
- Publicise changes discussed.

- Feel that the housing staff will receive a lot of extra queries on this topic in the near future
- There should have been more control over the quantity and quality of the questions. The effectiveness of the presentation became diluted due to excessive and repeated questions.

### **TRAINING SCORE**

Poor	
Adequate	
Good	2
Very good	6
Excellent	10

## **Constitution Training – 14 November 2013**

### **FEEDBACK ON TRAINING & DEVELOPMENT**

Attended: 18

Returned Feedback forms: 18

**Objectives:** To have a better understanding of:

- recent changes to legislation
- how the council works
- the decision making process
- who is responsible for what
- rules of procedure

#### **STRENGTHS**

- What Constitution covers, explained well
- Well presented
- Good refresher
- Good knowledge of subject by both speakers
- Broke up the session with exercises etc.
- We were given some useful information
- Useful to learn about the different sections of the Constitution
- Good useful participation by members
- Liked the quiz
- It was very useful for members to have questions answered
- Cleared up a few areas of concern
- As I am very familiar with the Constitution it was interesting/helpful to hear other members issues/concerns/questions
- Very comprehensive
- Alternating speaker commands attention
- Well prepared and thorough
- Very good working together
- Presentation gave examples of Executive/Council etc.
- Depth and knowledge of the Constitution & the review of it
- Very factual
- Reinforced procedures
- Lots of opportunities to ask questions
- Excellent presentation, great double act! Clear and concise
- Great route map to the Constitution
- Examples
- Some humour

#### **WEAKNESSES**

- None x3
- Difficult to make lively
- Sound of speakers needs amplifying
- Need large printing on slides
- One member used the training for, effectively, a one to one session
- Possibly just too much for one session

#### **OPPORTUNITIES**

- More explanation on Portfolio Holders responsibilities & decisions
- Let all members know it is our wish & suggestion all members use the website to access the Constitution NOT a paper copy which is likely to be out of date

- Can we have more?

### **TRAINING SCORE**

Poor	
Adequate	
Good	1
Very good	9
Excellent	8

## **Evidence Based Decision Making – 20 November 2013**

### **FEEDBACK ON TRAINING & DEVELOPMENT**

Attended: 11

Returned Feedback forms: 11

#### **Objectives:**

- Members will gain a better understanding of the types of evidence that are available within the Council to inform decisions.
- Members will be introduced to the newly constructed corporate evidence base and learn how it underpins specific projects.
- Members will be briefed on the initial findings from the evidence base and plans for its development in the future.

#### **STRENGTHS**

- Learning about the level of information available, output areas/super output areas etc.
- Types of information available
- A lot of information, well delivered at a good level for members new to this process
- Presenter well versed and knowledgeable and able to positively respond to questions
- Members need much better access to evidence, rather than opinion. This is a good start in explaining what can be done and what direction we are travelling in
- Knowledge of subject objectives for use
- Very much a 'work in progress' briefing update but it makes members aware of what is available and will be available in the future
- Now realise that DBC are looking at these OA's and SOA's
- Good clear explanation of sometimes opaque subject matter
- Clear explanations
- A better understanding of the project
- A very professional presentation

#### **WEAKNESSES**

- Slides were a little difficult to follow x2
- Some confusion re output/super output areas. Only participant's questions gave the answers. Then later slide details confirmed this. Maybe slide information wrong way round.
- The print on the spread sheets were too tiny to read. The projected spread sheet was also too tiny to read
- More visible slide contents. Some should be 1 per page
- It is a very heavy download of data
- Very fast delivery. Felt out of my depth much of the time, even though I'm a fan of spotlight
- Slides writing too small
- Figures on presentation and visuals need to be larger

#### **OPPORTUNITIES**

- Hard copies of some diagrammatical slides would have been useful during presentation to better understand the delivered words
- Produce images that are not too small to read
- More of a pitch on use of the information at the start of the talk would raise interest

- Circulate all councillors with: Members briefing PowerPoint slides and Health Profile for Dacorum (24/9/13) (available at [www.apho.org.uk](http://www.apho.org.uk))
- Can Councillors access data on these OA and SOA's? I'm still not sure
- I appreciate the graphs are small scale, it would have been useful to have them full page size

## TRAINING SCORE

Poor	1
Adequate	
Good	3
Very good	6
Excellent	1

**Member Development Budget 2013-14**

25/11/13				
Main Heading	Budget	Sub Heading	Spend	Remaining
Training Course fees	£11,000.00			£11,000.00
		Nigel Smith - Scrutiny Review/Development	£2,700.00	£8,300.00
		IDEA Course - Leadership Academy - 1 Councillor	£150.00	£8,300.00
		Standards training 12 June 2013	£613.00	£8,150.00
		LGA Conference & travel/accommodation x2	£1463.23	£7,537.00
		Public Speaking (Joint authority training - 2 free spaces)	£270	
OVERALL TOTALS:	£11,000.00		£ 5196.23	£ 5803.77

### Member Development Steering Group Work Programme 2013/14 & 2014/15

Meeting Date	Item
18 March 2014	<ol style="list-style-type: none"> <li>1. <i>Evidence Based Learning – Elissa Rospigliosi</i></li> <li>2. Member Development Programme</li> <li>3. Quarterly Budget Update</li> <li>4. Evaluation feedback from previous development sessions</li> <li>5. MDSG Work Programme</li> </ol>
3 June 2014	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. Annual Training report</li> <li>5. MDSG work Programme</li> </ol>
9 October 2014	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. MDSG work Programme</li> </ol>
3 December 2014	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. MDSG work Programme</li> </ol>
4 March 2015	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. MDSG work Programme</li> </ol>