Member Development Steering Group Agenda

DACORUM BOROUGH COUNCIL

Tuesday 18 March 2014 at 7.30pm
Gade 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 30 January 2014 (page 2).

3.   **PSN Update – John Worts to give a presentation**
       Public Security Network (PSN) Requirements – the government's latest set of security rules for keeping the Council's information secure when processing and sharing; How PSN will affect you now and in the future.

4.   **Member Development Programme 2013/14**
       Members are asked to consider and agree the training programme (page 6)

5.   **Quarterly Budget Update**
       Members to note and comment on the budget for 2013/14 (page 7)

6.   **Evaluation Feedback**
       Members are asked to consider and comment on the feedback from previous development sessions (page 8).

7.   **Initial Thoughts for 2015 Member Induction Process**
       Members to consider options for the 2015 Induction process

8.   **Herts Officer Network meeting feedback**
       Officers to feedback on the recent joint network meeting

9.   **MDSG Work Programme**
       Members to offer suggestions for items to add to the work programme for 2014/15 (page 9)

10.   **Next Meeting**
       Tuesday 3 June 2014

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

30 JANUARY 2013

Present:

Councillors:	Conway	
	Taylor (Chairman)	

Officers:	Michelle Anderson	Corporate Support Team Leader (Democracy)
	Clare Thorley	Member Support Officer
	Bill Haylock	Team Leader (Organisational Development & Training)

Others:

The meeting began at 7.30pm

1. APOLOGIES FOR ABSENCE

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

2. MINUTES

The minutes of the meeting held on 1 October 2013 were agreed by the members present and signed by the Chairman.

3. PDP PROCESS

M Anderson stated that the personal development plan (PDP) programme for Councillors in 2014 would no longer be occurring in the way it was first agreed. M Anderson said that this was due to HR no longer having the bandwidth to complete the PDP's internally due to a staffing restructure, priority changes and a lack of resources. M Anderson said that these issues combined with the upcoming elections and Council's decant from the Civic Centre meant that it would be unfeasible to complete PDP's in 2014.

M Anderson said that as an alternative Member Support would be sending members questionnaires which would include a skills checklist and that by completing these hopefully some indication of individual needs would be highlighted. In addition the questionnaires would identify collective needs for training indicating which topics would need to be focused on in the member training programme. M Anderson said that if the member development steering group approved of this idea it could be implemented the following week.

M Anderson said that whilst it was a shame that it was no longer feasible to complete the PDP's internally hopefully next time PDP's could be properly incorporated into the Member's Induction programme following the 2015 Borough elections and that the Dacorum Online Resource for Interactive Study (DORIS) could also be utilised in line with this.

M Anderson said that last time the PDP's were carried out there was a very high response rate with 46 out of 50 members having a complete PDP created and that Member Support would seek to emulate this high level of response this time around with the questionnaires.

Outcome

Member Support would distribute the members questionnaires and feedback to a future MDSG meeting.

4.   MEMBERS E-LEARNING (DORIS)

B Haylock introduced DORIS and gave an interactive run through to members present as to how to use it.

The Chairman then asked if DORIS was only accessible through Dacorum Borough Council computers. B Haylock explained that DORIS was remotely accessible from any computer, not just Dacorum Borough Council issued ones.

The Chairman asked if remotely accessing DORIS was something that had been discussed with J Worts (Team Leader, Information Security) B Haylock said that he did not foresee there being an issue but that he would check with J Worts.

The Chairman and M Anderson then asked if it was possible to monitor who was completing courses via DORIS. M Anderson explained that Member Support had a training target that stipulated that ideally Members should all attend/complete a set number of training courses. B Haylock said that it would be possible to do a similar target for the use of DORIS.

B Haylock also added that in addition to the courses he could upload onto DORIS for Councillors there was also the option to access courses that were provided by other borough councils if deemed appropriate.

M Anderson then asked the group how they would like to launch DORIS to members. The Chairman said that ideally he would like to do it at a meeting where all Councillors were present such as the Full Council meeting if possible.

Councillor Conway then asked B Haylock how members were supposed to login to DORIS. B Haylock explained that the members would each have a unique login username and password which would have to be entered into the relevant area on the home page of DORIS prior to being granted access to the courses on the system. M Anderson said that a 'how-to' guide for DORIS could be produced which would cover this.

Outcome:

The Chairman reiterated that he would like to launch DORIS to members at Full Council and that he would speak to the Leader of the Council to see whether this was a possibility.

5. MEMBER DEVELOPMENT STRATEGY – MIDPOINT REVIEW

M Anderson introduced the strategy and said that the strategy ran from 2012 to 2015 and as such asked if anyone had any amendments they wished to make to it.
The Chairman said that the Charter for Member Development statement had to be omitted as this accreditation awarded to Dacorum Borough Council had now expired. In addition an amendment to the statement regarding the implementation of PDP's also had to be altered following recent developments. M Anderson said that there was the opportunity to revamp the Member development strategy following the May 2015 borough elections.

Outcome:
The Member Development Strategy would be revisited after the 2015 Borough elections

6. MEMBER DEVELOPMENT PROGRAMME 2014

M Anderson said that two items had been added to the work programme for March 2014; West Coast Mainline - Major Engineering Works and Provision of Gypsy and Traveller Sites.

Outcome:
M Anderson said that she would circulate the updated programme to Members.

7. EVALUATION FEEDBACK

The Chairman said that great feedback had been received from the Housing Allocations training and the Constitution training. The Chairman mentioned that the Evidence-Based Decision Making training was not what he was expecting; the content and subject matter were very different from the title and objectives of the session that was circulated prior to the session. The Chairman added that had the actual subject matter of the session been clearer from the outset then perhaps more members would have attended.

The Chairman said that for the Marlowes Shopping Zone training session 21 people attended but only 3 feedback forms were received. M Anderson explained that there was an issue with the training presenter reminding members to complete the feedback forms at this session.

M Anderson said that some of the feedback was indicating that some of the presenter's slides were too 'wordy' and perhaps needed reducing in content in order to be more effective. In addition M Anderson said that feedback also indicated that some presenters were not properly engaging with the audience and were on occasion staring at the screen too much.

Councillor Conway said that she felt that the 6.00pm and the 6.30pm were too early for those members who worked. The Chairman said that this was only the case if they were before a Full Council meeting and that attendance at these sessions was usually very good. M Anderson said that Member Support would monitor attendance at the early sessions and reconsider if attendance began to decline.

8.   QUARTERLY BUDGET UPDATE

M Anderson said that there was currently an underspend in the budget, due to some scheduled external courses not taking place. M Anderson highlighted that £120 had gone towards Roles & Responsibilities training for Parish Councillors and there was likely to be more expenditure on four more upcoming courses. The budget would be closely monitored for the remainder of the financial year.

9.   MDSG WORK PROGRAMME

M Anderson asked if it would be possible to do a report back on DORIS in December for the benefit of the member development steering group once it had been running for a while with members.
In addition the group would set the training programme at the MDSG meeting in June.

The Chairman suggested that there would be a regular item on the MDSG agendas to discuss the development programme and to have an E-Learning update.

10.   NEXT MEETING

The next meeting will be held on Tuesday 18 March 2014 at 7.30pm

11.   OTHER BUSINESS

M Anderson said that the target for individual member attendance at training sessions was 3 sessions per member and that currently the total was 3.08 and so the target had been achieved.

M Anderson also noted that due to a reorganisation within Member Support, Clare Thorley would no longer be supporting the MDSG. She and the Chairman thanked Clare for all her work.

The meeting finished at 8.45pm.

MEMBER DEVELOPMENT DATES 2013/14

Date	Development Event	Start time	Finish time	Officer contact and job title:	Run by:	Location	Which Members?
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.)*

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 x2	£ 990.00	£ 7,537.00
		Public Speaking (Joint authority training - 2 free spaces)	£ 270.00	£ 7,537.00
		LGA accommodation	£ 283.33	£ 6,547.00
		Train ticket	£ 112.90	£ 6,277.00
		Train ticket	£ 77.00	£ 5,993.67
		Town and Parish - roles & responsibilities	£ 120.00	£ 5,880.77
				£ 5,880.77
				£ 5,880.77
				£ 5,880.77
				£ 5,880.77
				£ 5,880.77
OVERALL TOTALS:	*£ 11,000.00*		*£ 5,316.23*	*£ 5,683.77*
Commitment				
£29 Speed reading at Watford				
£495 LGA conference				
Underspend due to:				
£3000-4000 not required for PDP's - decision to carry out internally had not been made when budget was allocated				
£1500 annual Standards training - not required this year - infomred Nov 2013				

<u>Bribery Act – 26 February 2014</u>

FEEDBACK ON TRAINING & DEVELOPMENT
Attended: 12   Returned Feedback forms: 12

Objectives:
- To understand your responsibilities under the Bribery Act 2010
- Have an awareness of what constitutes an offence under the Bribery Act 2010
- Know what the penalties are for both individuals and organisations
- Know what to do when you suspect an offence has been committed

STRENGTHS
- The whole session.
- It was a very interesting seminar.
- Good presentation. Well linked to day-to-day problems.
- Now have a better understanding of the Bribery Act 2010. The four objectives were covered in detail.
- Useful examples of types of corruption.
- Certain things I wasn't aware of.
- Very clear and informative.
- Covered a good range of problems. Plenty of time for discussion. Corporate fraud team is invaluable. £10 max gift/hospitality.
- A Plenary type session which I think showed much concern and Elaine knows her subject.

WEAKNESSES

- None x 4
- Maybe more examples of approaches to Councillors
- On my part I was late
- Would have liked to know our policy on 'computer match' false positives.
- Time! The benefit of open discussion curtailed by time.

OPPORTUNITIES
- None x 2
- More staff
- Would be interesting to have some comparative figures from other councils.

TRAINING SCORE

Poor	
Adequate	
Good	
Very good	7
Excellent	5

Member Development Steering Group Work Programme 2014/15

Meeting Date	Item
3 June 2014	1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. Annual Training report 5. MDSG work Programme
9 October 2014	1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme
3 December 2014	1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme
4 March 2015	1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme