



Member Development Steering Group Agenda

Wednesday 2 December 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 G Adshead, Banks, Conway, Douris, P Hearn, Hicks, Howard and Taylor

1. **Apologies for absence**
To receive any apologies for absence
2. **Minutes**
Members are asked to agree the minutes of the meeting held on 1 October 2015 (page 2).
3. **Personal Development Plans - Options**
Members are asked to consider the proposals for PDP's (page 8).
4. **Training Pledge**
Training pledge is an alternative to Member Charter Accreditation and therefore Members are asked to approve the pledge (page 12).
5. **Members Training Feedback**
Members to consider the feedback from recent training sessions (page 13).
6. **Quarterly Budget Update**
Members to note the budget update (page 18).
7. **Member Development Programme 2015/16**
Members to note the training programme (page 19).
8. **MDSG Work Programme**
Members to offer suggestions for items to add to the work programme for 2015/16 (page 21).
9. **Next Meeting**
Wednesday 2 March 2016

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

1 OCTOBER 2015

Present:

Councillors: G Adshead, Banks, Conway,
Douris, P Hearn, Hicks,
Howard and Taylor
(Chairman)

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

The meeting began at 7.30 pm

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

The minutes of the meeting held on 4 June 2015 were agreed by the Members present and then signed by the Chairman.

3. ANNUAL TRAINING REPORT

M Anderson advised that members didn't achieve their training target for 2014/15 however that was expected in the final year of their term and she felt positive that we would achieve this year's target. She said we kept within the £8k training budget for 14/15 and made some significant savings. This year the budget has increased to £11k to incorporate the cost of PDP's and essential training for new and existing members. She explained that we were still part of the Herts Member Development Network group and the next meeting was scheduled for 22 October which DBC were hosting. She invited the Chairman to the meeting, which he accepted but advised he may be late.

Councillor Adshead asked how much of a saving was made from the £8k budget. M Anderson said she didn't have the figures to hand but she would let him know.

Councillor Taylor explained that at a recent Conservative group meeting he was asking members to let him and Councillor Harden know of any problems with the iPads so they can feed them back to Gary Osler in the I.T. department and he can provide them with further training. Councillor Taylor highlighted that the support he had received from Member Support, in particular Catriona and Trudi, had been exceptional.

Councillor Hicks said the problems seemed to be with Good rather than the iPad.

Councillor Adshead agreed with Councillor Hicks as he couldn't access Good Share and added that there were limits to the iPads and he finds the software frustrating.

M Anderson said the introduction of iPads had been discussed for several years and it was a huge step to take. She said members were doing really well and although there are a few people that aren't keen most are embracing it. She advised that Member Support had booked a two hour slot every Tuesday morning from 10am-12pm for members to come in the office and ask any questions they may have and receive additional support. She encouraged members to share their knowledge with each other if they're confident in using the iPad.

Councillor Hicks said if all the software was up and running properly in the first instance then less people would have had issues.

M Anderson advised that we were all still learning and we will continue to have teething problems but once we know about each issue we can resolve it.

Councillor Conway said she loved her iPad apart from not being able to see when capital letters are on or off.

Councillor P Hearn said she found spreadsheets difficult to read on the iPad. M Anderson advised that was something they were looking at before the budget time approaches.

Councillor Taylor said he finds life easier with the iPad and too much paper was wasted in the printing of each agenda.

Councillor Adshead asked if they could have meeting dates entered in to their Good calendar. M Anderson said that was part of the next stage they were looking in to.

Councillor Hicks asked if he was able to change the colours of his calendar entries. M Anderson said she would have to investigate and come back to him.

Councillor Hicks asked if he was able to search for a particular word within a document. M Anderson said she would come back to him on that matter.

Members were advised not to accept the software updates on the iPads.

Actions:

- Member support to advise the amount of underspend for last year's training budget.
- Members to advise Councillors Taylor and Harden of any issues with their iPads so they can feedback to I.T.
- Member support to investigate if it is possible to change the colour of calendar entries.
- Member support to investigate if it is possible to search for a word within a document on the iPad.

4. MEMBER DEVELOPMENT STRATEGY 2015-2018

M Anderson explained that in 2010 they signed up to Member Charter and one aspect of it is to have a strategy. This was reviewed half way through the term but now needed updating. She said it incorporated the new aims and visions of the future and the document was available for anyone to view if they had any queries on the matter.

Councillor Taylor said they had reached above standard with Member Charter and the adjudicators were very impressed. He explained that they didn't feel Charter Plus was beneficial as it was much more work for a third of the information and it was very costly so they stuck with Member Charter.

Councillor P Hearn asked if Town and Parish councillors were invited to our training sessions. M Anderson advised that they were invited if it was relevant and beneficial to their role.

Councillor P Hearn felt new members would benefit from a training session with the Clean, Safe and Green team. T Coston advised this was something they were hoping to arrange.

M Anderson explained that there was a section on the council's website called 'how to become a councillor' and it included quotes from three councillors, two of which are no longer councillors. She asked if there was anyone present that would like to volunteer to be part of that webpage or if members would prefer it to be opened up to all councillors. Following a brief discussion members' decided they would prefer all members were invited to take part.

Actions:

- Member support to send an email to all members asking for volunteers to help with the 'how to become a councillor' webpage.

5. MEMBERS TRAINING FEEDBACK

T Coston said that the second induction event went really well and the majority of feedback was positive. She explained that the priority had been to focus on the essential training courses such as licensing, development control and appeals, which most members had attended, and then concentrate on important subjects like data protection, housing and finance. She said the number of attendees is increasing slowly but was still quite low and could be improved.

Councillor Taylor asked the group to encourage members to complete the feedback forms at training sessions.

T Coston advised that the feedback forms were summarised and sent on to the trainers so they were important and useful to more people than just Member Support.

Councillor Adshead queried if text messages were being sent to members to remind them of upcoming training courses. T Coston advised they were being sent. G Adshead said he hadn't received any. T Coston said Member Support had circulated an email in July asking members to opt-in to the text message service but she agreed to re-send it.

Councillor Hicks said the CIL training was very interesting but he felt it would have been useful to have examples of an actual development and where the money goes to put it all in to context. Councillor Howard echoed Councillor Hicks' view. T Coston said this would be fed back to the trainer before another session is booked for next year.

Councillor P Hearn referred to the licensing training and said that Ross Hill was an excellent presenter.

Councillor Taylor referred to the information security/data protection course and noted that although there is nothing in the constitution that says members can't use Facebook, they are advised not to as some of the content can lead to difficult situations.

Actions:

- Member support to send another email to all councillors asking them to opt-in to text message reminders for member development sessions.

6. QUARTERLY BUDGET UPDATE

M Anderson advised that half of the budget for this financial year had been spent which was detailed in the report and the majority of what's remaining would be used for PDP's next year. She said the remaining courses scheduled for 2015/16 were all internal and therefore wouldn't be at a cost. She advised councillors to let Member Support know if there are any courses they would like to go on and we can arrange it for them.

Councillor Taylor asked what the annual conference was that one member had attended. M Anderson said she would look in to it and let him know.

Councillor Hicks said he attended the 'being an effective councillor' and noted that it would have been cheaper if we had a membership with the LGIU. T Coston advised that she believed the membership fee was more than the cost of the training and members didn't attend enough of the LGIU's courses to make the membership fee worthwhile.

Councillor P Hearn felt that the housing appeals training was a waste of money now there is a new process. She said they had been treated badly as a panel and weren't spoken to very well. She said that Councillor Bassadone wasn't informed of any changes despite being a chairman for appeals for 18 years.

Councillor Taylor said as Chairman of the Audit committee he meets with the relevant officers once a month to go through any issues, changes, etc.

Councillor Conway felt there was a breakdown in communication amongst members and officers.

M Anderson explained that Member Support weren't aware of any of the plans to change the appeals process but we needed to arrange the training swiftly in case an appeal was needed. She said it was a shame to have wasted all that money.

Councillor Douris arrived at 8.34 pm.

Actions:

- Member support to check the details of the annual conference one member had attended.

7. PERSONAL DEVELOPMENT PLAN UPDATE

M Anderson explained that at December's meeting they would be bringing along details and quotes from three different providers to carry out PDP's for members in February/March 2016. She said they were looking at different providers rather than ones used in the past and looking at changing the process so it's completely new and fresh. She asked whether the group felt the PDP's should be aimed at the new members first or opened up to all members and be available on a first-come first-served basis.

Councillor Taylor felt PDP's were no good if it was just a tick-box exercise. He said member's progress needed to be reviewed regularly.

Councillor Howard said there must be a review process to see what achievements members were making.

Councillor Douris said the timings of the review process were important as if there was too long of a gap in between it would lose significance. He said the process must be smart, strategic and relevant.

M Anderson said the meeting with a potential provider this morning made them realise that the process needed to change and be made more meaningful. She said a progress review meeting was a must.

Councillor Douris said there were hidden values of being a councillor, one being the education you take away with you and it personally costs them nothing.

Councillor Banks felt that members needed to be committed to their development plans otherwise it's just a waste of time and money. She said it was best to focus on the ones that really want it.

Councillor Hicks said that if all 51 councillors did want to put themselves forward for training courses that there wouldn't be enough in the budget for it. M Anderson replied it was surprising how many councillors wanted similar training courses.

Councillor Adshead said that despite many councillors requesting a particular training course only a few of them actually attend.

Councillor Adshead queried if there was a possibility of increasing the budget if there was an appetite for more training. M Anderson said it could be considered.

M Anderson said the committee would be informed of any progress. She added that the group would be expected to make a decision on the process to be followed and which provider to use, at its meeting in December.

8. MEMBER DEVELOPMENT PROGRAMME 2015/16

M Anderson advised that the Mental Health First Aid training scheduled for Tuesday 6 October and Thursday 8 October had been postponed and would need to be rescheduled when the relevant officer returned to work.

Councillor Douris said it was frustrating when sessions were cancelled as he would have booked out that time in his diary to then find it has been postponed.

T Coston said it was also frustrating for them as they have turned down requests from officers that want to do training, due to the lack of availability in the training programme.

M Anderson asked members if they could encourage their colleagues to attend member development sessions and in particular the Budget Setting Process training with James Deane on 22 October 2015.

Actions:

- Member support to advise the new dates for the Mental Health First Aid training once it has been rescheduled.

9. MDSG WORK PROGRAMME

There were no changes or additions to the work programme.

10. NEXT MEETING

The next meeting will be held on Wednesday 2 December 2015.

The meeting finished at 9.15 pm.

Proposals for Member Development plans 2016

PROPOSAL 1

Sharon Winwright Broadsted Associates Ltd

Suggested proposal is as follows:-

- Each member has a one to one /face to face **Executive Coaching session** (up to 2 hours).
Within this session we would explore issues/aspirations/ambitions and initial development needs.
- Each Coaching session would **be totally confidential** to each Member and only the common/generic training needs would be forwarded to Member Support Team to contract/deliver.
- Coaching sessions would be mainly delivered by myself and I will also like to use a trusted associate (Sally Foan) for some of them so that we can meet your deadlines.
- Each Member would come away from their session with their own personal plan / actions which they can keep confidential to themselves or share with Member support if they wish. It is hoped from this that it would then provide a meaningful plan to each individual.
- I would suggest that each Member would then have a follow-up Executive Coaching session after 6-9 months so that they feel personally supported to explore development/actions further. (Option)
- We can set up an evaluation meeting once the 21 Members have completed their sessions.

Timings

- 21 sessions will be delivered by Mid April 2016
- Dates to be confirmed once work agreed and Purchase Order issued to Broadsted Associates Ltd. These dates will start in February 2016.
- 3 sessions can be done during the day time and we can look at some evenings to meet the flexibility needed for Members roles

Costs

- Mileage will **not** be charged to and from Dacoum Borough Council (DBC) Civic Centre
- DBC will provide a venue **free of charge** and arrange sessions based on dates offered/discussed. Members Support team being the coordinators to ensure these meetings take place.
- **Each** Executive Coaching session will **cost £225.00** (inclusive of any materials used) **per person**
- **Cancellations will be charged in full** on the basis of an individual not turning up or giving less than 48 hours' notice.
- Evaluation meeting once work has been carried out will be free of charge
- Therefore **the total of this work for 21 new Members is £4725.00 (excl VAT)**
- Any subsequent sessions will be charged at the same rate per person/per session.

PROPOSAL 2

David McGrath BA (Hons) Chartered Fellow IPD. Managing Director
Link Support Services (UK) Ltd

Summary: Total Cost: £4175 + VAT. To include a PDP review for 21 new members and a follow up review with participants after 6 months (includes admin, preparation and travel)

Thank you for your request for a quotation to provide Personal Development Plan assessments for 21 new Dacorum Borough Council Members (which includes 21 initial PDP assessments and a further 21 follow up reviews after 6 months). I have pleasure in providing the following information:

Background:

Link Support Services (UK) Ltd has provided training, coaching and PDP support services to Councils in England, Wales and Northern Ireland for 21 years. It currently provides these services to over 150 Councils and is led by David McGrath (Managing Director) who is:

- A former elected member (8 years Birmingham City Council)
- A qualified Training practitioner (being a Chartered Fellow of the Institute of Personnel Development)
- A published author on elected member development strategies
- Providing a range of training and coaching services and induction programmes to Councils – details found at www.linksupportservices.org.uk
- An expert designer of new member training induction programmes and ongoing 'Modern Member' training programmes

Link Support Services:

- Is an approved supplier to Over 150 Councils and employer bodies e.g. East Midlands Councils, National Association of Civic Officers, Association of Democratic Services Officers (ADSO)
- Manages a team of highly experienced and skilled associates to deliver many of our programmes and PDP support activities
- Is the ADSO national conference sponsor (2014 and 2015)

Personal Development Plans. Our services include:

- Designing tailored PDP documentation for use **with new, returning and experienced** Members
- Carrying out assessments** for (a) all members (b) or new members only (c) members carrying out specific roles e.g. Scrutiny, Executive Members, First Citizens and Scrutiny members
- Holding confidential PDP's** – dependent on the wishes of individual Councils and their members
- Producing Training Needs Assessment documentation** aimed at informing induction or ongoing training programmes

Our approach to PDP interviews

Our approach to PDP planning is governed by 3 core principles

- 1** To work closely with Dacorum Borough Council to achieve (a) 100% take up by members and (b) excellent outcomes which informs your ongoing member development agenda
- 2** To use our knowledge of the core skills and qualities required by modern members to prompt a supportive discussion as to potential skills and knowledge gaps which can be addressed through a modern member programme. This work would be undertaken by a member of our staff who has had 30 years experienced working with members in Democratic Services and the Civic Office undertaking training reviews, assessments and PDP's with elected members

- 3** To tailor our approaches to suit the individual needs of members taking part in the PDP review process and enable timely completion

Your request to carry out PDP reviews:

Upon receiving your instruction we would carry out the following tasks:

- (a) Work with you to achieve a **database** of all new members who require a Personal Development Plan
- (b) Provide a **free review** your current methods of recording member training requirements and preferences (e.g. PDP documentation) and suggest amendments if appropriate
- (c) Work with you to alert members to opportunity to participate in the PDP review
- (d) Work with you to schedule a number of **visits to your offices** where we would carry out 1-1 Personal Development Plan interviews with new members
- (e) Carry out Personal Development Plans by other means too where this is the preference of your members e.g. **telephone interviews, email exchanges, home visits and other off site visits**. We anticipate that these combined modes of communication would aim to achieve a 100% take-up rate by members
- (f) Retain confidential **completed PDP documentation** and send a copy of PDP's to participating to members by email
- (g) Provide a **free anonymised and concise summary report** of our findings to inform your member development planning process
- (h) Provide an (included) follow up survey of all participants after 6 months to gauge progress, identify further needs and report on this

Cost of our services:

This service will cost £4175 + VAT (equating to £99 per new member per PDP review and £99 per follow up review) including travel, preparation, admin and summary reports

What is not included in this quotation?

- Any venue related costs. Offices to carry out PDP's are usually provide by the host Council
- Link will work with you to make reasonable efforts to encourage members to participate in the PDP process but where members decline this is charged at the full rate

PROPOSAL 3

Kathey Bailey, KB Training Outputs required

- 1) Two copies of the member's PDP:
 - one for member to take away (and revise if he/she feels it necessary)
 - one for Kathey Bailey to forward to Dacorum after it has been approved by the member
- 2) An overview of member development for Dacorum. This will summarise the findings and highlight key areas for development and review.

Suggested format

Pre-meeting:

Form sent to members – this is usually a blank council PDP form or a document outlining the key areas to think about.

One-hour meeting with each member to include:

- a guided discussion covering the main areas the member has identified
- agreeing the member's PDP form – this is usually typed onto a laptop with data projection onto a wall/screen so that the member can see clearly what is being typed and contribute. A copy is then printed for him/her to take away (KB will bring the laptop, projector and printer)

After the meeting

- 1) The member has a brief period, eg 48 hours, to make any changes that they think appropriate and forward these to KB.
- 2) KB will then produce a report summarising the findings from all members and highlighting key areas for development and review.

Suggested timings

One-hour meetings at:

8.30 9.45 11.00 12.15 2.15 3.30 4.45 6.00 7.15 8.30

- this allows a 45-minute lunch-break and a 15-minute 'cushion' between meetings

Price

We charge £500 a day, plus expenses, for coaching and 1:1 meetings
(expenses = return mileage from Northampton, @ 44p a mile, and Travelodge accommodation)

Allowing 10 sessions in a day + 1 'mop-up day' = 6 days @ **£3000 + expenses**

Alternatively, we can offer 'bundled' rates of £580 a day or £1050 for two days (to include all expenses). Assuming 3 two-day sessions:

3 @ £1050 = £3150 (including all expenses)

(prices exc VAT)



Member Development Pledge

Dacorum Borough Council is an authority which is open to learning and committed to make development opportunities available to elected members.

Members will be supported to engage in learning and development activities which enhance and broaden their skills and knowledge to meet the range of duties set out in the Members' role descriptions. Dacorum Borough Council believes that confident and well-informed Members are best placed to deliver quality services to the residents and businesses in their wards and across the whole Borough.

The Member Development Programme is overseen by the Member Development Steering Group, who lead on member development at the Council.

All Members can expect:

- Clear role descriptions as a ward councillor and for any specific role taken on (e.g. as Chairman of a committee, as Leader of a party etc.)
- The opportunity to complete a Personal Development Plan to identify existing strengths/ skills and any additional learning needs and to request any training/development needed to fulfil their role(s) as a councillor
- To be offered a structured and timely programme of development opportunities that uses a range of learning styles and may be delivered by internal or external providers (as is most appropriate)

New Members can expect:

- A well structured Induction Programme to familiarise themselves with Dacorum as a Council

Members are [encouraged] [expected] to:

- Play an active part in identifying their own learning/development needs
- Take advantage of development opportunities appropriate to their roles and level of experience/ expertise
- Approach development through a range of learning styles (taught courses, on-line or E learning, Action Learning Sets, self-directed study etc.)
- Commit to training/development events and ensure that cancellation costs are not incurred
- Give feedback on training events and share learning with peers
- Play a role in the learning/development of their peers where appropriate

SIGNED on behalf of Members by the Leaders of all the political groups at Dacorum Borough Council

.....
Cllr Andrew Williams
Conservative Group

.....
Cllr Ron Tindall
Liberal Democrats Group

.....
Cllr Tony Fethney
Labour Group

**FEEDBACK ON TRAINING & DEVELOPMENT
BUDGET SETTING PROCESS – 22 OCTOBER**

Attended: 25 Returned Feedback forms: 25

Objectives:

- Key financial concepts in Local Government
- The Budget Cycle
- Financial risks facing the council
- The role of Officers
- The role of Member

STRENGTHS

- Well attended
- Comprehensive presentation x2
- Kept to less than 1 hour
- Organised presentation with clear agenda
- Clear & concise
- Easy to digest x2
- James Deane speaks clearly & projects his voice well which is vital for people like me sitting at the back of the room
- Very clear presentation x2
- Questions well answered comprehensively
- Excellent slides
- Very good delivery from James Deane x2
- Very good timing and length of presentation
- Knowledge and data from James Deane x3
- The importance of members having input on the councils finances
- Excellent detail to understand finance
- Well set up and easy to follow
- Helpful slides – look forward to receiving them
- Clear answers to questions
- Excellent, clear visual slides x2
- Clarity
- Very informative x2
- A good overview which put into context the process
- Clear examples to explain each point
- Plenty of opportunity to ask questions x2

WEAKNESSES

- James speaking too fast
- Impossible to make notes and follow the presentation at the same time x3
- Shortage of seats
- Too much headline and not enough depth
- The event was reasonably well attended which meant there was a shortage of seats and tables

- Bit long winded in places – too much detail
- Some of the key facts unknown until 25 November
- We could have had the presentation slides in advance so not everything is off the cuff/missed
- A lot to absorb in a short space of time
- I would have found a paper copy welcome so I could have scribbled comments to remind myself
- As an experienced councillor there were no surprises but I did find the input of others interesting

OPPORTUNITIES

- Provide notes in advance – make sure they are comprehensive x2
- Less headlines and more meat
- Would have been good to have updates to show impact of chancellors announcements in early Oct, as to get a more up to date picture of implications of business rates
- Would be great to get slides at start of meeting to write notes on
- Hard copies of slides please

TRAINING SCORE

Poor	0
Adequate	1
Good	2
Very good	11
Excellent	11

**FEEDBACK ON TRAINING & DEVELOPMENT
DEVELOPMENT CONTROL COMMITTEE
TRAINING – 29 OCTOBER**

Attended: 11 Returned Feedback forms: 10

Objectives: The session will focus on case studies and what members would take into account in considering an application. Topic areas will include:

- Green belt policy
- Permitted development
- Parking
- Appeal Costs
- Design
- Enforcement

STRENGTHS

- The whole training was really useful and interesting. I've learned that we need to substantiate reasons for refusal better
- All
- The information on Housing and Planning Bill.
- Practical experience working through case studies in groups with planning officers.
- Clear presentation
- Case studies were thought provoking.
- Informative introduction and interesting exercise.
- Lots of good information
- Case studies were valuable
- Spending time with the officers.
- Case studies.
- Update presentation should continue.
- Very useful especially as legislation is moving so fast.
- Very good update on planning matters
- Good direction and help on case study

WEAKNESSES

- Nothing!
- None
- It's a pity that more members did not attend as training session was very useful.
- Unfortunate lack of detail (due to CLG)
- I do not think we should have been asked to act as officers.
- Some of the case studies may need expansion
- Repeat the training at least every six months.

OPPORTUNITIES

- More of these please!
- Planning refresher training including working on case studies to become annual.
- Another presentation in New Year as Bill becomes clearer.
- More information on consistency of recommendations.
- Ditto for weighting of different considerations.
- More exercises would help

- Working with officers and other councillors is a big bonus.
- Similar workshops would be helpful
- Very usual course content.

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	6
Excellent	4

FEEDBACK ON TRAINING & DEVELOPMENT EVIDENCE BASED DECISION MAKING – 3 NOVEMBER

Attended: 9 Returned Feedback forms: 9

This session will focus on the 'Knowing What Works' programme, which in general terms is about making better use of evidence to design better services. This also includes some internal consultancy work on redesigning services around residents' needs and applying insights from social psychology to make our interactions with residents more effective.

STRENGTHS

- The presenters. Six of the attendees were new councillors.
- Kept to a reasonable time. Explained themselves well. Presenters seemed interested. Presentation was comprehensive.
- Questions to ask of people. Clear explanations.
- Slides very good, presented well.
- Programme was very informative and helps to put in practice, got lots of information.
- Thinking outside the box.
- Importance of measuring outcomes not outputs. To test evidence base of policies, keep asking 'why?' ask for proof over precedent.
- Makes you think through problems.

WEAKNESSES

- Too much sitting and listening. Session is a lecture. Around the room people looked bored. Insufficient attendance.
- Words in grey not always easy to read for visually impaired people.
- What was it all about?
- Lack of a practical session of evidence based decision making.
- Not sure how you would test all data where a pilot is not practical.

OPPORTUNITIES

- Selling the data bank access to all members.
- Would have been fun to do a table top challenge rather than watching a video, people would have been more engaged. More interaction. Send text reminder earlier.
- Some table top exercises would have made the session a bit more interesting.
- We can put this knowledge in practice.
- Would have been helpful for members on development control.

TRAINING SCORE

Poor	0
Adequate	1
Good	3
Very good	3
Excellent	2

Quarterly Budget Update

Item 6

16/11/15				
Main Heading	Budget	Sub Heading	Spend	Remaining
<i>Training Course fees</i>	£ 11,000.00			£ 11,000.00
		Local Government Information Unit -Being an effective councillor seminar (x1)	£ 175.00	£ 10,825.00
		Local Government Information Unit -Being an effective councillor seminar (x1)	£ 175.00	£ 10,650.00
		Annual Conference for Councillors x1	£ 110.00	£ 10,540.00
		Licensing training 1/7/15 (10 cllrs)	£ 500.00	£ 10,040.00
		Local Government Association (LGA) seminar x2	£ 990.00	£ 9,050.00
		Bryant Park hospitality ltd - LGA accommadation x2	£ 520.00	£ 8,530.00
		Motts coaches - Induction tour	£ 550.00	£ 7,980.00
		Media training	£ 1,690.00	£ 6,290.00
		Housing appeals training	£ 750.00	£ 5,540.00
		Member Induction lunch (Sat 6 June)	£ 223.50	£ 5,316.50
		Member Induction lunch (Thurs 21 May)	£ 218.00	£ 5,098.50
				£ 5,098.50
		NO SPENDS SINCE LAST MDSG MEETING		£ 5,098.50
				£ 5,098.50
				£ 5,098.50
				£ 5,098.50
				£ 5,098.50
				£ 5,098.50
OVERALL TOTALS:	£ 11,000.00		£ 5,901.50	£ 5,098.50

MEMBER DEVELOPMENT DATES 2015/16

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
Tuesday 26 May 2015	Development Control Training	7.00 pm	9.00 pm	Steve Clark, Group Manager	Council Chamber	Dev Con Committee
Monday 8 June 2015	Employment Appeals Training	9.30 am	12.00 pm	Anne Stunell, HR B Lisgarten, Legal	Gade Room	Appeals Committee
Wednesday 1 July 2015	Licensing Training	10.00 am	4.00 pm	Ross Hill	Council Chamber	Licensing Committee
*Wednesday 15 July 2015	CIL Briefing	6.00 pm	7.00 pm	James Doe	Bulbourne Room	All
Monday 20 July 2015	Housing Appeals Training (all day session)	9.30 am	4.30 pm	Barbara Lisgarten	Bulbourne Room	Appeals Committee
Wednesday 22 July 2015	Media Training (Cabinet)	9.00 am	5.00 pm	Kelvin Soley/ Media Friendly	Dacorum Room	Cabinet Only
Thursday 23 July 2015	Information Security / Data Protection Awareness	7.00 pm	8.30 pm	John Worts	Bulbourne Room	All
Tuesday 1 September 2015	Voluntary Sector Speed Dating	7.00 pm	9.00 pm	Sharon Collins/Claire Lynch	Bulbourne Room	All
Thursday 10 September 2015	Choice Based Lettings/Housing Allocations Policy	7.30 pm	9.00 pm	Laura Brennan/ Isabel Connolly	Bulbourne Room	All

Thursday 22 October 2015	Budget Setting Process	7.30 pm	9.30 pm	James Deane, Director of Finance	Bulbourne Room	All
Tuesday 3 November 2015	Evidence Based Decision Making	7.30 pm	9.00 pm	Andrew Marsh	Bulbourne Room	All
Thursday 7 January 2016	Housing Service Overview	7.30 pm	9.30 pm	Dharini Chandarana	Bulbourne Room	All
*Wednesday 20 January 2016	Emergency Plan Awareness	6.00 pm	7.00 pm	Sophie Donoghue, Herts Resilience Officer	Bulbourne Room	All
Thursday 11 February 2016	WRAP Training	7.30 pm	9.00 pm	Julie Still	Bulbourne Room	All
Wednesday 23 March 2016						

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

To be scheduled:

- Mental health first aid – to be rescheduled

MDSG Work Programme

Meeting Date	Item
2 March 2016	<ol style="list-style-type: none">1. Personal Development Plans – feedback2. MDSG work Programme3. Member Development Programme4. Quarterly Budget Update5. Evaluation feedback from previous development sessions

9. Next Meeting

The next meeting will be held on Wednesday 2 March 2016.