



Member Development Steering Group Agenda

Wednesday 4 March 2015 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 December 2014 (page 2).
3. **Evaluation Feedback**
Members are asked to note the feedback from previous development sessions (page 7).
4. **Exit Interviews**
Members are asked to comment on the previous exit interview letters and make suggestions/changes (page 11).
5. **2015 Induction and PDP process**
Members will be updated on the progress with the Induction and PDP's (page 15).
6. **Next Meeting**
The next meeting will be held on Thursday 4 June 2015.

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

03 DECEMBER 2014

Present:

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

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

The meeting began at 7.25 pm

1. APOLOGIES FOR ABSENCE

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

2. MINUTES

The minutes of the meeting held on 9 October 2014 were agreed by the members present and then signed by the Chairman.

3. OUTCOME OF PROCUREMENT REVIEW

A presentation was given to the Councillors by Ben Hosier and Andrew Linden on the recent changes to Commissioning & Procurement.

Councillor Taylor asked if the two documents (Commissioning & Procurement Strategy and Commissioning and Procurement Standing Orders) are on the website.

B Hosier confirmed that they are.

Councillor Douris declared an interest as he has a company that provides services to Dacorum Borough Council.

Councillor G Sutton enquired how, if a contract is awarded to a national company and they then sub-contract the works to a local company, how we manage / control that.

B Hosier advised that previously we could only request that the local supply chain was utilised in the delivery of the contract. Since the introduction of the Social Value Act, the Council are now able to include social, economic and environmental factors into the evaluation criteria as long as they are proportionate and relevant. The ability to deliver these elements would form part of the performance indicators of the contract and would become part of the contract and performance management to ensure that the company delivers as it has said it would.

Councillor G Sutton went on to say that he was aware of a local plumber who had worked for the Council for many years and since the new Total Asset Management contract has been in place he has not seen any work coming through.

B Hosier advised that he will pick this up with Fiona Williamson as she is the Group Manager for that area and would report back.

Councillor Douris suggested that where this can fall down is that if it is written in the ITT but doesn't make it into the contract. Also if a large national company then says to a smaller local company that they will get the work to do if they can provide certain things (insurance, accreditation etc.) that are out of the scope of the smaller company. The larger company can now say that they have tried to offer the work locally.

B Hosier advised that the Osborne contract should have those clauses in there, but that as previously stated he would speak with Fiona Williamson and report back to the group with his findings.

Councillor Douris suggested that on the new approach slide you have the three areas, he went on to say it would be interesting to have a fourth box, or to look at the interaction / governance from members. He went on to ask where is the challenge / audit of these succeeding or failing as Officers can sometimes give suppliers more benefit of the doubt than necessary as happened with the MITIE contract.

B Hosier responded by saying that the idea was that the new service delivery model becomes a full circle and that the outcomes or lessons learned from the contract management element becomes part of the pre-procurement process for contract renewals. He went on to say that he would like to see all key contracts being monitored and reported on. If the direction of travel of a contracts performance indicates that there are potential issues, then the contracts officer should be invited to the relevant Scrutiny meeting to answer questions on contract performance. Having dedicated accountable contract managers is a new development for us with Mark Housden and Wimal Alahakan managing the Northgate and Osborne contracts.

Councillor Taylor advised that within the Audit committee they can call Team Leaders and Group Managers to audit meetings to ask why contracts appear to be failing or are failing. He went on to say this would not just be a "telling off" but an opportunity from a Members point of view to assist. He went onto ask if the new Procurement Strategy cuts through a lot of the red tape.

B Hosier advised that within the forthcoming updated Public Contract Regulations, the red tape was still there but that they have tried to simplify it as much as possible. The principles of the rules are the same. He went on to say that it does look simpler on paper but that the proof would be when we come to use them. He advised that the UK will be the first country in Europe to adopt these new rules and they are currently being transposed into UK law and should be fully adopted early next year. He further added that this will allow us to become more involved in the pre-procurement process

at a local level and demonstrate how our outcome-based commissioning aligns with the Council's corporate objectives.

Councillor Taylor commented that it did appear simpler from the presentation and a lot less jargony.

B Hosier advised that the issues with the budget and public spending will not go away quickly but commissioning and procurement can play a part in ensuring over time that it supports the Medium Term Financial Strategy. It is about monitoring the contract and Members challenging what we do and why.

Councillor Adshead asked on the procurement policy landscape what VCSE and PBO stood for.

B Hosier advised Voluntary Community Social Enterprise and Professional Buying Organisation

Councillor Douris asked if they still used DELTA

B Hosier advised that that is the platform currently being used but that that contract runs out next year and has been awarded elsewhere.

Councillor G Sutton requested that it would be nice to have another update in the middle of next year.

4. 2015 MEMBERS INDUCTION AND THE PDP PROCESS

T Coston advised that there has been no further adjustment to the Induction programme since our last meeting, other than the lunch has been extended from 45minutes to an hour as requested. She also advised that all Group Managers and Assistance Directors have also been notified of the 2 induction dates and the need to be available. T Coston also advised that Bill Haylock would not be carrying out the PDP's next year and that we will therefore be looking at an external company coming in to assist. She further advised that we need to get three quotes and would update at the next MDSG in March.

Councillor Douris asked if there was any possibility of a mutual agreement with other authorities that carry out PDP's.

T Coston confirmed that this could certainly be looked at as we already share training.

Councillor Adshead asked what the dates were for the Induction days

T Coston confirmed the dates as being the 21st May and the 6th June 2015

Councillor Adshead suggested that when all the candidates are announced, it would be good to notify them of the dates then.

T Coston confirmed that that was the plan.

Councillor G Sutton advised that on a Saturday in January there is to be a get together of all Conservative candidates, led by Mike Penning and that they could take the information to this meeting.

5. MEMBER DEVELOPMENT PROGRAMME

Councillor Taylor went through the Programme and advised that although some members have suggested that there is too much on the programme prior to the election, that he feels it is important to be up to speed prior to campaigning. He then asked T Coston if there were any changes

T Coston advised that the training scheduled for 8th January – Social Media & Media Training has been requested to be postponed until after the election, and further commented that given the low numbers attending training recently, one less may not be a bad thing,

Councillor Douris asked if it may be prudent to separate out the Social Media training from the media training.

T Coston advised that she thought this was part of the plan for the postponing.

Councillor G Sutton referred to the meetings to be scheduled and in particular the Highway training. He went on to say that he has been talking with Alex Chrusciak about this. He went on to say that as this was an emotive subject and controversial, that it would be prudent to be done as soon as possible. He also went on to say that he felt it would be a good idea to be a larger session and that an invitation should be sent to parish and town councillors.

Councillor Douris commented that Paul Newton was a DBC officer and wondered if it would be prudent to get someone from Hertfordshire to carry out the training.

Councillor G Sutton mentioned that Alex Chrusciak had earmarked some people that he hoped to bring along.

Councillor Douris asked if the committee wanted someone to look at the Strategic Development of highways as well as County are looking at this up to 2031. He finally asked that the training on the 29th January be retitled – ‘Charities – Trustees Roles and Responsibilities’.

6. QUARTERLY BUDGET UPDATE

T Coston advised that the more recent payments have been listed as requested, and that beyond that there was nothing much to report.

Councillor Douris commented that the Link Support Services training had been very good but that he was frustrated that it cost £100 per person and was poorly taken up by Councillors.

T Coston agreed that this was very unfortunate but also very difficult at the present time as we head towards the election.

6. EVALUATION FEEDBACK

T Coston advised that the recent ‘Learn about your Ward’ training was not included in the feedback as the Agendas had been printed prior to the training. She went on to add that the feedback was all very positive with attendance numbers being the only

low point. She also added that there had been positive feedback regarding the text reminders.

8. MDSG WORK PROGRAMME

T Coston advised that regarding the Exit Interviews scheduled for the next meeting that we would bring along previous paperwork for Members to look at and amend as necessary.

9. NEXT MEETING

The next meeting will be held on Wednesday 4 March 2015 at 7.30 pm.

The meeting finished at 20.48 pm.

FEEDBACK ON TRAINING & DEVELOPMENT

ITEM 3

Learn more about your Ward – 26/11/14

Attended: 5

Returned Feedback forms: 5

Objectives:

By the end of the session, you will;

- Understand different categories and sources of information that are readily available to us,
- Understand how to make sense of this information for your Ward,
- Be empowered to make better informed plans and decisions based on the information available,
- Have received a demonstration on the Herts Local Information System
- Have received guidance on the Herts Local Information System to help you explore the resource further in relation to your Ward.

STRENGTHS

- Very useful background information for council use/councillor awareness. Informative!
- Information on where to go online and good interaction with delegates.
- Knowledge of subject
- Information and knowledge
- Good to be updated and Herts LIS looks useful

WEAKNESSES

- Printout of the slides to take away
- Speaker talks to computer not attendees and seems uninterested
- Acronyms

OPPORTUNITIES

- Keeping Councillors Informed – regular updates
- Could be more ward specific
- Power point to be distributed to all 51 councillors by e-mail please – “3 Clicks to Herts LIS” to go with e-mail.
- Text advice of meeting

TRAINING SCORE

Poor	0
Adequate	0
Good	1
Very good	3
Excellent	1

“Also, texting councillors about evening meetings/training is a great idea, it got me here today”

“Texting did remind me of the last training 19th November”

FEEDBACK ON TRAINING & DEVELOPMENT

Audit Training (For Audit Committee Members) –
17/12/14

Attended: 5

Returned Feedback forms: 5

STRENGTHS

- Reaffirming the important of internal audit processes
- Good to have open discussions. Relaxed style. Good level of practical knowledge.
- Excellent materials provided. Good on 'get us thinking'

WEAKNESSES

- Absence of a large number of audit committee members
- Better awareness of existence of training session amongst members

OPPORTUNITIES

- Broaden the responsibility of the audit committee to challenge officers' actions highlighted in the priority 1 issues (and 2 & 3)

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	3
Excellent	2

FEEDBACK ON TRAINING & DEVELOPMENT
Safeguarding Vulnerable Adults & Children – 14/1/15

Attended: 9

Returned Feedback forms: 9

Objectives:

- Understand the role of members in safeguarding children and vulnerable adults
- Understand what role Dacorum Borough Council services have in safeguarding children and vulnerable adults
- Understand the areas of Dacorum Borough Council services that are involved in different categories of abuse including Child Sexual Exploitation (CSE)
- Be able to recognise the signs of abuse and CSE and know who to report them to

STRENGTHS

- Very good information pack
- Children – about CRB checks excellent presentation. Adult – excellent presentation
- Clear presentation highlighting types of abuse and who to report to with your concerns
- Good to be reminded of this subject. Don't forget the Dacorum connection, they can advise us
- Good use of support material. Clear examples used
- The training was most helpful
- Depth and knowledge from both facilitators. We held this training session because training is obligatory under the new care act 2014.

WEAKNESSES

- All very useful
- None x 6
- Not long enough
- Too few attendees

OPPORTUNITIES

- Not at present
- None x 6
- Examples with good and bad outcomes – especially documented
- Councillors to keep their eyes and ears open particularly whilst canvassing

TRAINING SCORE

Poor	0
Adequate	0
Good	1
Very good	4
Excellent	4

FEEDBACK ON TRAINING & DEVELOPMENT
Representing the Council on Outside Organisations –
Your Roles and responsibilities – 29/1/15

Attended: 5

Returned Feedback forms: 5

Objectives:

- Engagement by the Council with other bodies
- Reasons for direct council representation and alternative models
- Appointment of councillors to other bodies
- Role and responsibility of members
- Bias and pre-determination
- Feedback and monitoring
- Code of conduct
- Conflicts of interest
- Special issues for charitable bodies

STRENGTHS

- Relevant information well presented
- Thought provoking
- Good working understanding of subject
- Articulated points well
- Well researched notes
- Opportunities to discuss issues
- Hand-out pack was very informative and easily understood
- Open discussion of issues gave much help

WEAKNESSES

- Too few of us
- Could be more interactive

OPPORTUNITIES

- Hard to imagine
- Reminder text message NOT sent to members prior to session
- Pack of info for distribution was helpful

TRAINING SCORE

Poor	0
Adequate	0
Good	2
Very good	3
Excellent	0

DRAFT

**Dacorum Borough Council
Councillor Exit Questionnaire**

(For Councillors not re-elected)

Commiserations that you were not re-elected.

We are always striving to improve performance at Dacorum Borough Council. Therefore we would appreciate your help in identifying areas where we can improve.

Please complete the following questionnaire as honestly as you can and return in the enclosed envelope to the Member Support Office Manager. Please note that this will be treated in the strictest of confidence.

Name:

Contact Number:

Specific Roles held at DBC (e.g. Chairman):

1. Will you re-stand at a future Dacorum Borough Council election?

Yes

No

Comments:

2. What would influence your decision to re-stand?

3. Did you receive sufficient induction training to understand your role and perform your duties as a councillor?

Yes

No

Comments:

4. Were you provided with the necessary equipment to carry out your duties?

Yes

No

Comments:

5. Do you feel you received enough training to enable you to carry out the tasks assigned to you?

Yes

No

Comments:

6. What recommendations would you make to improve the training and support given to newly elected councillors?

7. What do you feel was your greatest achievement whilst being a Councillor at DBC?

8. What do you feel was your greatest difficulty you experienced whilst being a Councillor at DBC?

Please feel free to add any additional comments or suggestions you feel relate to the way Dacorum Borough Council supported you during your time as a Councillor.

Thank you for taking the time to complete this form.

DRAFT

Dacorum Borough Council Councillor Exit Questionnaire

(For Councillors choosing to stand down)

We are always striving to improve performance at Dacorum Borough Council. Therefore we would appreciate your help in identifying areas where we can improve.

Please complete the following questionnaire as honestly as you can and return in the enclosed envelope to the Corporate Support Team Leader – Democracy. Please note that this will be treated in the strictest of confidence.

Name:

Contact Number:

Specific Roles held at DBC (e.g. Chairman):

9. Did you receive sufficient induction training to understand your role and perform your duties as a councillor?

Yes

No

Comments:

10. Were you provided with the necessary equipment to carry out your duties?

Yes

No

Comments:

11. Do you feel you received enough training to enable you to carry out the tasks assigned to you?

Yes

No

Comments:

12. What recommendations would you make to improve the training and support given to newly elected councillors?

13. What do you feel was your greatest achievement whilst being a Councillor at DBC?

14. What do you feel was your greatest difficulty you experienced whilst being a Councillor at DBC?

15. What were your reasons for not standing for re-election?

Please feel free to add any additional comments or suggestions you feel relate to the way Dacorum Borough Council supported you during your time as a Councillor.

Thank you for taking the time to complete this form.

5. INDUCTION 2015 & PDP PROCESS UPDATE

Thursday 21 May 2015 and Saturday 6th June 2015

Induction Programme - REVISED

09.30- 09.45	Coffee & welcome
09.45 – 10.30	Constitution, Members' Handbook, Member Development, ICT guidance, Councillor's guide.
10.30 – 11.00	Presentation 2 – Code of Conduct
11.00 – 11.15	Tea/Coffee Break
11.15 – 11.45	Presentation 3 – Introduction to Local Government Finance
11.45– 12.15	Presentation 4 – What is happening in Local Government Locally and Nationally
12.15 – 14.00	Lunch & Service Market
14.00 – 14.30	Presentation 5 – Regeneration
14.30 – 16.30	Coach Tour of the Borough

6. NEXT MEETING

The next meeting will be held on Thursday 4 June 2015 at 7.30 pm.