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**MEMBER DEVELOPMENT STEERING
GROUP
AGENDA**

**TUESDAY 3 OCTOBER 2017 AT 7.30 PM
CONFERENCE ROOM 2 - THE FORUM**

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 (Chairman)

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 2. MINUTES** (Pages 2 - 5)
To confirm the minutes of the meeting held on 14 June 2017.
- 3. QUARTERLY BUDGET UPDATE** (Page 6)
- 4. MEMBERS TRAINING FEEDBACK** (Pages 7 - 13)
- 5. MEMBER DEVELOPMENT PROGRAMME 2017/18** (Pages 14 - 15)
- 6. MDSG WORK PROGRAMME 2017/18** (Page 16)

Agenda Item 2

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

14 JUNE 2017

Present:

Councillors: G Adshead
Douris
Hicks
Taylor (Chairman)

Officers: M Anderson – Corporate Support Team Leader (Democracy)
T Angel – Member Support Officer (Minutes)
A Stunell – HR and OD Team Leader

The meeting began at 7.30 pm

66 **ELECT A CHAIRMAN**

M Anderson asked for nominations to elect a Chairman of the Member Development Steering Group.

Councillor Adshead nominated Councillor Roger Taylor and Councillor Hicks seconded the proposal.

Councillor Taylor noted that Councillor Douris wished to be put forward, however when asked, he was happy to leave things as they were.

Therefore due to no further nominations Councillor Taylor was elected as Chairman of the Member Development Steering Group until June 2018.

67 **APOLOGIES FOR ABSENCE**

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

Councillor Banks was absent.

68 **MINUTES**

The minutes of the meeting held on 5 April 2017 were agreed by the members present and then signed by the Chairman.

M Anderson ran through each of the action points from the previous meeting and advised that they had all been completed apart from the possibility of calendar invites for training sessions which she was still investigating. If it was possible to do, then invites would be sent once the training programme had been populated.

Councillor Douris asked for a copy of the email regarding the opt-in text message service for members. M Anderson agreed she would circulate the email.

69 **E-LEARNING FOR MEMBERS**

A Stunell attended the meeting to discuss the E-Learning opportunities for members. She advised there were 17 electronic training courses that could be found in the Members suite. When she ran the report only 2 members had started training courses but none were completed. She said she took over Organisational Development around a year ago so she wasn't sure how much guidance or information members had been given on this topic.

She asked if members had their log-in details for this system. All members said they didn't know their log-in details so A Stunell said she would circulate them.

Councillor Douris asked if the members' suite was at extra cost to the council. A Stunell said it was an officer system but she wasn't sure if the members section was included in the package or not so she would need to check if it was an additional cost.

A Stunell asked how the 17 training sessions were chosen. M Anderson said she believed they were generic courses and had not been chosen by them.

Following some issues with accessing the E-Learning suite on member's iPads, the Chairman suggested that he met with M Anderson, T Angel, A Stunell and an I.C.T officer to try and resolve the issues.

M Anderson asked members for reassurance that they wanted to go ahead with E-Learning before they tried to resolve the issues. The Chairman felt it was the modern way forward and it would be good if members could do courses in their own time.

Councillor Hicks felt that it could be useful for members that are really busy and can't always attend member development sessions. He suggested that drop-in sessions should be held to show members how to use the system, which M Anderson agreed was a good idea.

Councillor Douris felt we needed to be more flamboyant when marketing this to get members intrigued to explore it. He then asked if they knew if other local authorities used E-Learning. M Anderson said she would email the network group.

It was agreed that a meeting would be organised to take forward the proposals of E-Learning for members.

Actions

- M Anderson to email Herts Member Development Network Group about E-Learning.
- M Anderson, T Angel, A Stunell, ICT Officer and R Taylor to organise meeting to resolve issues and take E-Learning forward.
- A Stunell to circulate member's log-in details.

70 **QUARTERLY BUDGET UPDATE**

M Anderson explained that she had provided an end of year report for 2016/17, and a quarter one report for 2017/18. She advised that this year's training budget was £9,190 but she wasn't sure why it had increased slightly.

The Chairman queried why a payment had come out of this year's budget for a training session that was held in the previous financial year. T Angel explained that she was recently advised by the trainer that this payment was never received so she liaised with the payments department and got the issue resolved. She added that the initial invoice wasn't received until March and there was no reminder sent in-between.

Councillors Taylor and Douris raised concern about missing payments from an audit point of view and also wondered if this could have happened before. T Angel said they weren't aware of any other training payments being missed.

71 **MEMBER DEVELOPMENT PROGRAMME 2017/18**

T Angel explained that they had been tied up due to the recent elections and hadn't been able to populate the training programme yet. She advised that she had circulated details of two upcoming training sessions organised by officers which were Modern Slavery on 21 June and Parking Standards on 6 July. She said they had only received one suggestion from a councillor for a training course which they would look into, and they would keep members up to date with any other courses or suggestions.

The group highlighted that most members couldn't attend day time courses and they were disappointed that so many of them would miss the Modern Slavery session as it was being held in the afternoon. T Angel explained that it was an officer that organised the training not member support, and she also advised that it was training that was initially organised for officers only. She said that due to the fact it was an important subject and most members couldn't attend, she would speak to the organiser of the training about holding an evening session on this topic.

Councillor Douris suggested a course for speaking with the press/media might be useful.

M Anderson said an update on emergency planning awareness could be a possibility.

Councillor Hicks suggested a course on what signs to look out for when it comes to domestic abuse. T Angel said she thought there had been a session on this with officers recently so she would contact the relevant officer and try to arrange a session for members.

Actions

- M Anderson/T Angel to take on board members suggestions and populate the member development programme.

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MDSG WORK PROGRAMME 2017/18

M Anderson advised that she was unable to complete the annual report in time for this meeting but she said she would make sure it was circulated before the next meeting.

There were no changes to the work programme.

The Meeting ended at 8.36 pm

Agenda Item 3

21/09/2017				
Main Heading	Budget	Sub Heading	Spend	Remaining
Training fees	£ 9,190.00			£ 9,190.00
		LGIU Effective Scrutiny Training - Jan 2017	£ 645.70	
		New Councillor Induction (Aug 2017) Lunch	£ 30.00	
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -
				£ -

OVERALL

TOTALS: £ 9,190.00

£ 675.70 £ 8,514.30

Pending:

Wiz Training - £385 + VAT (Staying Safe & Managing Challenging Situations)

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 18 (Cllrs and officers) Returned Feedback forms: 18

The workshop will provide an opportunity for participants to discuss with the consultants:

- Findings from their surveys and data collection exercise and adjacent local authority parking standards.
- Confirmation of any issues that have resulted from applying current standards
- Draft recommendations on general issues relating to the standards (a) use of minima, maxima or ranges (b) geographic application
- Draft recommendations on standards for some land uses, in particular residential

STRENGTHS

- There was much to consider on the way forward.
- Knowledgeable staff
- Mentioning in presentation how NPPF has moved away from maximum parking standards and discussion of parking needs and standards in Dacorum.
- Option to voice concerns
- Good presentation clear. Interesting discussion. Good debate and contributions from councillors.
- Lots of information received which will help to know the situation.
- High level of knowledge. Good opportunities for discussion and questions. Challenged exciting expectations.
- All of it
- The parking policy is a complex issue which needs clarity of thought to achieve desired outcomes.
- Interesting but this was not the issue I expected to hear about
- The opportunity to revise standards easier if removed from local plan – good idea. Good that planning legislation clarified – i.e what can be done/enforced in terms of parking.
- Ability to include standards for EUS/HMOS etc.
- Interesting data slides etc. provided basis for vigorous discussion.
- Went very well and very informative.
- Clear presentation of issues.
- Very useful overview of parking ownership in Dacorum. Good discussion around parking issues and causes from both members and officers. Useful conclusions about how the parking standards can be reviewed.

WEAKNESSES

- Little cognisance of where we are and apparent lack of understanding on what we do to get “out of the rut” (suggestion is to liaise with planning)

- Not forward thinking. Not facing current issues. Lots of theory and no new solutions.
- Structured more as a discussion and less as a lecture.
- Only concerned with planning
- Not enough and not accurate figure of data. We have concrete decision for another 50 years. We need a BIG PLAN
- Initial confusion (probably on my part) about purpose of meeting.
- Although plenty of data but feel data is flawed ie. 1) car ownership figures (does it include company car or “take home” trade etc?) 2) Public transport provision – what about areas that do not enjoy weekend services?

OPPORTUNITIES

- Listen to the councillors having to deal with the dissatisfaction of their residents
- Make sure the minimum parking bays are 5500 x 3000 and space between rows 6250
- Structured more as a discussion
- An overall council view of parking required.
- To consider the review of parking standards going forward – will inform strategy.
- Lots.
- This needs to be further extended to the local community in that they need to understand the parking standards.
- Good opportunity to increase EU infrastructure. Ability to include parking provision in HMO licenses. To increase/encourage a modal shift. Standards to be flexible to cater for local/site specific conditions.
- Could provide a basis for meaningful consultation but far more work needs to be carried out.
- Handouts before sessions so I can write notes on it.
- Any way of influencing provision of public transport – especially evenings and bus service to station? This could reduce pressure on parking.
- Only to review points raised by members in subsequent amendments and recommendations for parking standards.

TRAINING SCORE

Poor	0
Adequate	0
Good	9
Very good	6
Excellent	3

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 8 Cllrs 10 Officers

Returned Feedback forms: 17

STRENGTHS

- Experience.
- Trainer was very knowledgeable and gave a balance of ideas and suggestions with facilitating discussions. Was an open and helpful discussion.
- Good structure.
- Good structure for workshop engaging.
- Talking with officers – receiving their view.
- Understood subject.
- Working together with members and officers.
- First time we've done this with officers present. Well done to presentation leader.
- An interesting discussion that highlighted issues to consider.
- A different aspect i.e. themes.
- Opportunity to put forward ideas for improvements i.e. work as a team. Chance to put forward ideas to representation.
- Open discussion and ability for all present to express their news and concerns.
- Engaging and knowledgeable.

WEAKNESSES

- Acoustics.
- Different room – the conference rooms might be a less formal space for open honest discussions.
- Better turnout.
- Time short. Next steps.
- Style of presentation.
- Would've liked more insight into what is working well in other councils.
- Lacked a clear direction – 1. What is the issue and 2. How do we resolve it – Q1 not really looked at.

OPPORTUNITIES

- A forward plan can be prepared from the team of which I was a member.
- Further training on officers in writing reports. Take forward actions.
- Further sessions. Mix officers and members working together.
- There are a number of ideas that should be actioned: template for OSC, service plans to be presented.
- Development of ideas, post-it notes etc.
- Develop ideas expressed. Define the culture across all departments. Encourage and develop supportive member/officer relationships. Starting scrutiny process earlier so that members can help inform policy.

TRAINING SCORE

Poor	0
Adequate	0
Good	1
Very good	14
Excellent	2

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 11 Returned Feedback forms: 11

Modern slavery is where a person is brought to, or moved around the country by others who threaten, frighten or hurt them, and force them into work or other things they don't want to do. It is a term used to describe: human trafficking, slavery, forced labour and domestic servitude slavery practices such as debt bondage, sale or exploitation of children and forced marriage. Modern slavery is, by definition, the same as human trafficking, but this involves the act of transporting and movement of people. Section 52 of the Modern Slavery Act 2015 places a duty on specified public authorities to notify. Modern slavery is a brutal crime affecting thousands in the UK and millions around the world. Victims are in situations of exploitation, controlled by deception, threats and violence. Exploitation can be hidden in plain sight, in car washes, nail bars, fields, factories, brothels and private homes.

STRENGTHS

- Very compelling subject, well presented and very useful eye opener
- Great information received which we can use in case of complaints and issues.
- Very well professionally presented with full use of video, slides, verbal presentation and examples on paper. Very thorough and in depth information.
- An engaging and frightening session!
- Excellent – full of detail, highly memorable and all the information I want
- Illuminated an area of criminality I had little previous knowledge. Very good presenter
- Understandable – good use of examples to engage audience
- Case studies. Indicators. How to report it – 999 if emergency, 101 if not urgent. Existence of National Referral Mechanism.
- Well structured, good presenter – lively, fluent, clear. Very informative, very knowledgeable speaker

WEAKNESSES

- Screen kept failing. Bit long. Needed examples of what we could do if suspected anything (given after question asked)
- Perhaps a little too much content but this is an observation not a criticism.
- No monitoring or policing of the training programme
- Council facility for screen presentation kept turning out
- No apparent weaknesses

OPPORTUNITIES

- Give contact numbers if suspect anything.
- Now we know how to contact and where to contact if needed.
- We need to familiarise all councillors to be aware and who to report it to (National Referral Mechanism)
- Could not even start to imagine any
- Not that I am aware of
- Case studies before presentation then case studies at end
- More collaboration with council and councillors

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	3
Excellent	8

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 15 Returned Feedback forms: 15

Aims and Objectives:

- To understand the Corporate Health and Safety Service
- To understand the duties of Members and Staff under the Health and Safety at Work etc 1974

STRENGTHS

- Informative and easily understood in a lively and totally competent manner.
- Good overview of Health and Safety at work vis a vis DBC.
- Very good knowledge, very concise and to the point.
- Interesting overview.
- Excellent! However, complex subject and ever changing legislation.
- Very informative. Emma Walker highly knowledgeable and put over subject with confidence and knowledge.
- Comprehensive.
- Knew her subject and took on board comments and suggestions made.
- All of it went well
- Well presented
- Very informative. Learned a lot more about safety issues.
- Good overview of this in Dacorum
- Breadth and depth of knowledge
- Very good. Identified some things that needed doing re members information (scrutiny and risk)

WEAKNESSES

- Initially long presentation with little intervention but good questions at the end of the presentation.
- More interactive would have been better ie asking questions of the audience.

OPPORTUNITIES

- More examples relevant to councillors but may be difficult to find.
- More examples perhaps?
- Perhaps a break part way through presentation.
- Can we offer help in H&S matters to voluntary sector.
- There is always room for improvements
- Training raised several issues ie members surgeries and lone working. The council has a register of homes not to be visited alone which hasn't been circulated for a number of years. Review frequency of circulating information on risks and safety advice and training.
- Please arrange to submit Emma's powerpoint to all 15 attendees.

TRAINING SCORE

Poor	
Adequate	
Good	2
Very good	7
Excellent	6

MEMBER DEVELOPMENT DATES 2017/18

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
Thursday 29 June 2017	N/A					
Thursday 6 July 2017	Parking Standards	6.00 pm	8.00 pm	Stephane Lambert, SPAR	Council Chamber	All
Thursday 20 July 2017	Modern Slavery	7.00 pm	9.00 pm	Julie Still/DS Duncan Montague	Council Chamber	All
Thursday 7 September 2017	Health & Safety – Members	7.30 pm	9.00 pm	Emma Walker/David Austin	Conference Room 2	All
Wednesday 1 November 2017	Emergency Plan	7.00 pm	9.00 pm	Makyla Devlin, HCC	Conference Room 2	All
Thursday 9 November 2017	Budget Process (DATE TO BE CONFIRMED)	7.30 pm	9.00 pm	J Deane/D Skinner	TBC	All
*Wednesday 15 November 2017						
*Wednesday 17 January 2018						
Thursday 25 January 2018						

*Wednesday 21 February 2018						
Wednesday 28 February 2018	Staying Safe & Managing Challenging Situations	7.00 pm	9.30 pm	Keith Crampton, Wiz Training	Conference Room 2	All
Thursday 22 March 2018						
*Wednesday 18 April 2018						

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

Training currently being arranged:

- Domestic Abuse
- Media Skills
- Time Management

Member Development Steering Group Work Programme 2017/18

Meeting Date	Item
14 June 2017	<ol style="list-style-type: none"> 1. Quarterly Budget Update 2. MDSG work Programme 3. Annual Training Report 4. Member Development Programme 5. E-Learning for Members – Anne Stunell
3 October 2017	<ol style="list-style-type: none"> 1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme
6 December 2017	<ol style="list-style-type: none"> 1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme 5.
14 March 2018	<ol style="list-style-type: none"> 1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme 5. Induction 2019