



Member Development Steering Group Agenda

Thursday 9 October 2014 at 7.30 pm

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 3 June 2014 (page 2).
3. **2015 Members Induction – Initial Plans**
Members to consider the initial plans for the Induction (page 6)
4. **Member Development Programme**
Members are asked to consider and agree the training programme (page 7)
5. **Quarterly Budget Update**
Members to note and comment on the quarterly budget update (page 9)
6. **Evaluation Feedback**
Members are asked to note the feedback from previous development sessions (page 10)
7. **MDSG Work Programme**
Members to note and comment on the work programme for 2014/15 (page 12)
8. **Next Meeting**
Wednesday 03 December 2014

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

03 JUNE 2014

Present:

Councillors: Adshead, Douris, G Sutton
and Taylor (Chairman)

Officers: Michelle Anderson Corporate Support Team Leader
(Democracy)
Trudi Coston Member Support Officer

The meeting began at 7.34 pm

1. ELECT A CHAIRMAN

It was proposed by Councillor G Sutton, and seconded by Councillor Adshead that Councillor Taylor continued to be the Chairman of the Member Development Steering Group.

2. APOLOGIES FOR ABSENCE

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

3. MINUTES

The minutes of the meeting held on 18 March 2014 were agreed by the members present and then signed by the Chairman.

Councillor Taylor asked if the Information Security/Data Protection training with John Worts had been rescheduled. T Coston confirmed it was rearranged for 24 September 2014.

4. ANNUAL TRAINING REPORT

M Anderson said the annual training report was a summary of what's happened during the past year, and was pleased to announce that they had succeeded in their overall training target. She advised there was a slight reduction in the training budget for this year as enthusiasm often dropped in the last year of a members' term. The budget will increase significantly next year due to the Borough Elections as new members will require training. The Member Development Strategy was reviewed early this year but will be revisited next year after the Borough Elections and be completely rewritten. She drew attention to paragraph 7.4 noting the '*how to become a councillor*' webpages had received 542 hits between May 2013 – April 2014 which suggested that the public are finding the information useful. She explained that after next year's Borough Election, the focus would be on the induction programme and the PDP's, and we hoped to bring some information on the induction programme to the next couple of meetings.

R Taylor thanked M Anderson and her team for all their hard work during the past year.

Councillor G Sutton suggested that they could offer training to potential candidates before the next Borough Election in preparation of them becoming a Councillor as he felt it can be a very overwhelming experience.

Councillor Adshead endorsed Councillor G Sutton's comments and explained that he attended a couple of Full Council meetings before being elected and found it very useful to visit the Council Chamber and oversee the process of the meeting.

Councillor Douris suggested producing fact-sheets containing useful information to distribute to party agents. He also agreed that attending Full Council meetings would be useful for potential new members so they could discover the pace and process of the meeting.

M Anderson referred back to a meeting last year where it was decided that Jim Doyle would hold an event explaining how to become a councillor, website information, an explanation of the process and what to expect. She suggested this could be arranged for early next year.

Outcome/Action

- Following a brief discussion, the committee decided they would like M Anderson/T Coston to liaise with Jim Doyle and arrange an open event to be held in February 2015 for potential new members, and then invite them to the Full Council meetings in March and April, prior to the Election in May.

5. MEMBER QUESTIONNAIRE FEEDBACK

T Coston advised that 88% of the questionnaires were returned which was an excellent result, and the majority of the unreturned questionnaires were due to the members' intention to stand down at the 2015 Borough Elections.

In the '*not at all confident*' column, the three topics that were required the most were understanding Local Government finances, understanding the scrutiny process and preparing budgets and planning for future projects, and in the '*not very confident*' column, speaking confidently to the Press and speaking confidently in public were the two most required topics; these five topics were also requested several times in the column for suggestions for the training programme. Another popular suggestion was training for the use of basic I.T skills, which could be done as an in-house afternoon session for those that need it.

Some of the suggestions for the training programme related to information in service departments which she felt could be provided in newsletters/fact sheets if the committee felt it would suffice. She said she was surprised to find that the majority of members had no preference as to whether training was during the day or in the evening, and suggested the committee could look at doing both in the future.

The committee agreed they were happy for fact sheets to be produced to resolve the lack of knowledge within service departments.

Councillor Douris asked for a breakdown of figures for those with a preference of training during the day, in the evening or no preference at all. T Coston agreed she would email the figures to the committee the following day.

T Coston advised there had been a comment from one member that they disliked briefings before Full Council meetings, and asked the committee if that was something they wished to reconsider.

Councillor Taylor felt the briefings before Full Council were useful as members would be attending Full Council anyway.

Councillor Adshead said he found the briefings inconvenient as he works full time and often isn't finished work in time to attend.

The committee decided that they would like the 1 hour briefings to consist of a 40 minute presentation, followed by 20 minutes of questions and answers, along with a hand-out to keep members focused. M Anderson/T Coston to inform all members of these changes.

Outcome/Action

- Fact sheets to be produced to resolve the lack of knowledge within service departments.
- T Coston to email a breakdown of the daytime/evening/no preference figures for training sessions.
- M Anderson/T Coston to inform all members of these changes to the format of briefings prior to Full Council.

6. MEMBER DEVELOPMENT PROGRAMME 2014/15

T Coston asked the committee if they were happy for her and M Anderson to pick the topics in highest demand and schedule them in to the training programme.

Councillor Douris felt there were many other topics relating to service changes that were also important to focus on.

M Anderson advised that they usually add extra dates for briefings on service changes or arrange one-to-one sessions.

Councillor G Sutton said he would like to see the roles of senior officers explained.

Councillor Taylor stressed that regulatory committee training was crucial.

Councillor G Sutton found sharing training courses with other authorities very useful so he could create a better understanding of how others work and felt that other individual's knowledge was invaluable.

Councillor Adshead explained he had been asked by another member to say they felt the 1 hour briefing sessions shouldn't be classed as training.

Councillor Taylor said the briefings were to ensure all members are being developed and updated on changes across the Borough.

Councillor Douris suggested they look at branding the briefing and training sessions separately to differentiate the two.

M Anderson advised that information sessions couldn't be included in the member training target. Councillor Taylor said he wanted all training sessions to be branded as member development.

Councillor Adshead asked for the full training programme to be circulated to all members.

Outcome/Action

- The full training programme to be circulated to all members

7. QUARTERLY BUDGET UPDATE

M Anderson advised that the only expenditure so far this year was the Leaders attendance at the LGA conference, but explained that some of the training sessions discussed in item 4 would require external trainers and therefore will use a significant amount of the budget. She advised that the budget would increase next year to reflect the cost of training new members.

8. MDSG WORK PROGRAMME

The committee agreed to add the 2015 induction and PDP's to the next few meetings leading up to the Elections in May.

R Taylor said he would speak to Councillor Harden to discuss DORIS and E-Learning updates at future meetings.

9. NEXT MEETING

The next meeting will be held on Thursday 9 October 2014 at 7.30 pm.

M Anderson announced that she would be absent from the next few meetings as she would be on maternity leave commencing the end of September. The committee congratulated Michelle and wished her well.

The meeting finished at 9.00 pm.

ITEM 3 - 2015 MEMBERS INDUCTION (INITIAL PLANS)

Thursday 21 May 2015

Induction Programme

10.00 – 10.15	Coffee & welcome	SM
10.15 – 10.35	Presentation 1 – (Democratic Services)	JD
10.35– 10.55	Presentation 2 – (Code of Conduct)	SB
10.55 – 11.05	Presentation 3 (Regeneration)	MG
11.05 – 11.20	Coffee	
11.20– 11.50	Presentation 4 – Strategic Change Outcome	LM/SM
11.50 – 12.20	Presentation 5 – Introduction to Local Government Finance	SM
12.20 – 12.40	Constitution, Members' Handbook, Member Development Self Assessment Form, ICT guidance, Councillor's guide.	TL/KB
12.45 – 13.30	Lunch (All CMT)	CMT
13.30 – 15.30	Tour of the Borough (including Cupid Green)	JD GP/CT

Include John Worts – Info security in 2015

ITEM 4 - MEMBER DEVELOPMENT PROGRAMME 2014/15

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
* 9 July 2014	Individual Electoral Registration (IER) update	6pm	7pm	Jim Doyle	Bulbourne Room	All
23 July 2014	Public Speaking with Impact	7pm	9.30 pm	Kathey Bailey (KB Training)	Bulbourne Room	All
24 July 2014	Recycle for Dacorum	7.30pm	9pm	Sheila Chauhan	Cupid Green	All
18 September 2014	Basic IT Skills	9.30am	12.30pm	TrainingU	IT Training room	As requested
23 October 2014	Budget setting process	7.30pm	9.30pm	James Deane	Bulbourne Room	All
4 November 2014	Understanding Local Government Finances	7.00 pm	9.30 pm	David McGrath	Bulbourne Room	All
* 19 November 2014	Emergency Plan	6pm	7pm	Paula Busby (Herts County Council)	Bulbourne Room	All
26 November 2014	Learn more about your ward	7.30 pm	9pm	Isobel Benton-Slim	Bulbourne Room	All
17 December 2014	Audit Training and how to scrutinise effectively	6.30pm	7.30pm	James Deane	Bulbourne Room	Audit Committee members
8 January 2015	Social Media / Media training	7.30pm	9.30pm	Sara Hamilton	Bulbourne Room	All

* 14 January 2015	Safeguarding	6pm	7pm	Julie Still / Dharini Chandarana	Bulbourne Room	All
29 January 2015	Charitable trusts; roles and responsibilities	7.30 pm	9.00 pm	Denis Cooper (Eversheds)	Bulbourne Room	All
17 February 2015	Managing difficult people and situations	7.30 pm	9.30 pm	Keith Crampton (WIZ training)	Bulbourne Room	All
* 25 February 2015	Information Security / Data Protection	6pm	7pm	John Worts	Bulbourne Room	All

*** indicates a briefing before full Council meeting**

To be scheduled for training programme 2015/16:

- Mental Health First Aid Training (Matt Rawdon, HR)

ITEM 5 - QUARTERLY BUDGET UPDATE

30/09/2014				
Main Heading	Budget	Sub Heading	Spend	Remaining
<i>Training Course fees</i>	£ 9,000.00			£ 9,000.00
		LGA conference x1	£ 495.00	£ 8,505.00
		Public Speaking course	£ 445.00	£ 8,060.00
		IT training course	£ 545.00	£ 7,515.00
		Memory Skills/Speed Reading x1 councillor	£ 100.00	£ 7,415.00
		<i>Understanding Local Government Finances - Due November 2014</i>	£ 1,075.00	£ 6,340.00
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OVERALL TOTALS:	£ 9,000.00		£ 2,660.00	£ 6,340.00

ITEM 6 - EVALUATION FEEDBACK

INDIVIDUAL ELECTORAL REGISTRATION TRAINING – 9 JULY 2014

OBJECTIVES:

- Understand the new process for registering individuals to vote
- Be aware of the timetable for Introduction of IER
- See how we will verify the electors' identity
- Appreciate the implications for future annual canvass and next year's elections

STRENGTHS

- I now have an understanding of IER and expect that my data will match
- Very useful
- Full of information
- Good guidance and advice going forward. Information and content well presented
- Actual action clear but not enough time on this
- Three good presentations. Easy to understand
- Very informative, excellent presentation by all three
- Clear explanations of changes and what needs to be done
- Very good presentation by all three officers
- All
- David Olema obviously knew what he was doing, though I found it difficult to follow members. Booklet from Cabinet office very useful.

WEAKNESSES

- None x 6
- Not enough time
- Not clear at all. References to shortened terms i.e. DWP, ERO's, AEA's
- Too much history/reasons why
- Very hot and not easy to read all slides. Too many shortened terms
- Limited time to answer questions
- It is confusing. Don't understand how electors identity will be verified. I don't trust Government computers & records so I remain unconvinced about the accuracy of the system. How can existing voters be checked without having to do anything.

OPPORTUNITIES

- Hard copies of the slides
- None x 4
- To learn about this important new system
- Could have made it clearer without reference to anomalies all the time. Too garbled and not clean. Needs to be explained especially to OAP's more simply.
- To ensure ward has the information of changes
- I still find it difficult to hear with no microphones

TRAINING SCORE

Poor	
Adequate	2
Good	1
Very good	7

Excellent	2
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PUBLIC SPEAKING WITH IMPACT – 23 JULY 2014

OBJECTIVES:

- Ideas to help write and deliver clear, concise and memorable presentations and speeches that achieve a set objective
- Plan a presentation/speech
- Choose a structure
- Writing your speech/presentation and being memorable
- Presenting yourself

STRENGTHS

- Food for thought. Installed confidence. Very good tips.
- Initial presentation very good. Very positive paperwork. Picked up presentation delivery points.
- Detailed and well structured.
- The individual presentations were informative and helpful.
- Good materials. Knowledgeable.
- Vibrancy participation. Ideal group size.
- A lot of good ideas on structuring presented at a pace which can be picked up, sorted and written.
- Similar techniques can be used for different types of speech. Inclusive of all members. Doing it is the only way to learn. Stimulating.
- Very good training, learnt lots. Very good trainer. Very good written material.

WEAKNESSES

- None x 3.
- Too short.
- Information about required preparation not adequate enough.
- There was a broad coverage that could possibly be more relevant if narrowed to council activities in the time available.
- Not sure what we would be getting at the start. Trainer was a bit in your face.
- Some were late, email attendees beforehand.

OPPORTUNITIES

- Should have been more members in attendance.
- Example of good presentation i.e. video.
- Needs more people. Need more time.
- Share our findings, do it again.
- Formalise meeting acceptance and reminders. We need to get reminders by text 12 hours and ½ hour before.
- DBC could perhaps remind us of a starting time and preparation needed. Especially 7pm start.
- None.

TRAINING SCORE

Poor	0
Adequate	0
Good	1
Very good	5
Excellent	3

7. MEMBER DEVELOPMENT STEERING GROUP WORK PROGRAMME 2014/15

3 December 2014	<ol style="list-style-type: none">1. Procurement Review (Ben Hosier)2. DORIS – progress report (usage/future) (B Haylock)3. 2015 Induction/PDP process4. Member Development Programme5. Quarterly Budget Update6. Evaluation feedback from previous development sessions7. MDSG work Programme
4 March 2015	<ol style="list-style-type: none">1. MDSG work Programme2. 2015 Induction/PDP process3. Exit interviews – confirm form/questions4. Member Development Programme & E-Learning update5. Quarterly Budget Update6. Evaluation feedback from previous development sessions

8. THE NEXT MEETING WILL BE HELD ON WEDNESDAY 03 DECEMBER 2014