



Public Document Pack  
**MEMBER DEVELOPMENT STEERING  
GROUP  
AGENDA**

**WEDNESDAY 5 DECEMBER 2018 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, Douris, Hicks, Howard, Silwal and Taylor (Chairman)

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **MINUTES** (Pages 2 - 7)
3. **MEMBER DEVELOPMENT PROGRAMME** (Pages 8 - 9)
4. **QUARTERLY BUDGET UPDATE** (Page 10)
5. **EVALUATION FEEDBACK FROM PREVIOUS DEVELOPMENT SESSIONS** (Pages 11 - 26)
6. **ATTENDANCE TOTALS** (Pages 27 - 28)
7. **INDUCTION 2019: INTAKES AND REFRESHERS** (Pages 29 - 31)
8. **MDSG WORK PROGRAMME** (Pages 32 - 33)

# Agenda Item 2

## MINUTES

### MEMBER DEVELOPMENT STEERING GROUP

3 OCTOBER 2018

**Councillors:** Banks  
Douris  
Hicks  
Howard  
Taylor (Chairman)

**Officers:** Katie Mogan Corporate and Democratic Support Lead  
Officer

The meeting began at 7.30 pm

#### **1 MINUTES**

The minutes of the meeting held on 14 March 2018 were agreed by the members present and then signed by the Chairman with the following changes:

- Councillor Douris & Hicks gave their apologies for the last meeting.
- Under item 3, change 'budge' to 'budget'

#### **2 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

Councillor Adshead was absent.

Update on actions:

- An organisation chart has been created with contact details for staff down to team leader level. This will be distributed to members in Members News and a hard copy placed in their pigeon holes.
- A biscuit box has now been provided for Member Development sessions.

#### **3 MEMBER DEVELOPMENT PROGRAMME**

Councillor Howard advised that the Hemel Hempstead Conservative Association were holding a meeting with Sir Mike Penning MP to discuss Brexit on 11<sup>th</sup> October and this may reduce attendees at the training session.

K Mogan advised that this had been organised by Strategic Planning with an external trainer.

Councillor Douris said he suspected that a number of councillors would want to

attend both sessions so queried whether the time could be changed to resolve the clash.

K Mogan said that officers were receiving training from the same trainer in the day so said she would ask if the session could be started earlier to accommodate councillors wishing to attend both sessions.

Councillor Douris said that that it would be a shame to lose the session especially as it is not coming out of the Member Development budget.

#### **4 QUARTERLY BUDGET REPORT**

Councillor Douris asked if Councillor Banks had already been on the training sessions listed.

Councillor Banks said she attended Women in Local Government last month and scrutinising council performance was being held later this month.

Councillor Douris suggested that any member that attends an external training course could feedback what they learnt to the committee. He asked what the Negotiating and Influencing course was.

Councillor Taylor said it was a member development session.

Councillor Douris queried why it hadn't been paid yet,

K Mogan advised that she was waiting for the invoice from the trainer.

Councillor Douris referred to the high cost of the training sessions provided by David McGrath. They were not cheap and the value of these sessions need to be maximised.

Councillor Taylor said he had composed a letter to send to all councillors to stress the importance of training. What needs to be looked at is how we make sure councillors attend the mandatory training sessions.

Councillor Banks said she felt the letter was nicely worded. Members were happy with the terminology.

Action: K Mogan to check Mark Brookes is happy with the letter and if so, send in an email to all councillors and leave a hard copy in their pigeon holes.

K Mogan said the office keep a record of what councillor attends each training session and there is also a record of training attended on each individual councillor's webpage for the public to see.

Councillor Douris suggested that ward advocacy would be better placed after the election for new members.

K Mogan said that this session had been requested by current councillors but it is something that could be repeated next year.

Councillor Douris asked if it would be possible to send out the cost of the course on the invitations so members are aware.

Councillor Howard said she didn't think that there were any more DBC nominated trustees.

Councillor Taylor said there were still some.

Councillor Howard said this session might also be useful for new councillors after the election.

Councillor Hicks asked if Councillor Taylor would be running the session.

Councillor Taylor said that it was an opportunity to share his knowledge of the subject. All community centres have nominated trustees and there are 12 of them.

## **5 EVALUATION FEEDBACK FROM PREVIOUS DEVELOPMENT SESSIONS**

Councillor Banks gave feedback on the Women in Local Government course that she attended last month. She said it was her intention to write a report to share with other councillors and was waiting on the data for Dacorum so she could compare and contrast. Councillor Banks said the course was very interesting with a number of guest speakers from different authorities. The audience was a mixture of both members and officers. One point she said she found most interesting, was the question, why is there a difference between genders? In education, boys and girls have equal opportunities and come out with comparative results but the work place is still lagging behind but in due course there will be a natural rebalance. For example, in the workplace a man would push for promotion but a woman will carry on because she expects to be acknowledged for her work. Women suffer from 'draw bridge' syndrome – as soon as they get promoted they don't network with other women and tend to sit themselves on a pedal stool. Councillor Banks said she felt the course was definitely worth the money.

Members discuss the ratio of men to women amongst councillors. Councillor Banks said councils should be representative of the community they serve.

Councillor Taylor ran through the sessions since the last meeting and the feedback received. He said the Homeless Reduction Act session was very informative. Some of the weaknesses were that the slides weren't provided in advance but said this was done on purpose to keep the attention of attendees and make sure people attend.

Councillor Douris highlighted the feedback about members 'chipping in' with their own personal stories. He suggested that the member development sessions moving forward should make sure questions were left to the end of the presentation. The

committee endorsed this change.

Councillor Taylor said the Highways advice session had a good attendance but the session was crammed into a small room.

K Mogan advised that the Green Flag awards were being held in all three of the main meeting rooms so they could not be used.

Councillor Taylor said the Negotiating and Influencing training was also a good session.

Councillor Howard said the handout provided was helpful as members could make notes during the presentation.

Councillor Douris said the feedback evaluations should list those who attended to see any trends in those attending or not. Only six attendees for the Negotiating & Influencing session is an insult to the external trainer who is paid a fee.

K Mogan suggested that attendance totals of councillors could be included in the agendas going forward.

## **6**                    **REVISED FORMAT FOR EVALUATION FORMS**

K Mogan proposed a new layout for the feedback forms. Currently, some of the feedback coming through isn't appropriate to send back to trainers and a scoring system will allow us to track the success of training sessions.

Councillor Banks said she thought this was a good idea because it would allow consistency in the questions asked and follow trends.

Councillor Taylor echoed comments that some feedback is inappropriate or objective.

Councillor Douris said he thought the new format was very good. It will help to refine whether we want to use a particular trainer. If there is a consistently low score, are they value for money?

Councillor Howard said it would be easier to use if not happy with the session instead of making a comment, it saves any upset or embarrassment.

Councillor Hicks asked if the lines could be double spaced under the 'comments' section.

The committee agreed to change the format of the feedback forms moving forward.

## **7**                    **INDUCTION 2019**

K Mogan said preparations have begun to plan the Induction programme for the new cohort of councillors after the elections in May 2019. She asked the committee for any suggestions on improving what has been done before.

Councillor Taylor mentioned that the coach tour of the borough was important to show new councillors the whole borough.

Councillor Banks said it might be useful to include the LA sites and more of Maylands as so much development is happening up there.

Councillor Taylor said he didn't find having lots of stops helpful. Community associations have never been included and councillors are involved in them so it would be good to include them.

K Mogan said she was happy to meet with officers to discuss an initial draft plan for the coach tour.

Councillor Taylor said the High Sheriff's Tour would be a good example to follow as this shows off the borough well. They normally stop at 2/3 places in the morning, have lunch, 2/3 more places in the afternoon and home about 4pm. It would be useful to be able to download a tour guide on the iPads.

Councillor Hicks said it would be difficult to get everything done in one day.

Councillor Banks suggested splitting the tour into two: commercial and community.

Councillor Douris said he didn't think he'd bene on a tour as he was familiar with the borough so he wasn't sure how successful they were. He suggested doing the tour in a different way and perhaps construct a treasure hunt/quiz that members could complete in their own time.

Councillor Banks said it would be a good exercise but didn't think it would be very useful.

Councillor Douris said it's something different to think about. The committee could brainstorm locations and encourage people to drive into the villages.

K Mogan said she was happy to look at both and bring them to the next meeting.

#### Action point update

K Mogan circulated a draft organisation plan that was requested by the committee at the last meeting. If members were happy with it, it would be sent out in Members News and a hard copy placed in each councillor's pigeon hole.

Councillor Douris said it would be useful to have the conversion for the extension numbers and email addresses.

K Mogan said she would double check the names of staff on their email addresses and add the Portfolio Holder for each service.

Councillor Douris asked if a list of starters and leavers could be provided in Members News.

K Mogan said it is distributed each month to staff so can easily be added to Members News.

## **8                    WORK PROGRAMME**

Councillor Douris asked to change 'Induction 2019' to 'Induction 2019: intake and refreshers'

The Meeting ended at 9.30 pm

**MEMBER DEVELOPMENT DATES 2018/19**

<b>Date</b>	<b>Development Event</b>	<b>Start time</b>	<b>Finish time</b>	<b>Contact / Run by:</b>	<b>Location</b>	<b>Which Members?</b>
Thursday 28 June 2018	Homeless Reduction Act	7.30 pm	9.00 pm	Natasha Beresford/Carly Thomas, DBC	Conference Room 2	All
*Wednesday 11 July 2018						
Thursday 19 July 2018	Highways advice to the local planning authority	7pm	9pm	Andrew Horner DBC/Nick Gough Herts Highways	Conference Room 2	All
Thursday 13 September 2018	Negotiation skills	7pm	9pm	Keith Crampton Wiz Training	Conference Room 2	All
Thursday 20 September 2018	Standards training	7.30pm	9pm	Mark Brookes DBC	Conference Room 2	Standards Committee
Thursday 11 <sup>th</sup> October	CIL/S106 Briefing	7pm	9pm	Emma Cooper	Conference Room 2	All
Tuesday 30 <sup>th</sup> October	Planning code of conduct and member/officer relations	7pm	9pm	Mark Brookes/Chris Gaunt DBC	Conference Room 2	DMC Members
Thursday 1 <sup>st</sup> November 2018	Effective Ward Leadership & Advocacy Skills	7pm	9pm	David McGrath, Link UK Ltd	Conference Room 2	All
Wednesday 14 <sup>th</sup> November	Universal Credit	7pm	9pm	Layna Warden/Chris Baker DBC	Conference Room 2	All
Thursday 22 <sup>nd</sup> November	Responsibility as a DBC nominated trustee on outside bodies	7pm	9pm	Cllr Roger Taylor		



*Wednesday 28 November 2018	Budget Process	6pm	7pm	Nigel Howcutt	Council Chamber	All
*Wednesday 16 January 2019						
Thursday 24 January 2019	Confident, Safe and Effective Use of Social Media	7pm	9pm	David McGrath, Link UK Ltd	Conference Room 1	All
*Wednesday 20 February 2019						
Thursday 28 February 2019						
Thursday 28 March 2019						
*Wednesday 17 April 2019						

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

Training to be arranged:



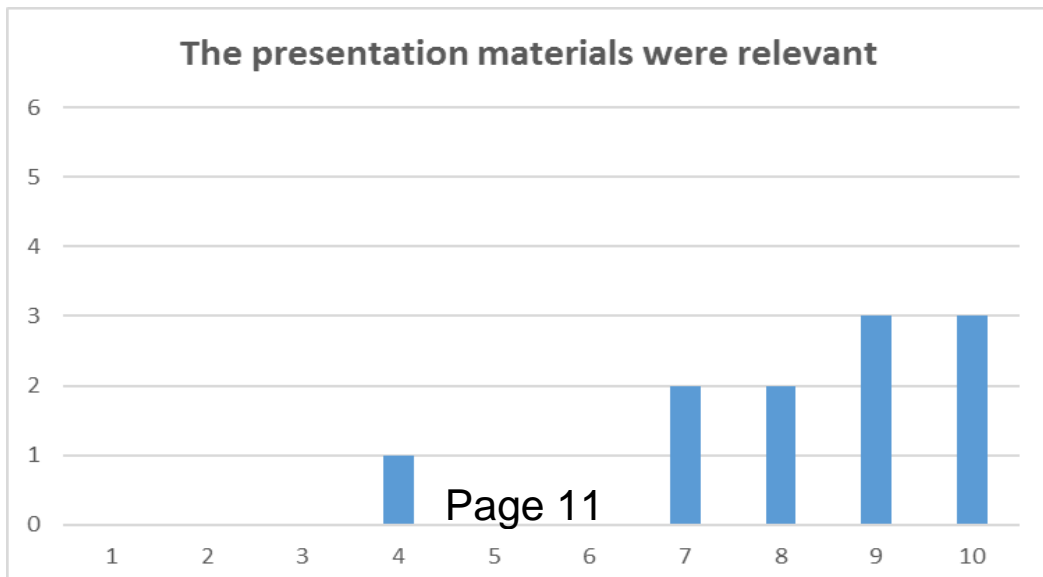
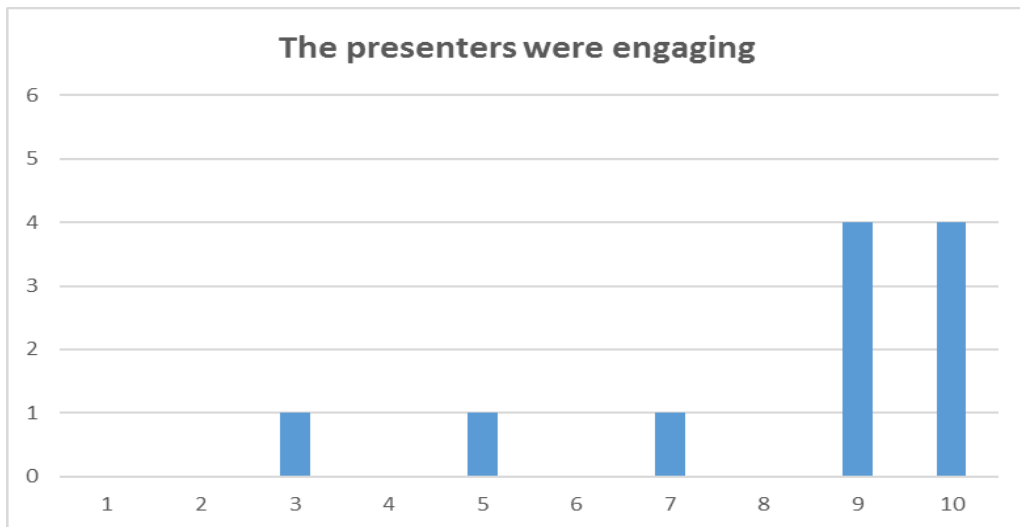
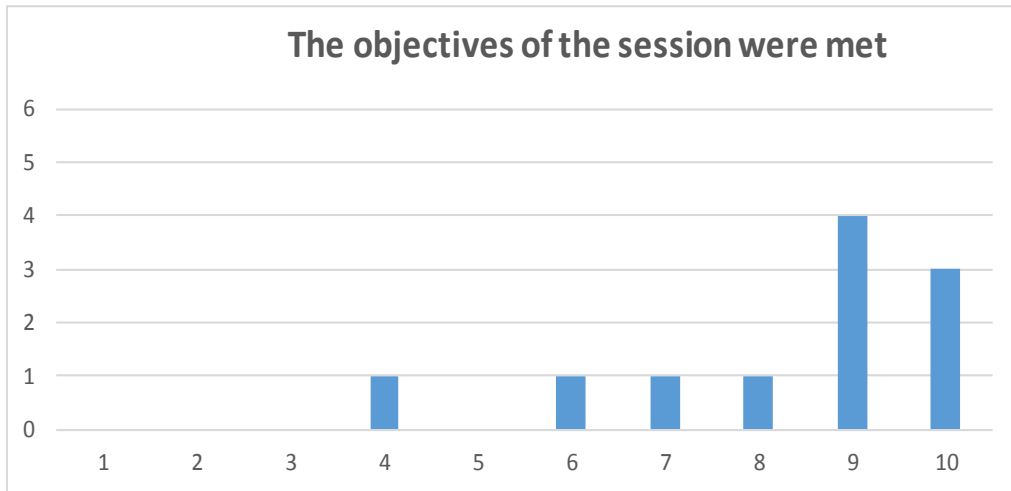


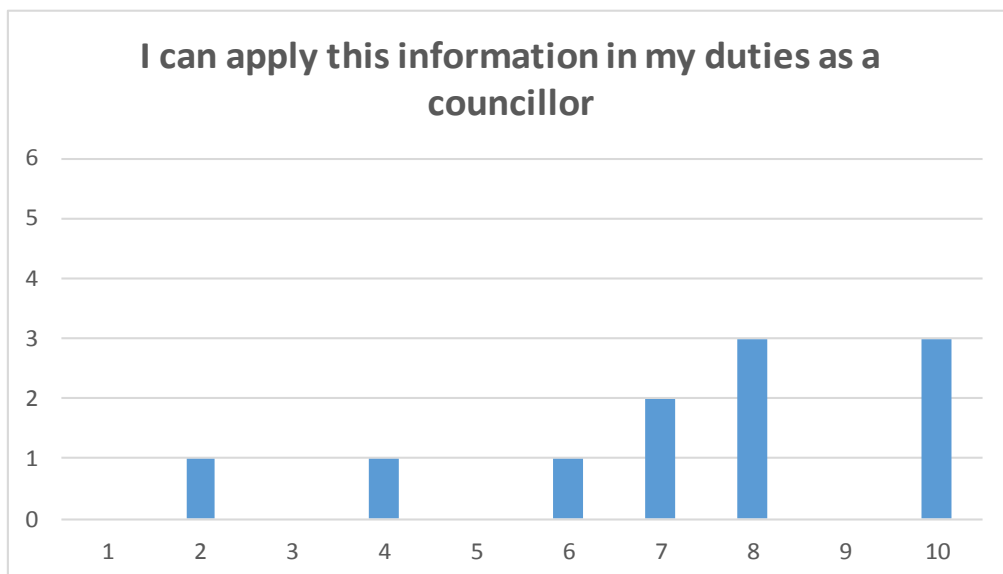
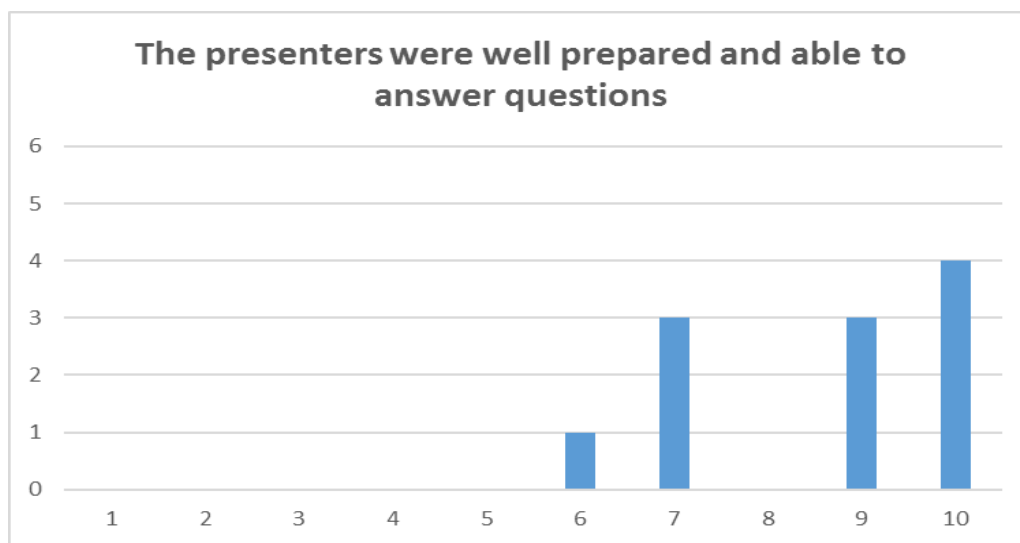
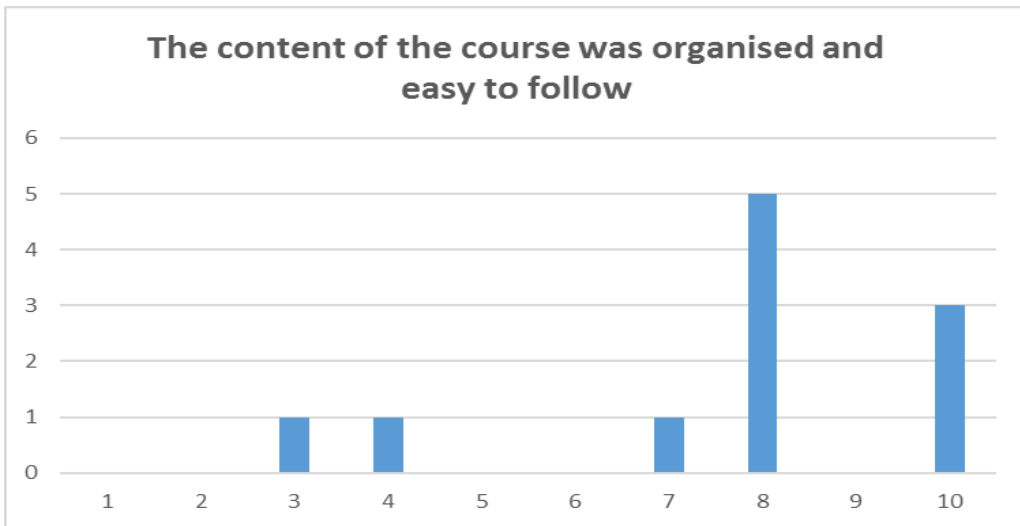
## FEEDBACK ON TRAINING & DEVELOPMENT

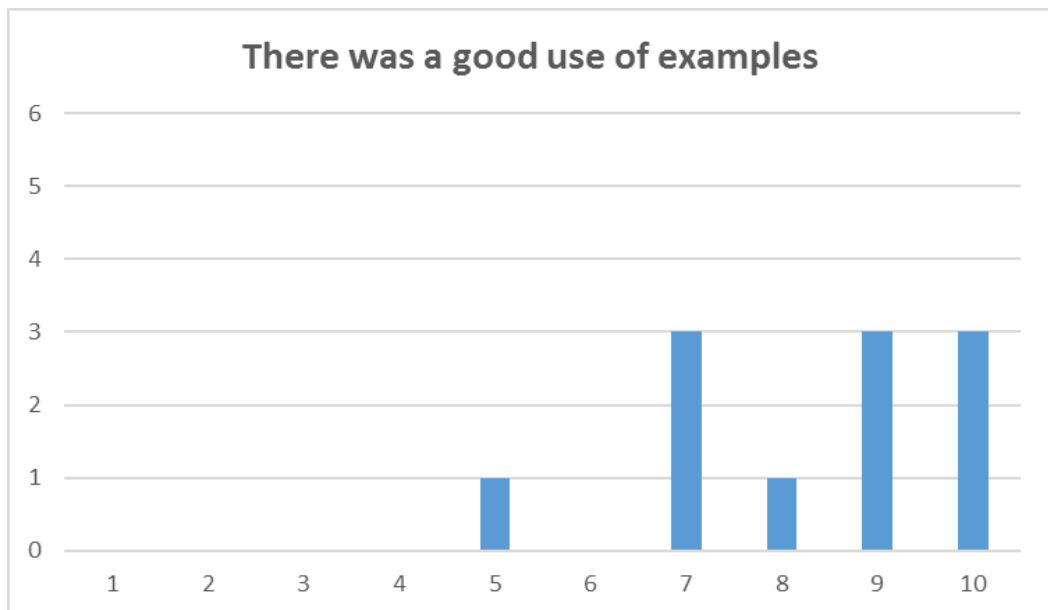
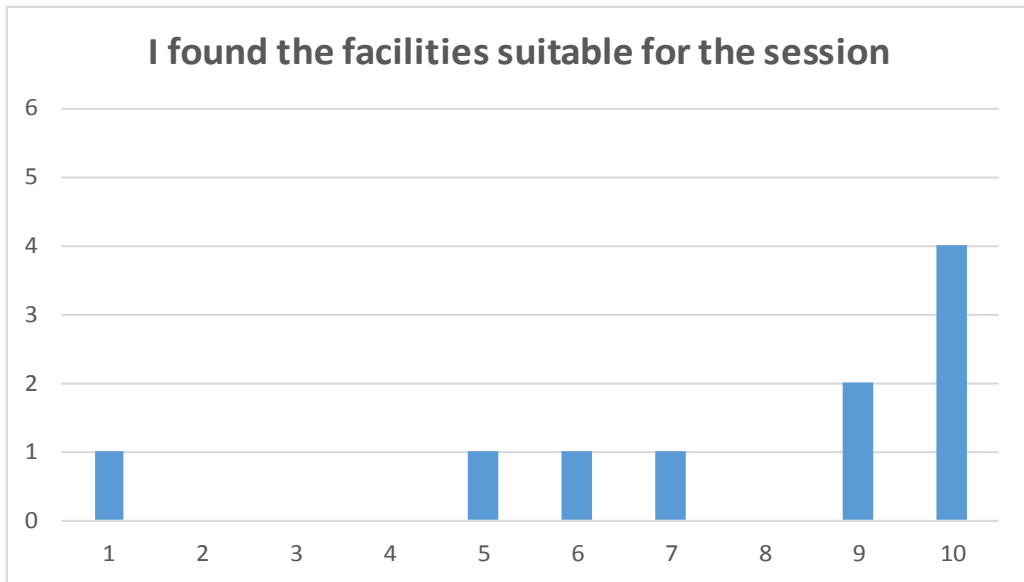
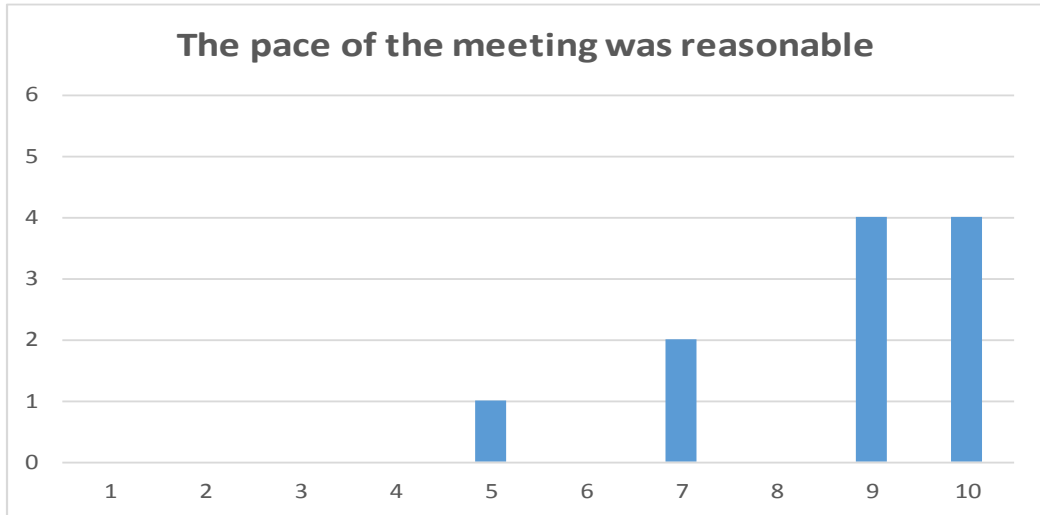
Attended: 11    Returned Feedback forms: 11

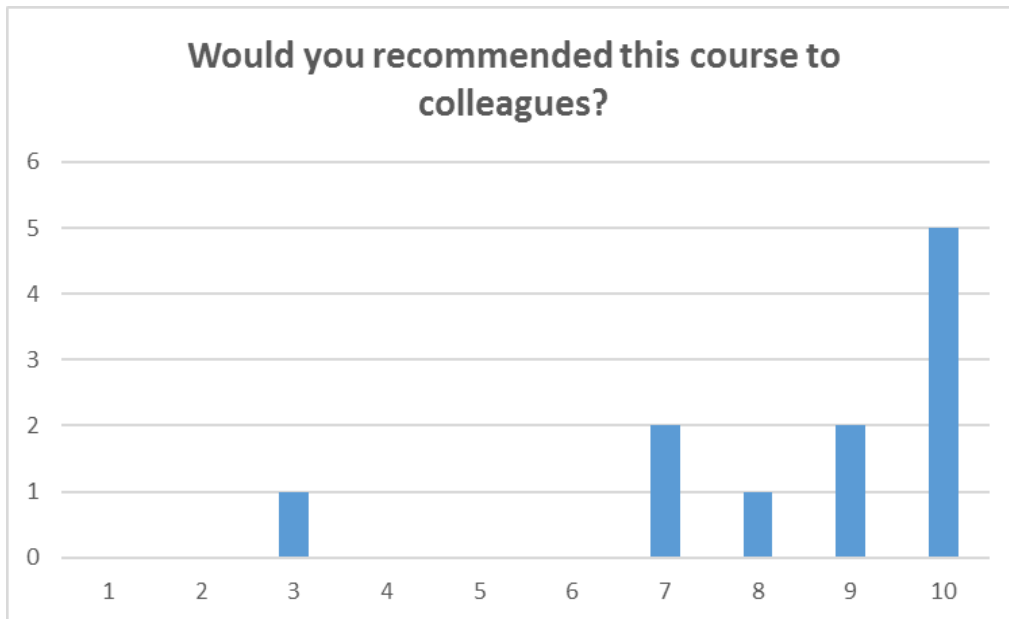
### Aims and Objectives:

The session will cover the basics of CIL, the neighbourhood proportion and how ward councillors can make the most of the funds available.







**Any other comments:**

- Really useful session. The comprehensive presentation and clarifications were helpful.
- Very good! Look forward to receiving copy of the slides.
- Display equipment caused a problem and had to be rebooted.
- Cold!
- Gilian knew the subject well and knew the answers to our questions and gave good examples. Well worth the time she spent with us. Excellent examples of consequential damage issues if certain changes are made subsequent to planning permission granted. The costs to the developer can be considerable.

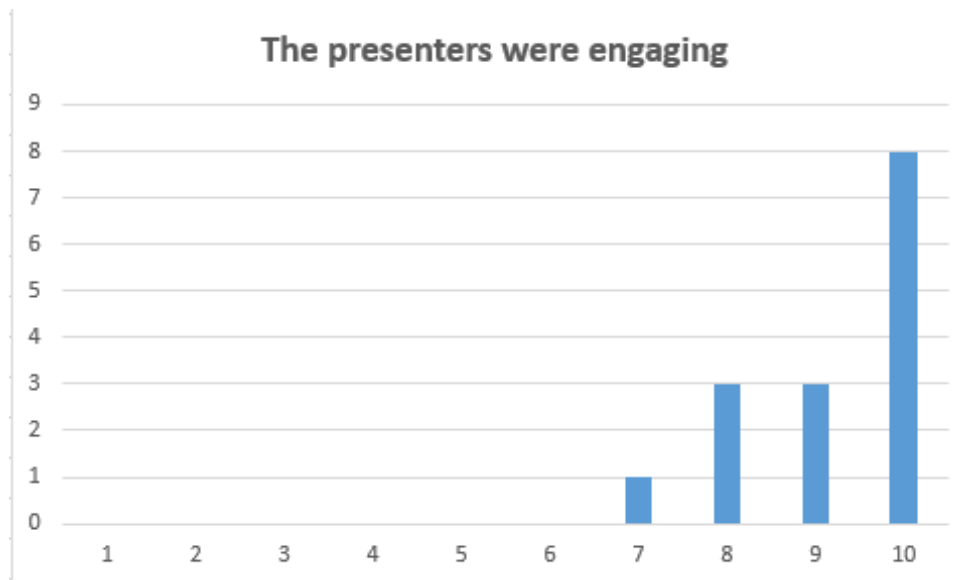
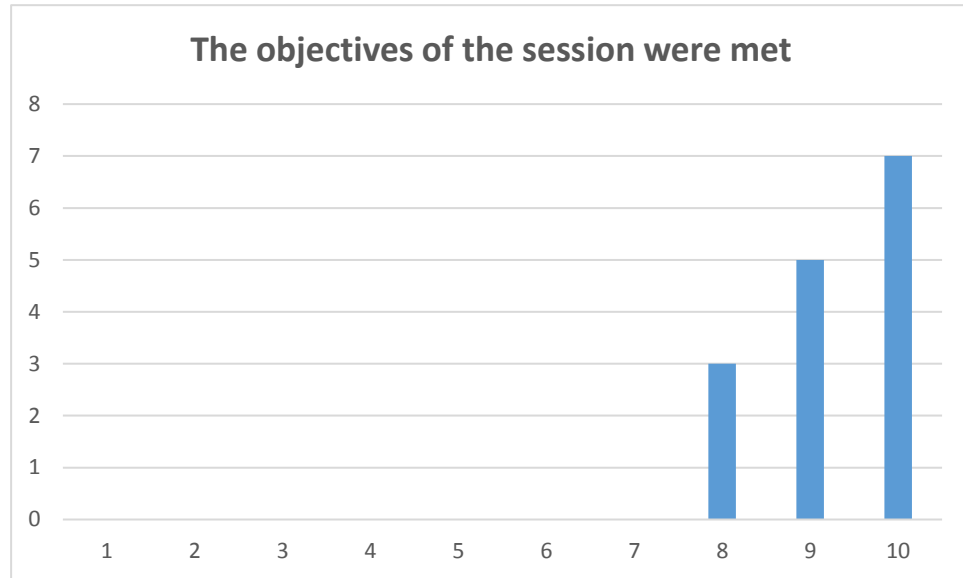


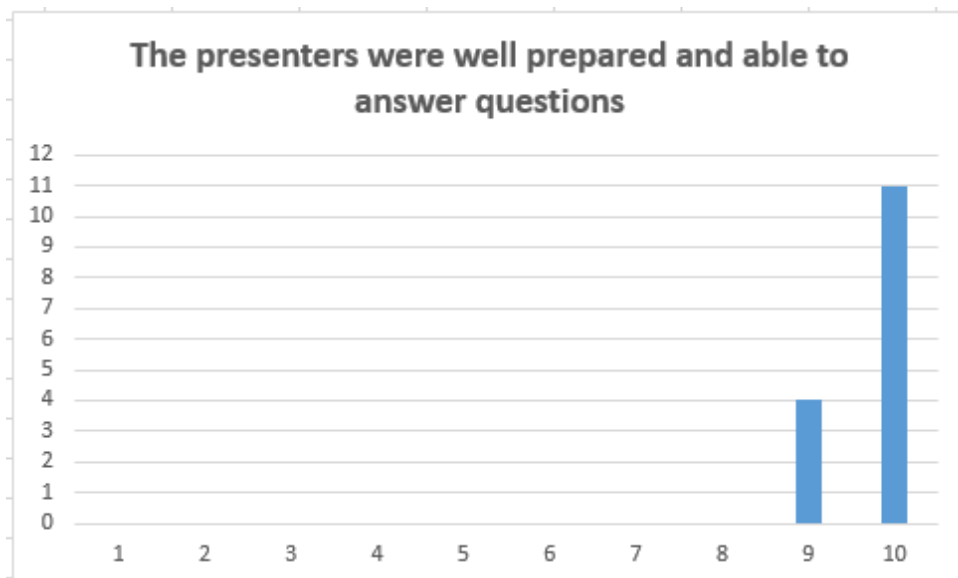
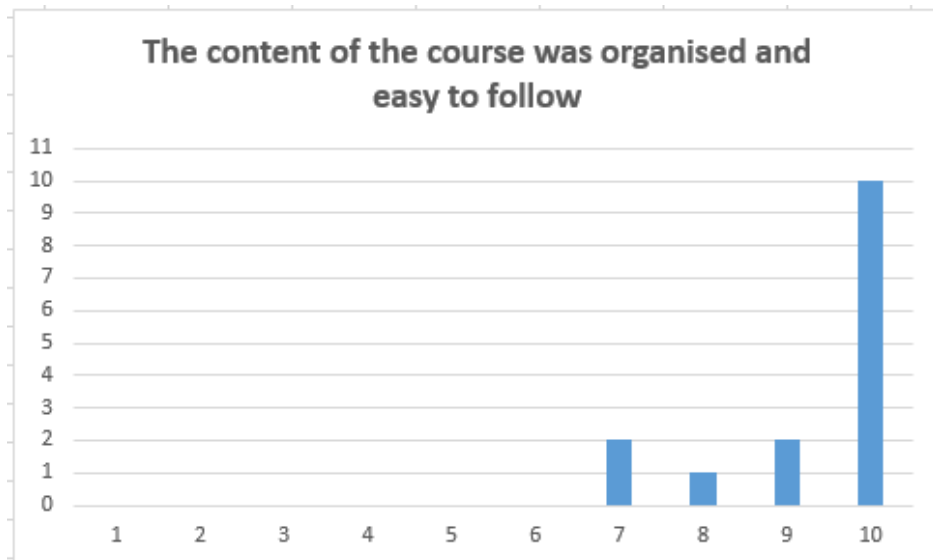
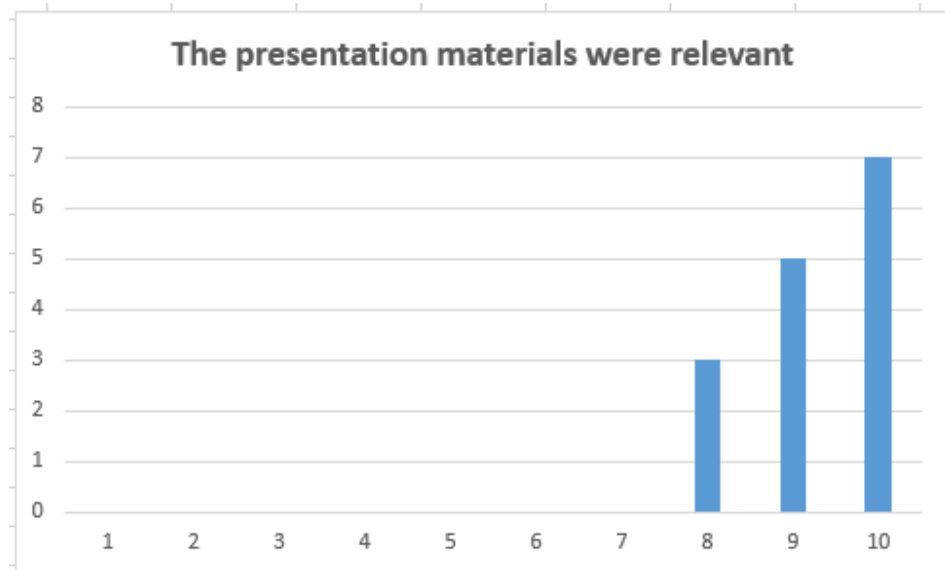
## FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 15 Returned Feedback forms: 15

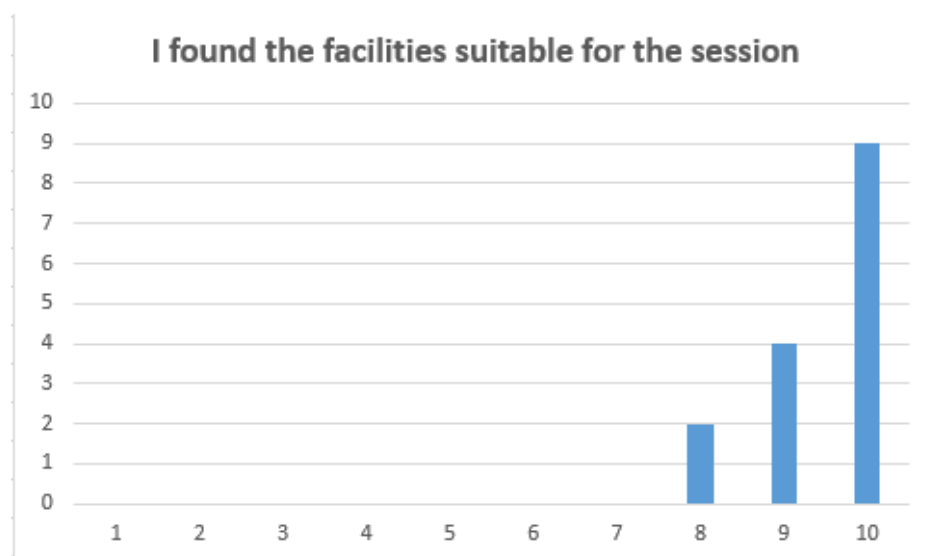
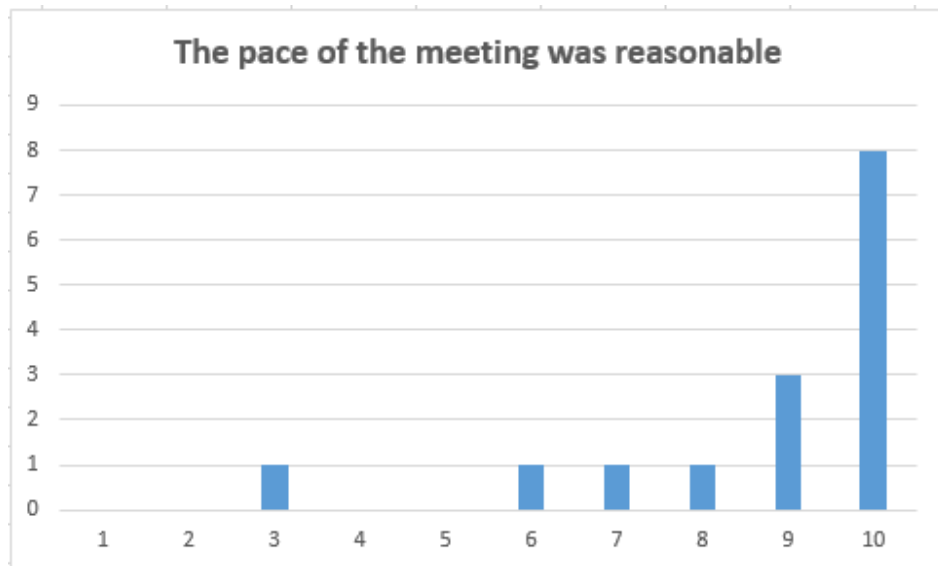
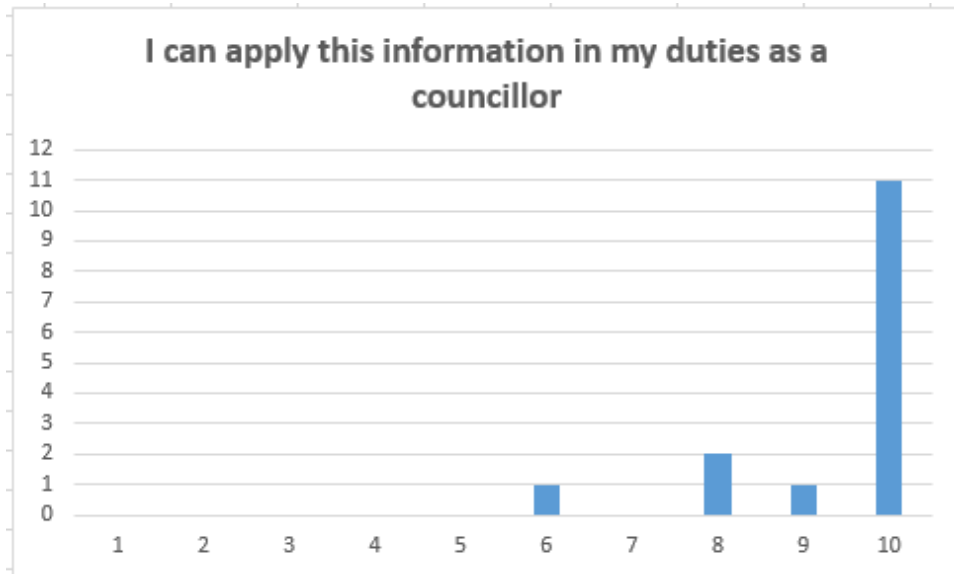
### Aims and Objectives:

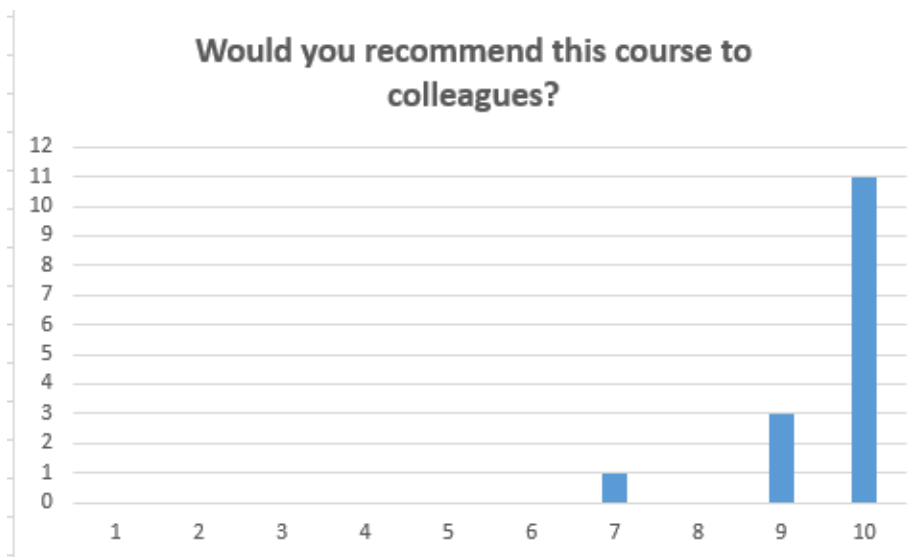
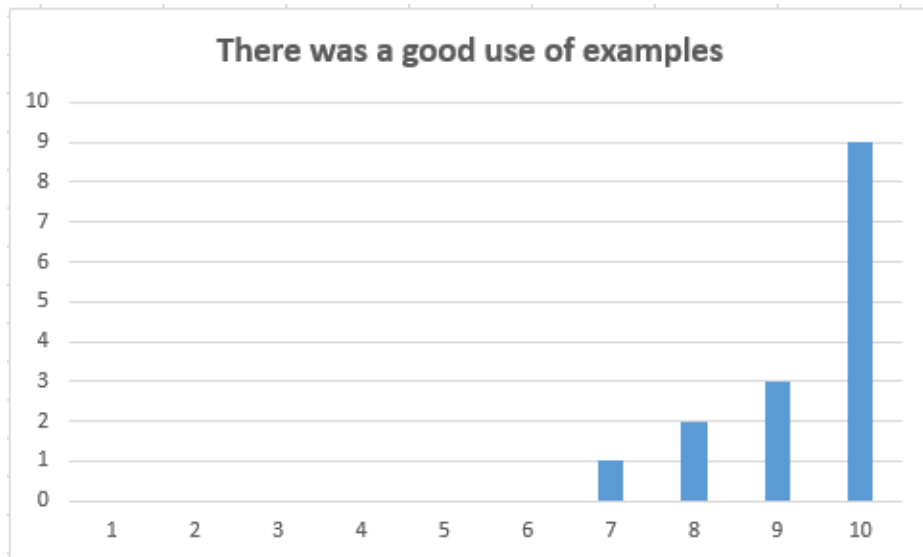
The training will aim to give members involved in the planning process a better understanding of the three main codes of conduct, the Code of Conduct for Members, the Planning Code of Practice, and the Protocol for Member/Officer relations and how the codes impact on the role of a councillor.











Comments:

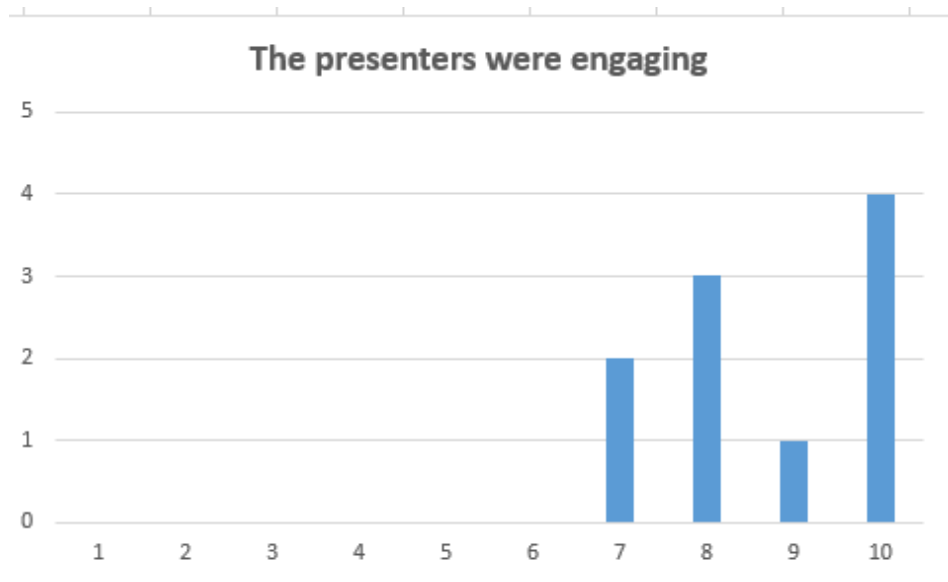
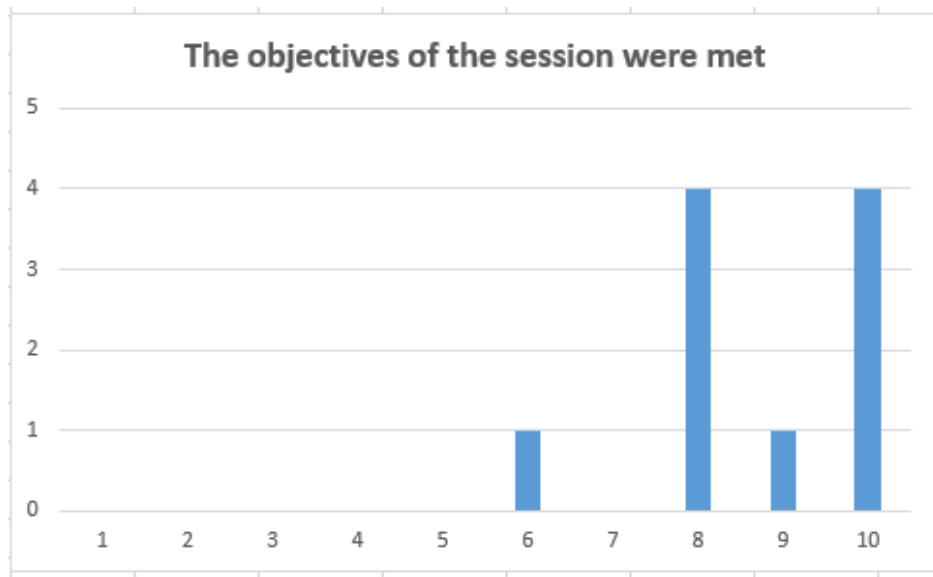
- Mark and Chris made this a very good session. Good examples and recognising concerns which can only be dealt with if specific situations occur.
- Very well presented and knowledgeable
- A much more interesting topic than the average. Very well presented.
- It is a pity more members did not attend, especially those who most need it.
- Very well presented. Excellent session.

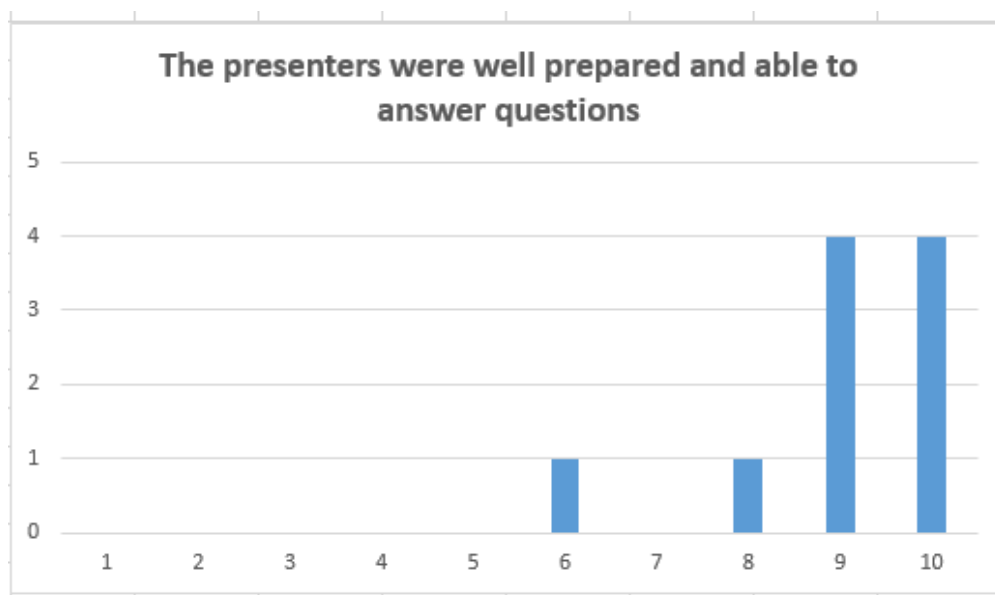
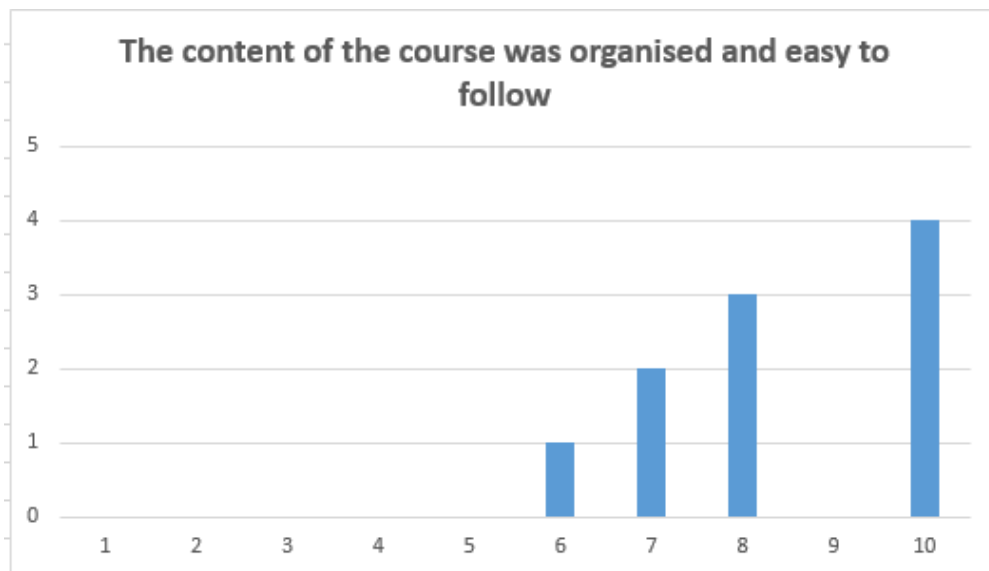
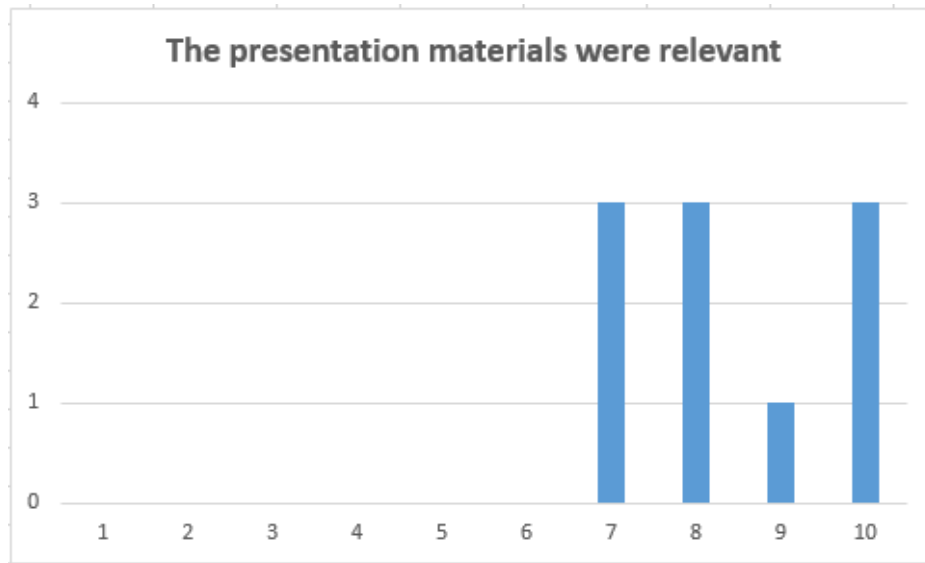


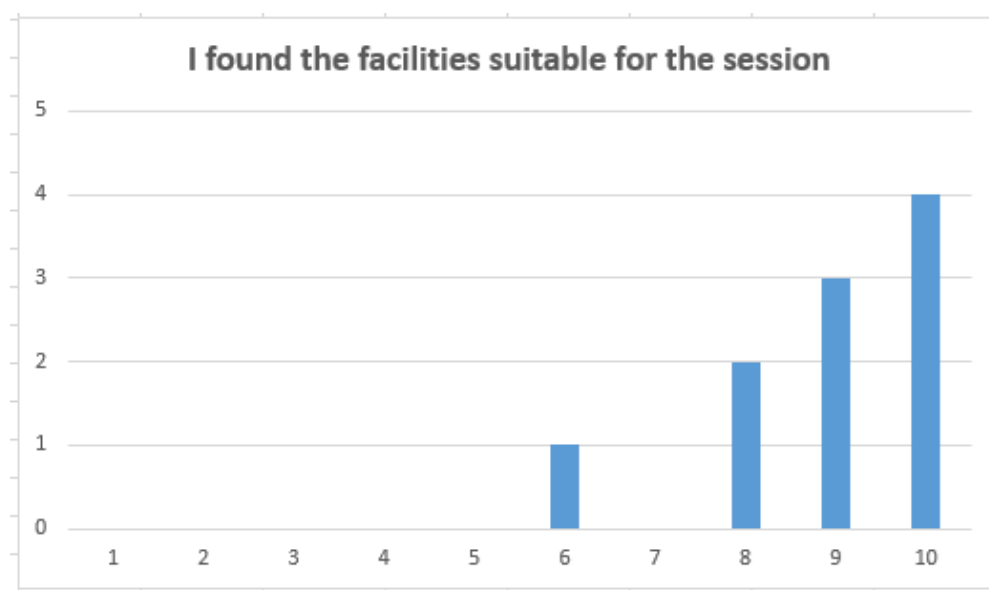
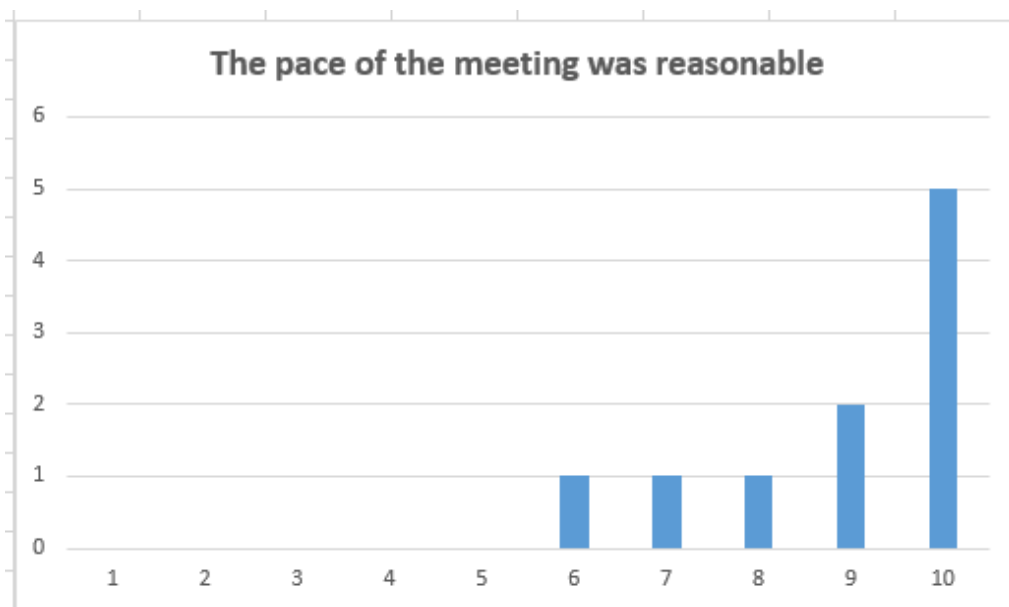
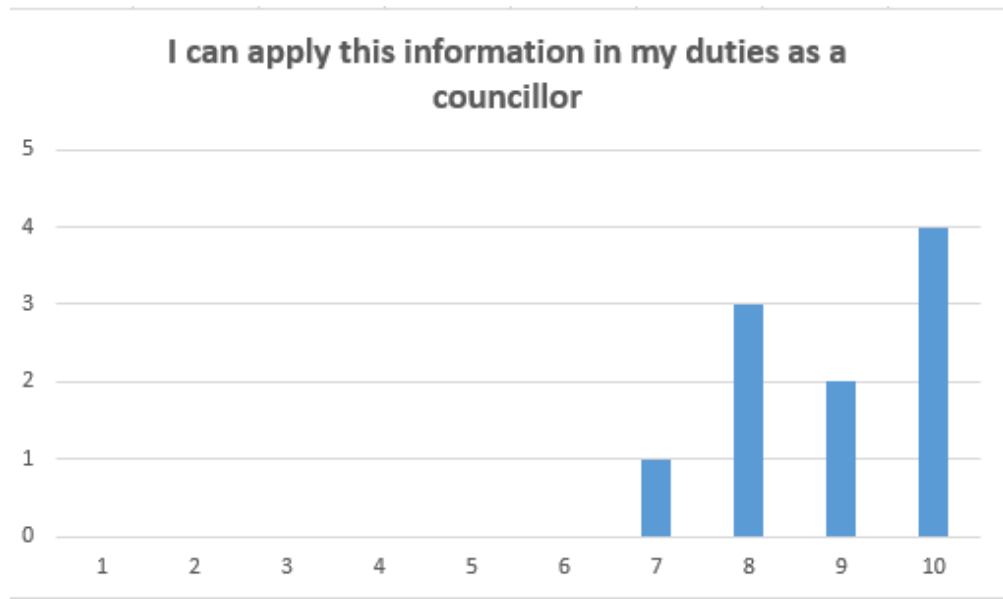
### FEEDBACK ON TRAINING & DEVELOPMENT

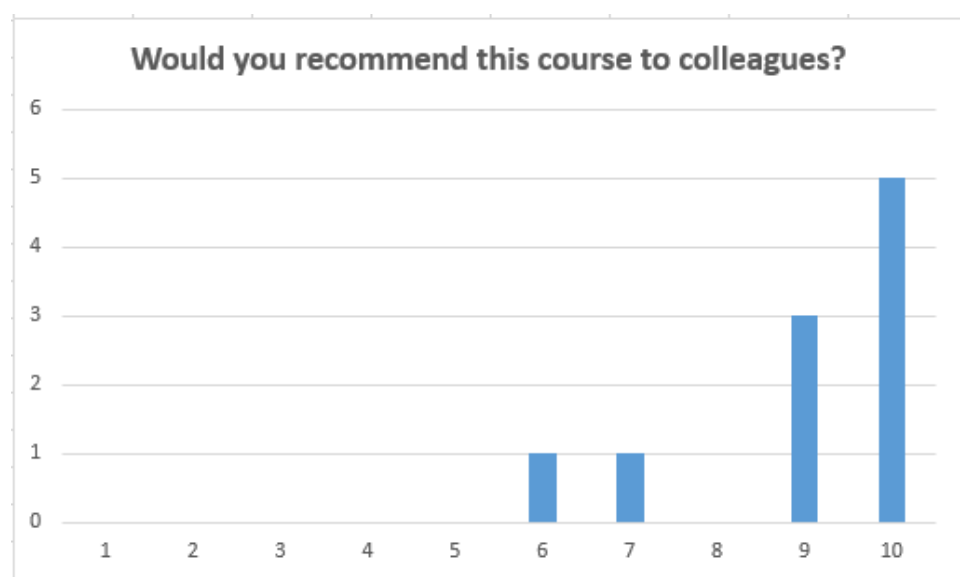
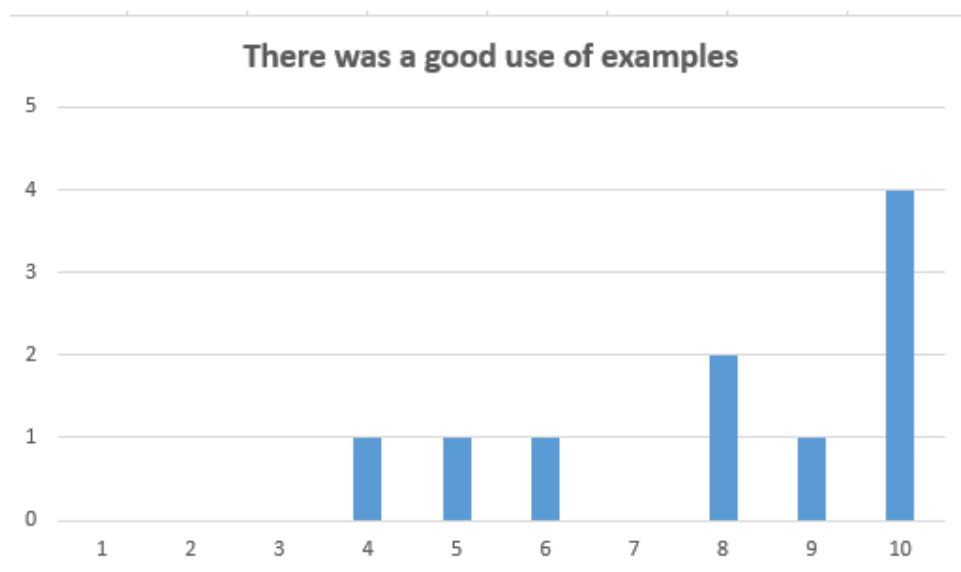
Attended: 10    Returned Feedback forms: 10

and Objectives:  
This session will give members the opportunity to learn more about how and the ongoing rollout of Universal Credit will affect residents and Council services.









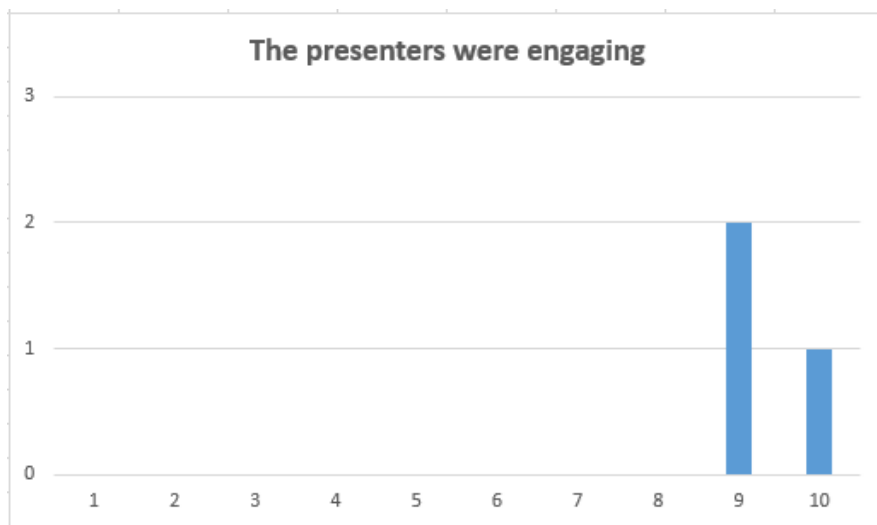
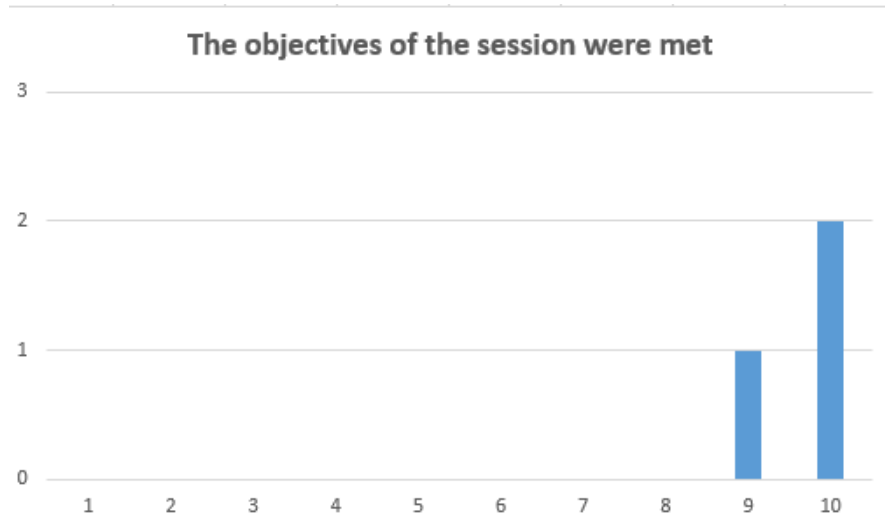
**Any other comments:**

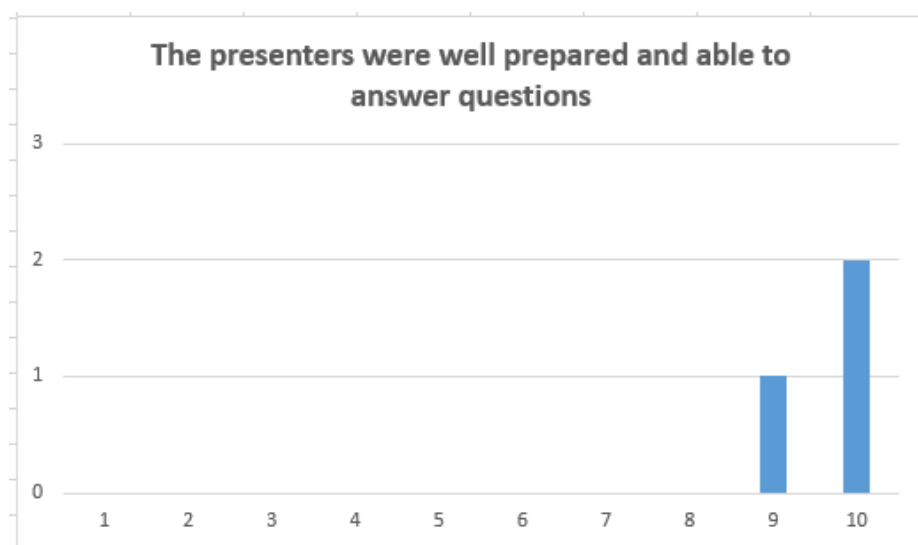
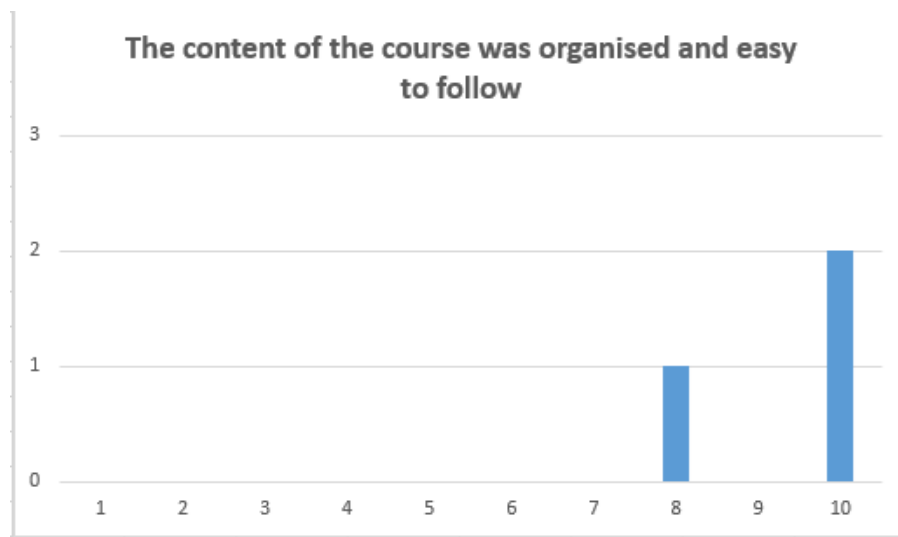
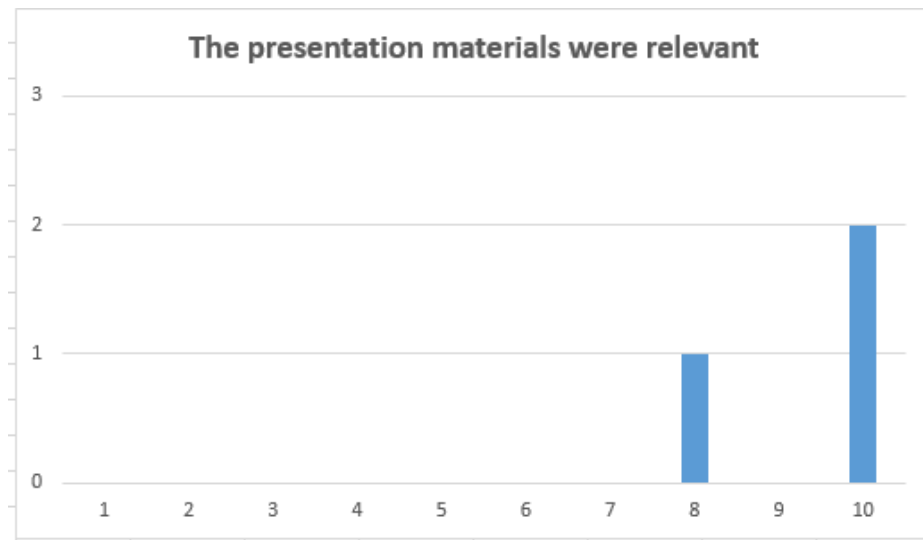
- Tremendous effort by Layna and Chris. Thank you both so much.
- Very important subject and need to understand very well
- A good performance by two good DBC officers
- Extremely knowledgeable presenters. Disappointing member attendance.



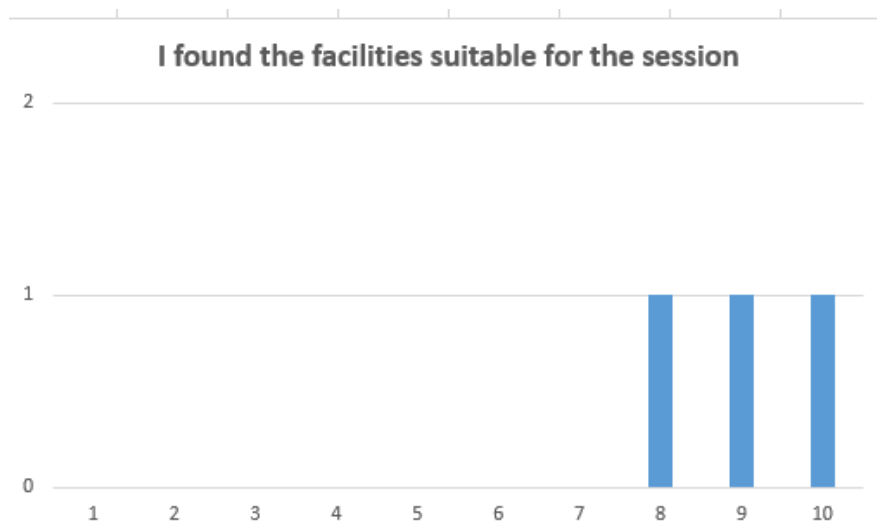
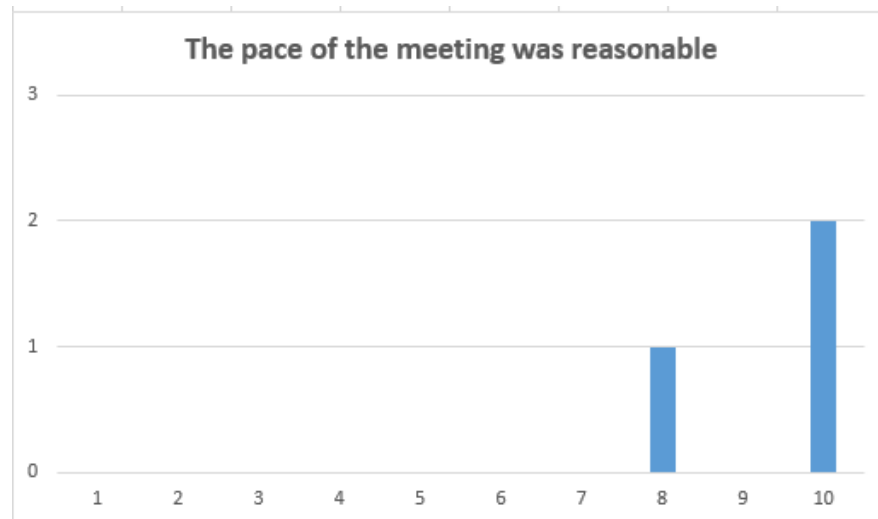
### FEEDBACK ON TRAINING & DEVELOPMENT

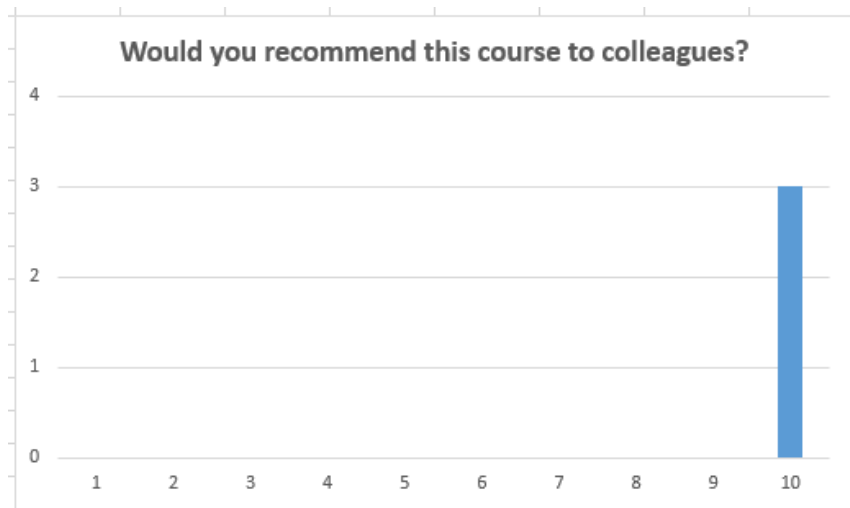
Attended: 3      Returned Feedback forms: 3











Attendance Totals May 2018 - April 2019

Councillor	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course	Totals
	Homeless Reduction Act - 28/06/18	Highways advice to the local planning authority 19/07/18	Negotiation and Influencing - 13/09/18	Standards - 20/09/18	CIL/S106 - 11/10/18	Planning Code of Conduct/Member Officer Relations	Universal Credit - 14/11/18	Role as a DBC nominated trustee on outside bodies - 22/11/18								
ADELEKE Gbola																0
ADSHEAD Graham																0
ANDERSON Alan				1												1
ARMYTAGE Anthony		1	1			1	1									5
BANKS Julie					1			1								2
BARRETT Graham																0
BASSADONE Hazel																0
BATEMAN Stephen																0
BHINDER Alexander								1								1
BIRNIE John						1										1
BROWN Christina																0
CHAPMAN Herbert																0
CLARK Michael																0
COLLINS David																0
COLLINS Elaine																0
CONWAY Olive						1										1
DOURIS Terry		1				1	1									3
ELLIOT Graeme																0
ENGLAND Adrian																0
FETHNEY Tony																0
FISHER Anne	1	1			1		1									4
GRIFFITHS Margaret	1						1									2
GUEST Fiona		1	1		1	1										4
HARDEN Neil																0
HEARN Penny						1										1
HEARN Stephen																0
HICKS Mike	1	1			1	1										4
HOWARD Tina	1	1	1		1	1	1									6
IMARNI Isy	1															1
LINK Brenda																0
MADDERN Jan																0
MAHMOOD Suqlain	1	1														2
MARSHALL Janice	1	1			1	1										4
MATTHEWS Peter				1												1
McLEAN Bob																0
MILLS Stan																0
PETER Colin		1				1	1									3
RANSLEY Roxanne																0
RIDDICK Stewart		1			1	1										3
RITCHIE Tom																0
SILWAL Goverdhan		1	1				1	1								4
SUTTON Graham																0
SUTTON Rosie																0
TAYLOR Roger	1	1	1	1	1	1	1	1								8
TIMMIS Jane		1														1
TINDALL Ron	1	1	1	1	1	1	1									7
WHITMAN John																0
WILLIAMS Andrew						1										1
WYATT-LOWE William		1					1									2
WYATT-LOWE Colette		1			1	1										3
<b>TOTALS</b>	<b>9</b>	<b>16</b>	<b>6</b>	<b>4</b>	<b>11</b>	<b>15</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Induction 2019: Intake and refreshers

At the previous meeting, it was suggested by members that officers look at putting together a coach tour as part of the induction or putting together a 'treasure hunt' task for members to complete in their own time.

### Coach tour

The cost of hiring a coach for the day in 2015 was approximately £600. Feedback from the last MDSG was that the coach tour didn't particularly add any value as it was suggested that most people would know the area of Dacorum. At the last MDSG, there was also suggestions of perhaps targeting the coach tour towards communities and commercial premises.

### 'Treasure hunt'

It was suggested at the last meeting that a 'treasure hunt' type task could be developed to encourage new members to explore the borough without the need for a coach tour. Member Support have begun producing a ward fact booklet which will have a page for each ward and will include key information such as the electorate, schools, sheltered housing, key community assets (libraries, community centres etc) and a 'did you know?' fact. Any further suggestions welcome, please see an example attached.

It is felt that this incorporates elements of a treasure hunt by providing enough information for members to get to know each ward but allow them to go and visit each ward in their own time.

## Induction programme

### Dates

The date of the induction needs to be decided. The election is Thursday 2<sup>nd</sup> May.

### Packs

Alongside the ward information, an email has been sent to officers to ask if they would be interested in providing a 'FAQ' for their service to give members a short background into what the council provides and to assist them in carrying out their duties.

Other documents that could be provided are: the organisation chart, a briefing note on Portfolio Holder decisions, IT equipment instructions

### IT equipment

Councillor D Collins and Councillor Harden are currently testing a new device that, if successful, could be rolled out to all councillors to replace the iPads. If this is the case, it is hoped that members will have access to the intranet, allowing them the access the phone directory. Member Support also hope to create a 'Members Knowledge Hub' which will include details of training sessions, information from other departments like weekly planning application lists, provide digital copies of instructions and any briefing updates from departments.

### Mandatory training

Some training for new members could be considered mandatory. It is suggested that these courses are run as part of the induction programme to ensure that as many councillors take part as possible. The following courses Member Support feel would benefit from becoming mandatory are: GDPR, IT training, Constitution/Code of conduct, safeguarding.

Training such as Chair training and specific committee training will have to be planned at a later date once appointments have been made at Annual Council.

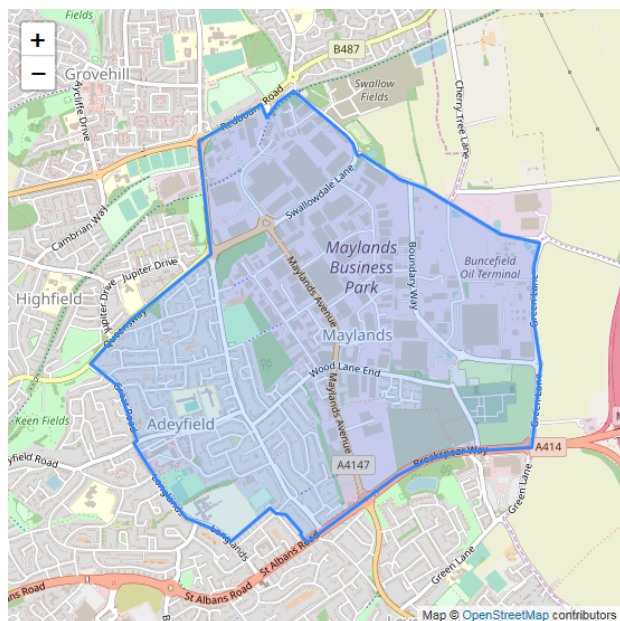
### Programme for induction

The programme for the day needs to be decided and how the day is planned out. In previous years, directors have provided a presentation on their area and individual services have a stall at the marketplace.

One suggestion is that Mark Gaynor, James Deane and Mark Brookes give general presentations and then we hold a series of 'talks' for more specific services like planning, benefits, housing etc. A schedule could be created and members book onto the specific courses they wish to attend.

For example, this part of the day could be two hours – if each talk is half an hour, members can book onto four different sessions.

# Adeyfield East



Councillors:



Councillor  
\*\*\*\*\*

 Conservatives



Councillor  
\*\*\*\*\*

 LIBERAL  
DEMOCRATS

Electorate:

Houses:

Schools: Adeyfield School, Hobletts Manor

Sheltered Housing: Rice Close

Adeyfield Community Centre – Queens Square

Adeyfield Library – Queens Square

Key developments:

- Maylands Industrial Estate (no. of businesses, number of new homes etc)

## Did you know...?

The Buncefield Oil Terminal explosion in December 2005 was the largest peacetime explosion since the Second World War.

**Member Development Steering Group Work Programme 2018/19**

<b>Meeting Date</b>	<b>Item</b>
<b>Wednesday 6 June 2018</b>	<ol style="list-style-type: none"> <li>1. Quarterly Budget Update</li> <li>2. MDSG work Programme</li> <li>3. Annual Training Report</li> <li>4. Member Development Programme</li> <li>5. Evaluation feedback from previous development sessions</li> </ol>
<b>Wednesday 3 October 2018</b>	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. Induction 2019</li> <li>5. Feedback form format</li> <li>6. MDSG work program</li> <li>7.</li> </ol>
<b>Wednesday 5 December 2018</b>	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. MDSG work Programme</li> <li>5. Induction 2019: intake &amp; refreshers</li> <li>6. Include attendance totals for training sessions</li> </ol>
<b>Wednesday 13 March 2019</b>	<ol style="list-style-type: none"> <li>1. Member Development Programme</li> <li>2. Quarterly Budget Update</li> <li>3. Evaluation feedback from previous development sessions</li> <li>4. MDSG work Programme</li> <li>7. Induction 2019: intake &amp; refreshers</li> <li>5.</li> </ol>



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