

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

09 OCTOBER 2014

Present:

Councillors: Conway, Douris, and Taylor
(Chairman)

Officers: Trina Lawson Corporate Support Team Leader
(Democracy)
Trudi Coston Member Support Officer

The meeting began at 7.32 pm

1. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Adshead, Hearn, Rance and G. Sutton.

2. MINUTES

The minutes of the meeting held on 3 June 2014 were agreed by the members present and then signed by the Chairman.

Councillor Taylor asked if the Outcomes / Actions had all been completed. T Coston advised that they were all on-going and that she just needed to chase Officers regarding the fact sheets that were to be produced.

Councillor Douris suggested adding the words "for members", in after the noting of that same paragraph to make it clearer who they were aimed at. T Coston confirmed this would be actioned.

3. 2015 MEMBERS INDUCTION – INITIAL PLANS

T Coston asked members to disregard the draft plan in the agenda and refer to the one that she was presenting this evening. She advised that the previous plan had been the induction plan 4 years ago, and that following meetings with Jim Doyle, the Chief Executive, T Coston and T Lawson the previous day, some amendments had been made. She advised that the main changes were that previously there had been 2 separate events; an Induction event during the day, followed by a Service Market a couple of weeks later in the evening. The Chief Executive had suggested changing this slightly to include the service market in the daytime and that instead of an evening event, a duplicate Induction day would be held on a Saturday. She went on to explain that the plan would be to have the Induction in the Council Chamber and then lunch and the service market in the Bulbourne Room.

Chairman

Councillor Douris asked if this would mean that we would be doing down the service market as a 45 minute lunch break may not be long enough to eat and to get round all the stands.

T Lawson advised the group that the plan was to condense the service market this time to 6 stalls to be facilitated by each Assistant Director and their Group Managers. The hope being that this would allow new members to begin associating names and faces to the correct services.

Councillor Taylor thought that this made more sense and advised that organograms should also be given out as they are incredibly useful.

Councillor Conway confirmed that she also felt that the lunch break should be an hour.

T Coston asked if members were happy with the Presentation topics proposed in the Induction Plan.

Councillor Taylor confirmed he was, depending on what was included in the coach tour as Cupid Green depot is a big department on its own.

Councillor Douris felt that 2 hours was probably enough time for the tour and suggested that if there are a large number of new Councillors, that there would be sufficient time between the 7th May and the 6th June to arrange something else.

T Coston confirmed that we could speak to Cupid Green nearer the time should the need arise.

Outcome/Action

That the current proposed Induction Plan is acceptable at present but may be subject to change nearer the time.

4. MEMBER DEVELOPMENT PROGRAMME

T Coston advised that a few extra dates had been added at request, so we are now completely booked up although extra dates can be added if required. She advised that we had some training coming up with James Deane regarding finances and that she was really hoping for a good attendance at this training as finance regularly crops up in self-assessment forms and asked members for their support in promoting it to colleagues.

Councillor Taylor echoed the importance of members gaining an understanding of how the budget process is done and the Council's financial figures.

T Coston advised that flyers for this training had already gone out, that it would feature in Members News and that member support would continue to remind members of this training.

Councillor Taylor suggested he may ask for an e-mail to be sent out on his behalf to further press the importance of this training. He then asked for any further comments.

Chairman

Councillor Douris suggested that to help further concentrate the mind, it would be useful if the days were added onto the sheet along with the dates.

Outcome/Action

- T Coston / T Lawson to amend the Member Development Programme to include days as well as dates.
- Member Support will continue to regularly remind Members of James Deane's finance training on the 23rd October.

5. QUARTERLY BUDGET UPDATE

T Coston advised that there was not too much to say regarding the budget. She advised that M Anderson had added the individual courses to the spreadsheet so that you can clearly see exactly what we have spent on so far. She also advised the committee that if they heard any members talking about any external courses that they would like to attend to contact Member Support as there is money there to support this.

Councillor Douris commented that there were a couple of pre-booked courses on the spreadsheet that were yet to happen, and that were quite expensive. He suggested it may be prudent to add the other expendable courses to the spreadsheet so as to avoid the possibility of an over spend.

T Coston advised that she was happy to do this but that it was not always possible as some providers charge per head and we are not always advised by members of their intention to attend.

Councillor Taylor advised the group that following discussions with the Chief Executive, it had been agreed that if we do have an underspend on our training budget this year, that that money will be ring-fenced for the purchase of tablets devices for members.

Councillor Douris suggested that given the amount that we are spending on some external training providers that maybe it would be a good idea for Councillor Taylor to do a three line whip to encourage as high attendance as possible.

Outcome/Action

- T Coston / T Lawson to amend the spreadsheet where possible to account for pre-booked training expenditure.
- Councillor Taylor to encourage members to attend all training

6. EVALUATION FEEDBACK

T Coston highlighted that there were not many 'Excellents' fed back from the training but some 'Goods' and 'Very Goods'. She also advised that there had also been some

Chairman

IT training in this period but that no feedback was obtained as only 2 members attended and the company carried out its own feedback.

Councillor Taylor advised the group that he tried to attend as many training sessions as possible and spends a few minutes at the start of each one requesting completion of the feedback forms and that this appears to get a better take up response than when requested by the trainer.

Councillor Douris noted that the 'Electoral registration' training had been prior to Full Council but the 'Public Speaking with Impact' hadn't been. He felt that whilst he was aware that the purpose of training prior to Full Council had been in the hope that this would encourage a higher attendance rate, he felt that it hadn't worked as well as we had hoped as people were coming in throughout the training and there was no time for questions at the end.

T Coston confirmed that she had also received similar feedback.

Councillor Conway suggested that as some members work full time, they may not be able to get to the training in time.

Councillor Taylor advised that the feedback he has received is that members would appreciate reminder e-mails prior to any training.

Councillor Douris asked if there would be any benefit from sending reminders via text, the day before and not only to those that have booked but also to all members.

T Coston advised that she was unsure but that it is something that we could look into.

Councillor Douris also asked if sign in sheets were fed round at training as it would be helpful to have the number of attendees at the top of each evaluation feedback sheet in future.

T Coston advised that this was normally present and that she would make sure it was in future.

Outcome/Action

- T Coston/T Lawson to explore the possibility of text alerts as reminders for members of training sessions

7. MDSG WORK PROGRAMME

Councillor Taylor mentioned that at the meeting on 3 December, Bill Haylock is due to attend to give a progress report on DORIS. However he has been speaking with the Chief Executive who has suggested speaking with Matt Rawdon. Councillor Taylor advised that he would do this before the next meeting.

T Coston confirmed that this had been discussed in yesterday's meeting with the Chief Executive and that Member Support would also be approaching Matt Rawdon and that we were all on the same page.

8. NEXT MEETING

Chairman

The next meeting will be held on Wednesday 3 December 2014 at 7.30 pm.

The meeting finished at 20.25 pm.

Chairman