



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

**TUESDAY 29 SEPTEMBER 2020 AT 6.30 PM
MICROSOFT TEAMS**

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 Barry, Bhinder, Douris (Chairman), Freedman, Griffiths and Silwal

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 2. MINUTES AND ACTION POINTS FROM LAST MEETING** (Pages 2 - 9)
- 3. MEMBER DEVELOPMENT PROGRAMME** (Pages 10 - 12)
- 4. QUARTERLY BUDGET UPDATE** (Page 13)
- 5. EVALUATION FEEDBACK FROM PREVIOUS DEVELOPMENT SESSIONS** (Pages 14 - 21)
- 6. ATTENDANCE RECORD** (Pages 22 - 24)
- 7. DORIS TRAINING UPDATE**
A verbal update will be provided at the meeting
- 8. WORK PROGRAMME** (Page 25)

Agenda Item 2

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

18 JUNE 2020

Present:

Councillors: Barry
Bhinder
Douris (Chairman)
Freedman
Griffiths
Silwal

Officers: Katie Mogan Corporate and Democratic Support Lead Officer
Charlie Webber Corporate and Democratic Support Officer
(Minutes)

The meeting began at 6.30 pm

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 ACTIONS FROM THE PREVIOUS MEETING

- **Action:** Councillor Douris asked KM is she could talk to Finance about adding officer time to the Quarterly Budget Update.

Outcome: It is not possible to add officer time to the Quarterly Budget Update.

- **Action:** KM said that they would be asking other Local Authorities about the training that they provide to their Members.

Outcome: Completed – See page 16 of Agenda.

- **Action:** Councillor Freedman suggested speaking to the Communications team about Social Media platforms and whether they could provide internal training on this.

Action: KM said that they could look for a broader provider to deliver this type of training.

Outcomes: We are looking to find another course/provider to provide this type of training.

- **Action:** KM said that there was a function in ModernGov which could enable Councillors to have their own blogs and that these would appear on their Councillor page on the website. She said that they could look into this and provide training for Councillors on how to use it.

Action: KM said that the blogs had to be approved by Member Support first. She said that they would work on implementing it and would produce a guide including guidelines on what was appropriate to include. She added that it could be beneficial for residents to read Councillors' blogs without them having to use Facebook.

Outcomes: The blog function is outdated and is no longer supported and updated by ModernGov.

- **Action:** KM said that they would be arranging ICT Training sessions for Members.

Outcome: 8th April session cancelled due to Covid-19 and needs to be rescheduled.

The possibility of holding this session virtually was discussed.

Councillors Bhinder and Freedman agreed that it would be best to deliver this training face-to-face.

Councillor Freedman suggested holding an optional virtual training session on virtual meetings.

Councillor Bhinder said that he received a request for Microsoft Teams training.

KM said that 1:1 sessions had been offered to Members.

Councillor Douris suggested a general training session as well.

Councillor Griffiths suggested offering to distribute Microsoft Teams instructions to Members if they requested it.

- **Action:** KM said that they would speak to IT about the firewall issues Councillor Griffiths was having.

Outcome: We have spoken to IT about this issue.

Councillor Griffiths confirmed that the issue had been resolved.

- **Action:** KM asked about what other training courses Councillors would like. She suggested emailing all Councillors about more training that they would

like and then bringing the responses back to the Member Development Steering Group meeting in March.

Outcome: Completed – See page 16 of Agenda.

- **Action:** KM said that she would speak to Mark Brookes and Farida Hussain about Constitution Training with a specific focus on Full Council meetings.

Outcome: Training session scheduled to take place on Thursday 17th September.

- **Action:** Councillor Douris suggested providing a line on training evaluation forms where Councillors could add their name to the feedback form if they wished to discuss the session further.

Outcome: Completed.

- **Action:** KM said that they could make the comments section more focused.

Outcome: Looking at the best way in which we can do this.

- **Action:** Councillor Bhinder asked that alternate rows were shaded on the Attendance Totals spreadsheet so that it was easier to read.

Outcome: Completed.

- **Action:** KM said that she would get an update on the progress of the introduction of the online training booking system for Councillors.

Outcome: We have been meeting with HR to move this forward.

KM demonstrated the system and explained the traffic light system for mandatory training. She showed how to book onto training and said that a confirmation email was sent out after booking onto a course which also often included an outline of the course contents. KM said that they were working with HR and the software developers on the mapping of this and that when it goes live instructions and training will be provided.

Councillor Griffiths asked if the training available was Councillor-specific or whether Councillors could book onto training that was also available to officers.

KM said that the training available would be Councillor-specific to begin with but that they would ask HR whether training could be made available to everyone.

Councillor Griffiths asked if there was a date on this yet.

KM said that they were hoping for it to go live in the next few months.

3 **MINUTES**

Councillor Freedman asked for a slight amendment to the minutes from the meeting held on 7 January.

CW said that she would make this amendment.

With the amendment, Members present confirmed the minutes of the meeting held on 7 January. Hard-copy minutes to be signed when restrictions are lifted.

4 **ANNUAL TRAINING REPORT 2019/20**

KM went through the Annual Training Report.

5 **MEMBER DEVELOPMENT PROGRAMME 2020/21**

Councillor Douris said that the Planning Training (17th June) was excellent.

Councillor Griffiths asked whether the attendance was better due to it being a virtual session.

KM said that they had not yet received the attendance list from Sara Whelan.

Councillor Douris said that there was a significant number of Town and Parish Councillors in attendance.

Councillor Douris noted that the Equality, Diversity and Inclusion Training was taking place the following week (25th June).

CW said that she was working with IT to get Zoom installed on Councillors' devices.

Councillor Bhinder suggested training for Members on how to book Microsoft Teams meetings.

Action: KM said that some instructions had been created on how to book Microsoft Teams meetings and that she could send these out to him.

Members were contacted to find out what training they would like to see on the Member Development Programme for the next year and their responses published in the Agenda.

Councillor Douris asked if there were any popular responses from Members.

CW said that requests for IT Training were popular.

Councillor Freedman said that there had been significant changes made to rules and regulations due to Covid-19 and gave the example of Licensing. He suggested training on these changes.

KM said that regular papers were going to Cabinet. She added that they could speak to relevant officers of any changes if necessary and then provide either briefing papers or training sessions as appropriate.

Councillor Freedman said that it was important for Members to keep up-to-date so that they could inform residents.

Councillor Douris added that changes were happening at pace and that there were constant updates.

Councillor Griffiths said that in terms of decision-making, Members should be trained concerning legal ramifications, that they have to be re-trained for changes in law and that these should be covered in legal protocols. She added that she completely understood the importance of Members keeping informed in order to inform residents but said that officers were currently very busy. Councillor Griffiths gave the example of the Housing Teams and said that they were very busy with matters such as social distancing and shielding. She said that it was important to strike a balance.

Councillor Freedman added that changes could be difficult to predict.

Councillor Douris noted that Hertfordshire County Council were distilling each day's information to County Councillors and suggested using this to disseminate to Members in Dacorum.

KM said that a link to LGA guidance was included weekly in Members News and that this guidance was updated regularly.

Councillor Bhinder added that there was the potential of being overwhelmed with information.

Councillor Douris asked how officers received their updates.

KM said that Corporate & Democratic Support received briefing notes, for example, on how to hold virtual meetings. She said that other teams, such as Licensing, might receive similar briefing notes related to their service.

Councillor Douris suggested directing Councillors to the link to the LGA guidance in Members News. He added that anything specific, for example re-training, could be picked up.

Councillor Freedman agreed and commented that there was no easy option.

6 **QUARTERLY BUDGET UPDATE**

Councillor Douris asked whether this year's LGA conference had been cancelled.

KM said that they did not book this and it went through the Chief Executive's office instead but that she assumed it had been cancelled.

KM reminded Members that there was budget available for individual Councillors to go on training courses if they so wished.

Councillor Douris asked whether approval was required from the relevant Group Leader.

KM confirmed that approval would be required if the course was of significant cost.

Councillor Griffiths added that if a Member was consistently attending these types of courses then approval would also be required from the relevant Group Leader.

The Budget was noted and approved.

7 **EVALUATION FEEDBACK FROM PREVIOUS DEVELOPMENT SESSIONS**

KM said that an evaluation form would be available through the online system and that they would be speaking to HR about adapting it.

8 **ATTENDANCE RECORD**

It was noted that attendance was looking better.

KM said that a third, and final, session would be delivered for each mandatory course.

Action: Councillor Douris asked if a tint of colour could be added to the whole column for mandatory training on the spreadsheet.

KM said that there would need to be more Budget Setting Process Training soon.

KM asked if virtual meetings going forward was preferable.

Councillor Griffiths commented that the attendance had been high at the previous night's virtual Planning Training session.

Councillor Douris agreed that virtual meetings worked as long as the training was suitable for this.

Councillor Griffiths said that those with caring responsibilities might find it easier to attend virtual training sessions.

Councillor Bhinder added that some sessions required more interactivity.

Councillor Douris commented that there was a place for both kinds of training – face-to-face and virtual.

Councillor Bhinder said that providing virtual training could be a challenge.

KM added that it may be useful to deliver briefings virtually.

Councillor Griffiths said that it was positive that there had been better attendance at virtual sessions.

Councillor Douris agreed that virtual sessions did have their benefits.

9 **MDSG WORK PROGRAMME**

KM said that they would add Action Points to the Work Programme.

10 **ANY OTHER BUSINESS**

Councillor Silwal asked for the details of the Equality, Diversity and Inclusion Training.

CW said that it was taking place on Zoom at 7pm on Thursday 25th June.

Councillor Bhinder said that he had acquired a headset from Gary Osler in IT.

KM asked for details of IT equipment requests to also be sent through to Member Support.

The Meeting ended at 7.43 pm

Actions List from the meeting 18th June:

- **Action:** KM said that some instructions had been created on how to book Microsoft Teams meetings and that she could send these out to Councillor Bhinder. **ACTION COMPLETED.**
- **Action:** Councillor Douris asked if a tint of colour could be added to the whole column for mandatory training on the spreadsheet. **ACTION COMPLETED**

MEMBER DEVELOPMENT DATES 2020-2021

Date	Development Event	Start time	Finish time	Contact / Run by:	Location	Which Members?
Wednesday 17 June 2020	Planning Training (repeat)	6:30pm	8:30pm	Sara Whelan, Group Manager – Development Management & Planning	Microsoft Teams	Mandatory: All Members
Thursday 25 June 2020	Equalities, Diversity and Inclusion Training	7pm	8:45pm	Rosanne Bernard, Maximum Performance	Zoom	Open to All Members
Monday 17 August 2020	Social Media Training (repeat)	6:30pm	8pm	David McGrath, Link Support Services	Microsoft Teams	Mandatory: All Members
Friday 11 September 2020	Members Safeguarding Awareness Training	2pm	3:30pm	Education Child Protection (ECP) Ltd.	GoToWebinar	Mandatory: All Members
Monday 14 September 2020	Members Safeguarding Awareness Training (repeat)	7pm	8:30pm	Education Child Protection (ECP) Ltd.	GoToWebinar	Mandatory: All Members

Thursday 1 October 2020	Constitution Training – specifically Full Council	7pm	9pm	Mark Brookes, Assistant Director (Corporate & Contracted Services) and Farida Hussain, Group Manager (Legal & Corporate Services)	Microsoft Teams	Open to All Members
Thursday 8 October 2020	Member Development session TBC	-	-	-	-	-
Thursday 12 November 2020	Member Development session TBC	-	-	-	-	-
Thursday 11 February 2021	Member Development session TBC	-	-	-	-	-
Thursday 25 February 2021	Member Development session TBC	-	-	-	-	-
Thursday 18 March 2021	Member Development session TBC	-	-	-	-	-
Thursday 8 April 2021	Corporate Health, Safety and Resilience Briefing	TBC	TBC	Emma Walker, Group Manager (Environmental and Community Protection)	TBC	Open to All Members

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Mandatory training:

- Safeguarding
- GDPR/FOI
- Council's Constitution & Code of Conduct
- Media (including Social Media) training
- Budget setting process
- Chairing skills (for Chairs/Vice Chairs)
- Statutory committee training (for Committee members);
 - Development Management
 - Licensing
- Planning training for all members

Agenda Item 5

Trainer: Rosanne Bernard, Maximum Performance



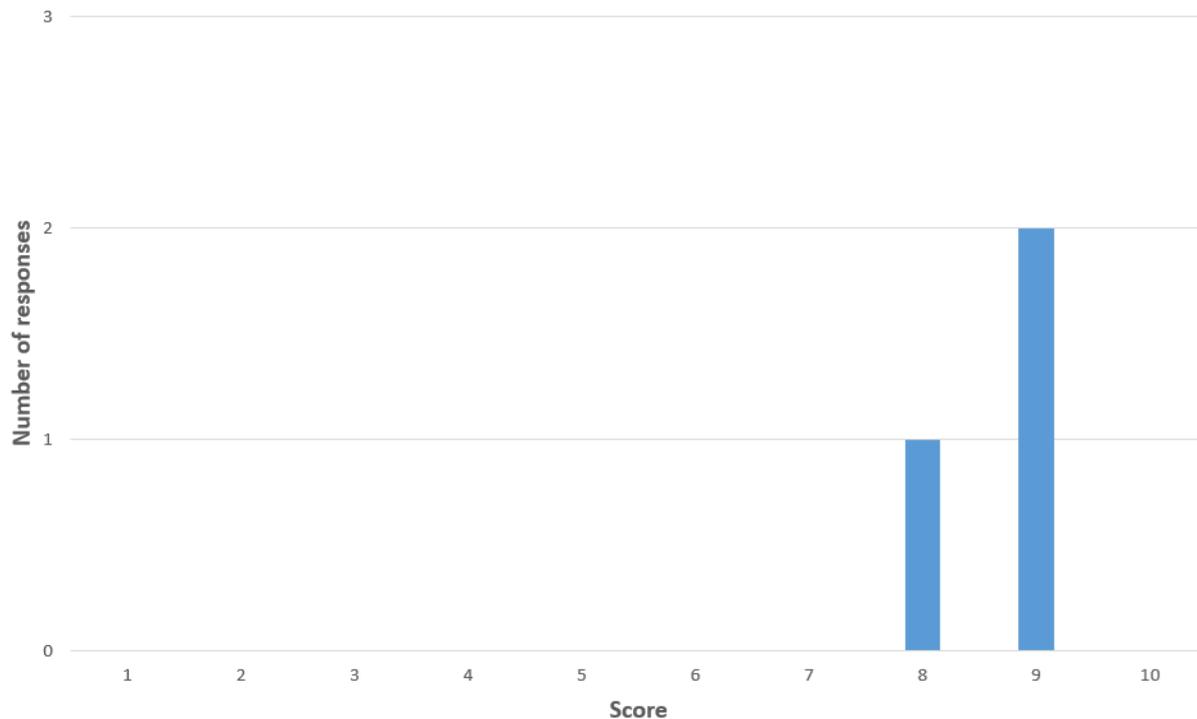
FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 18 Returned Feedback forms: 3

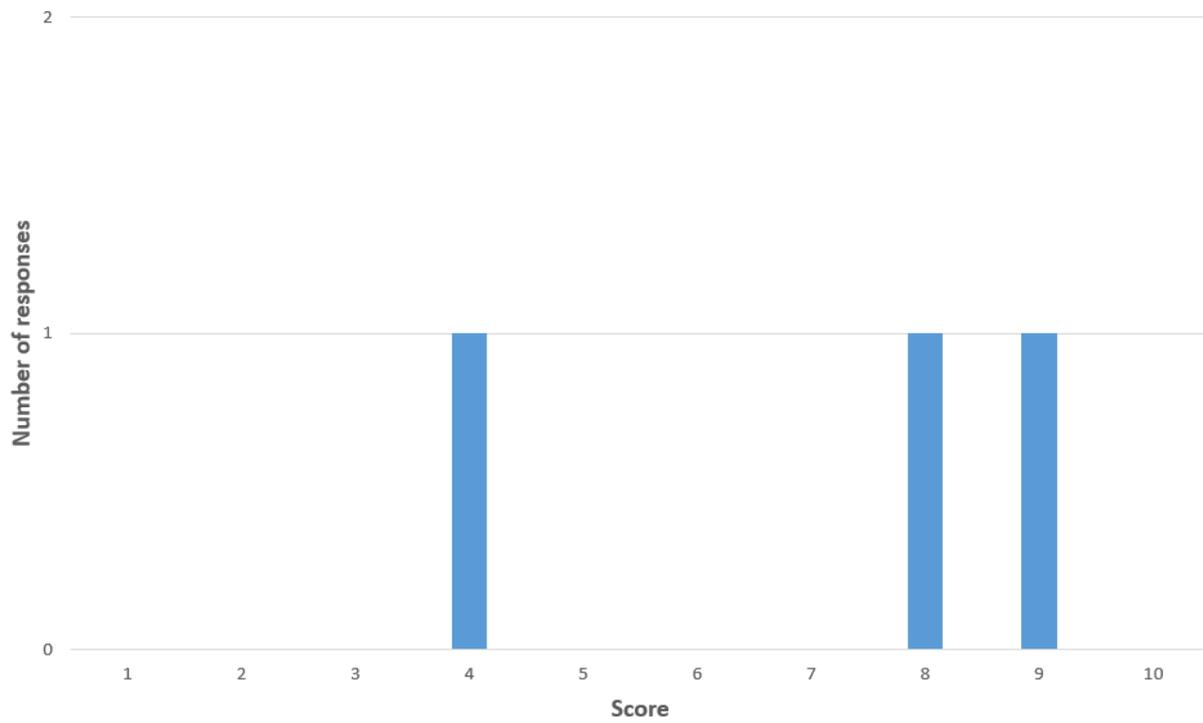
Objectives:

- Understand the importance of equality, diversity and inclusion to the Council, both as an employer and in the provision of services.
- Know what constitutes unlawful discrimination and how to minimise Council and individual risk in this area.
- Know the importance of valuing individual differences and treating people with respect in line with Council policies and values, including the Code of Conduct for Members.
- Have explored what is meant by prejudice, stereotyping and unconscious bias and how these may affect individual attitudes and actions.

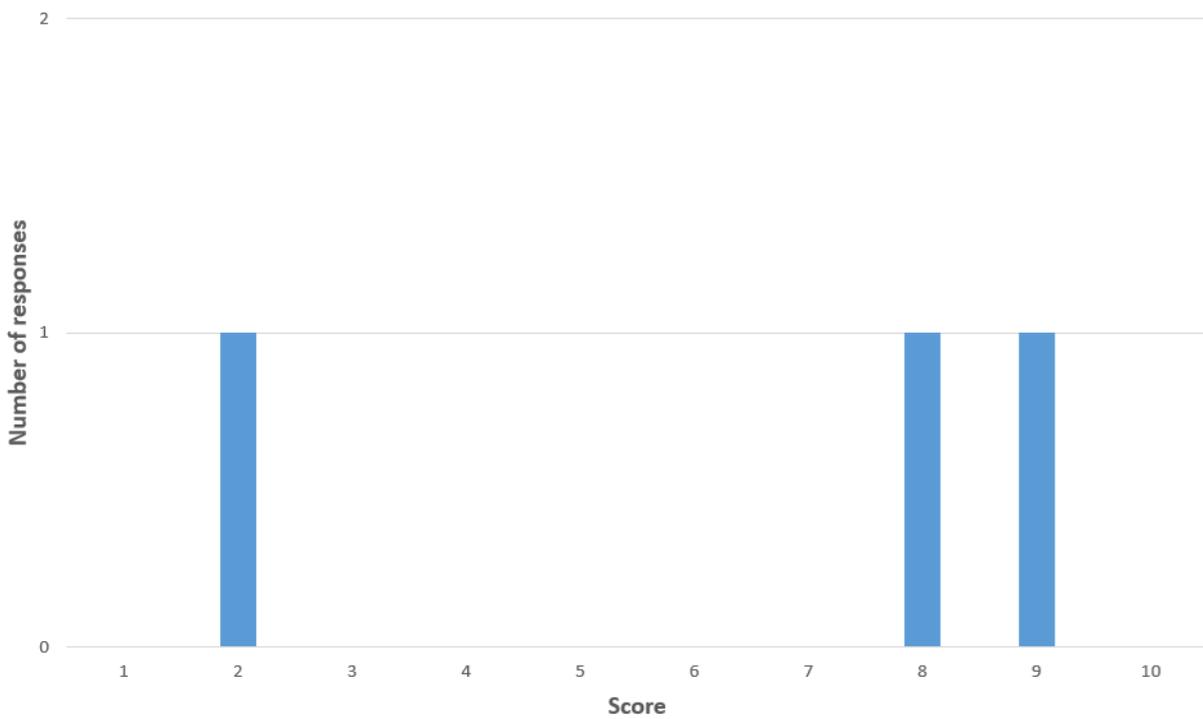
The objectives of the session were met

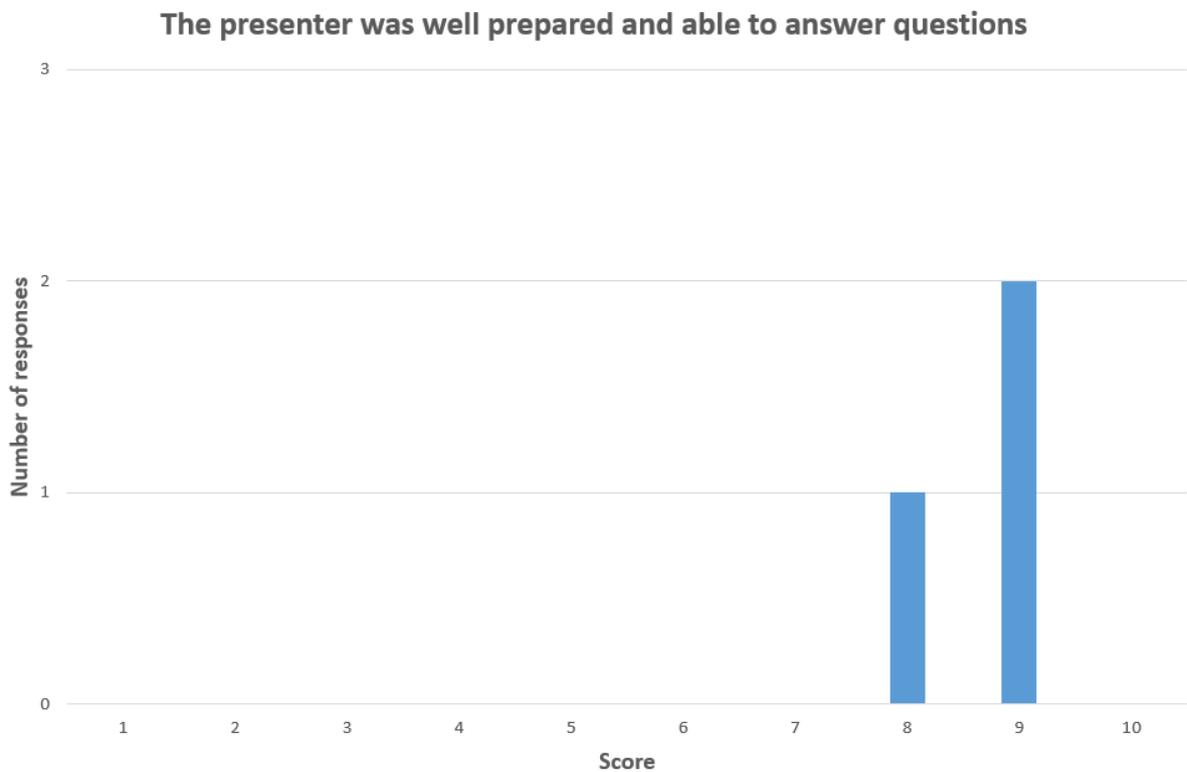
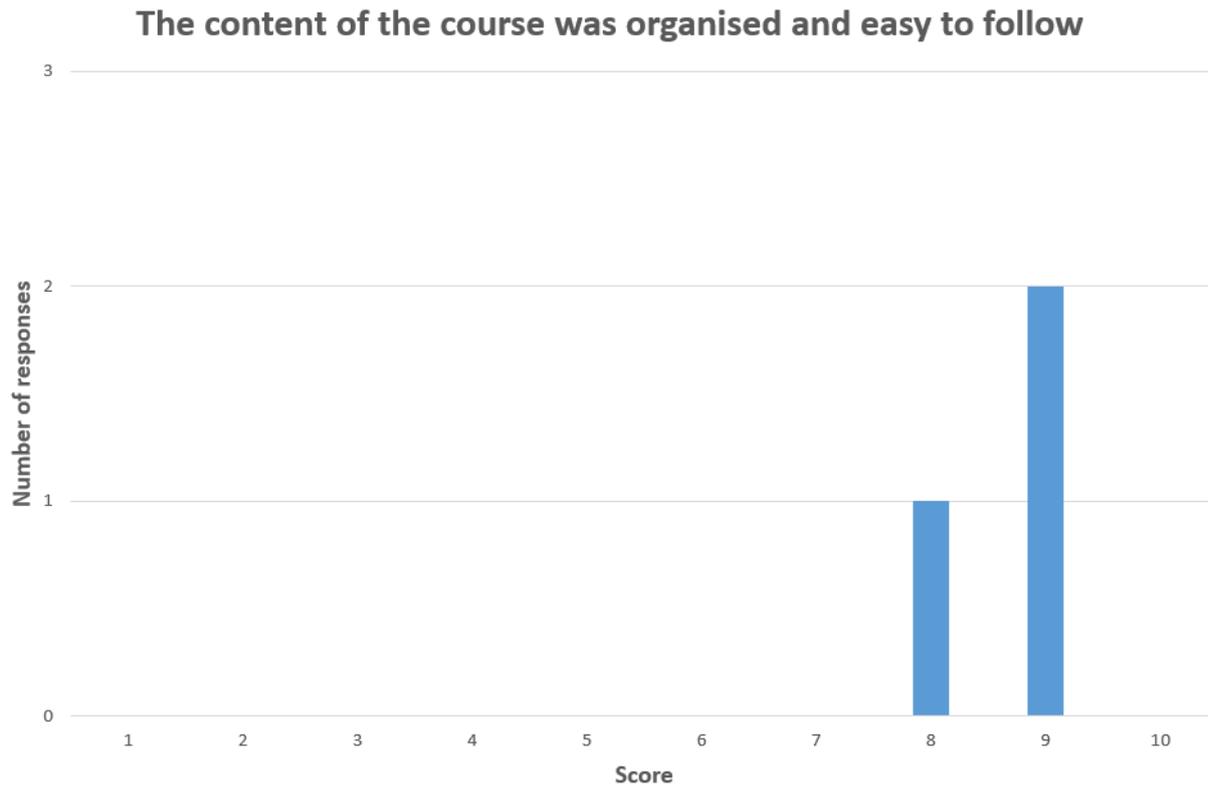


The presenter was engaging

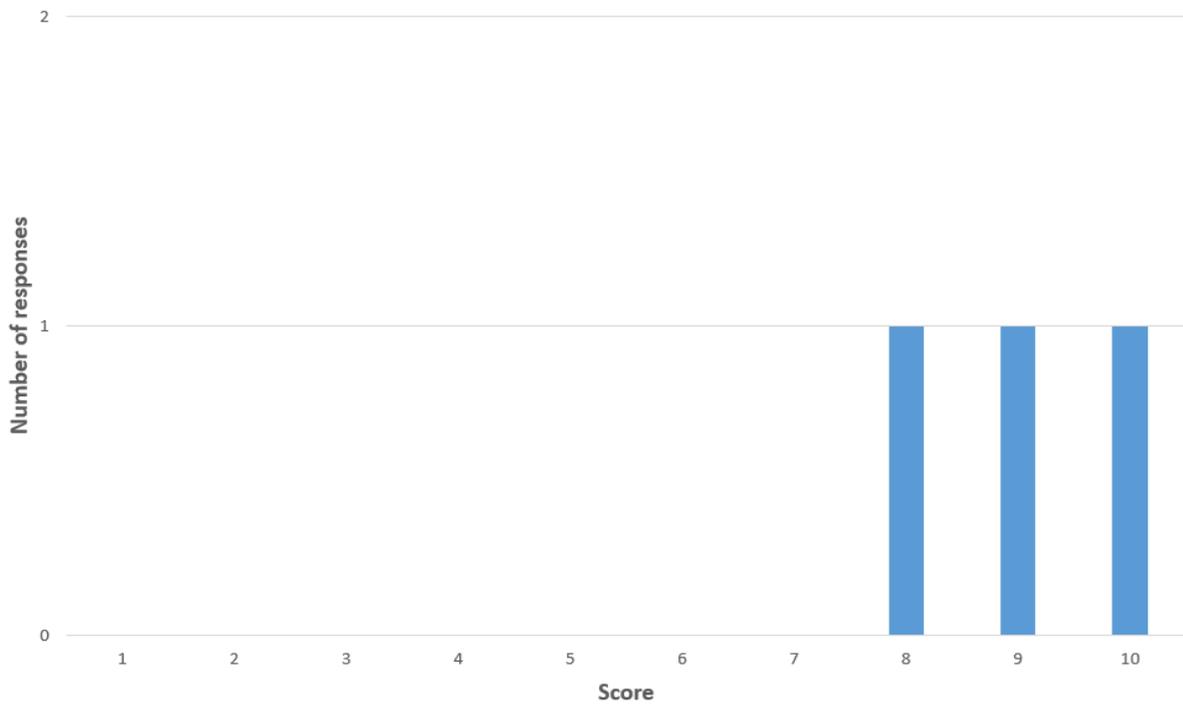


The presentation materials were relevant

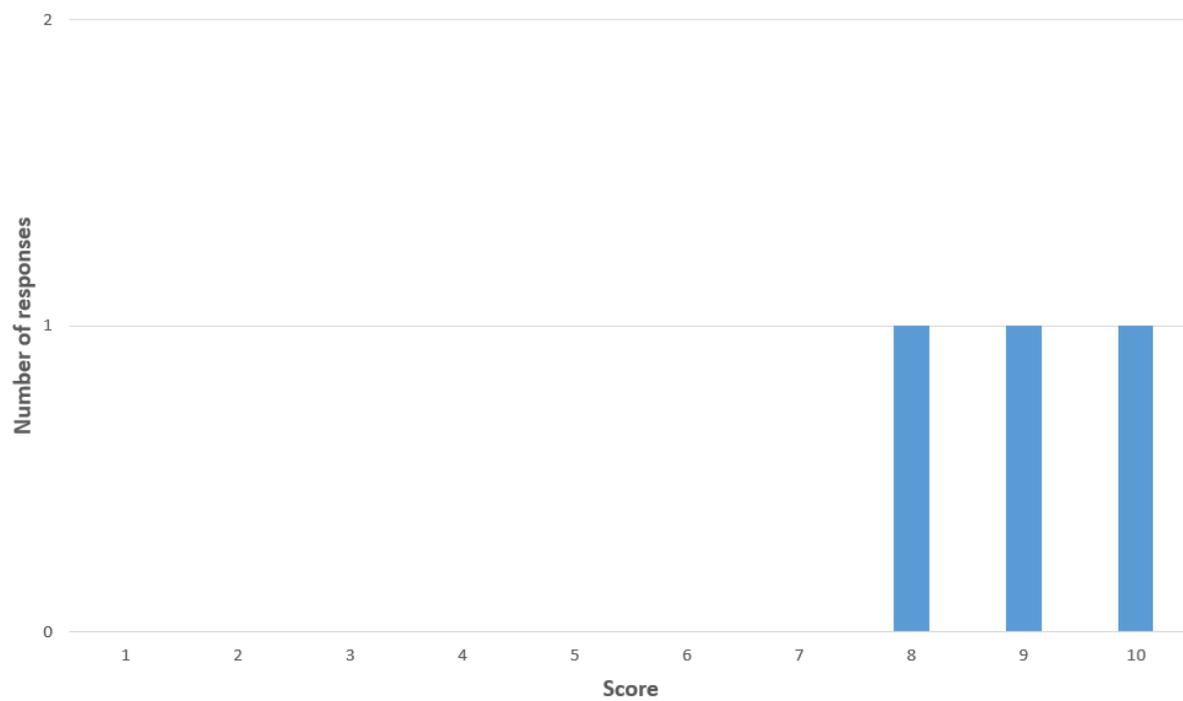




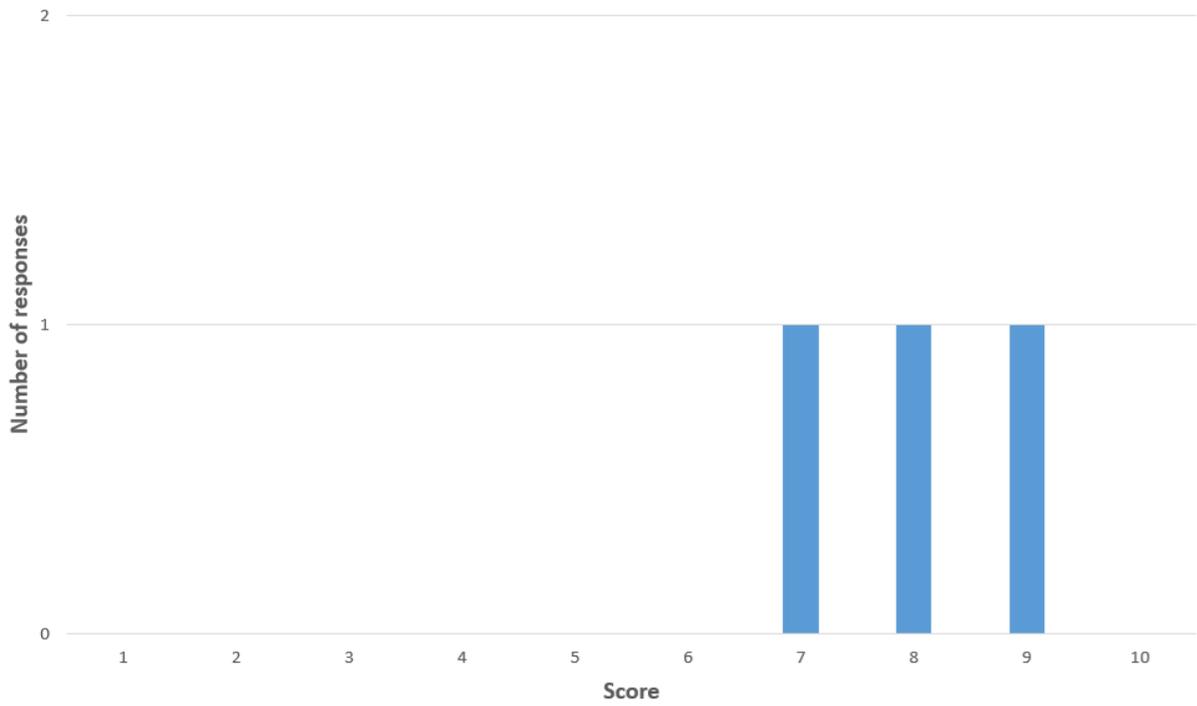
I can apply this information in my duties as a councillor



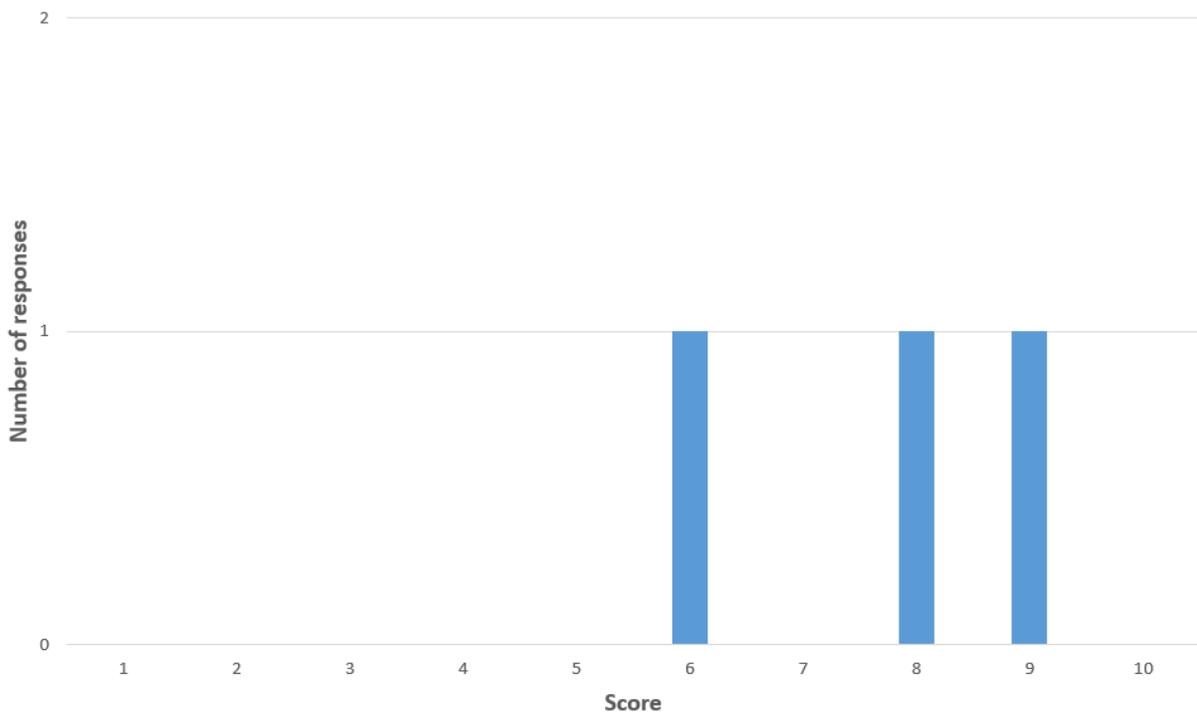
The pace of the meeting was reasonable



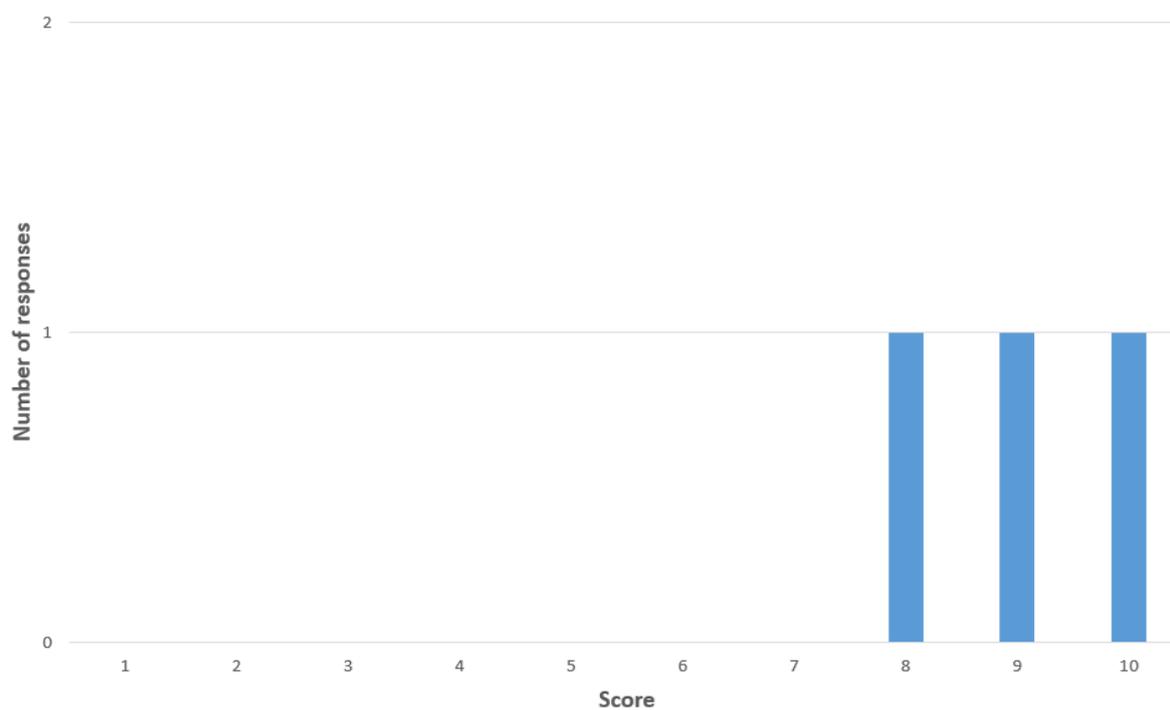
I found the virtual environment suitable for the session



There was a good use of examples



Would you recommend this course to colleagues?



Comments:

- I felt it was a drawback was we couldn't meet and the speaker elected not to show their face...
- It would have been helpful to see the presenter as well as the material.

Did the training content meet your expectations (1 - low / 10 - high)	How well was the training facilitated by the safeguarding consultant?	How satisfied were you with using this virtual platform?	How much has your confidence, awareness and knowledge increased following this training?	What changes will you make following this training?	What other comments/feedback do you have regarding the training?	What other safeguarding training would you like to see?	How likely would you be to tell others about this training?
9	10	10	9				9
5	5	5	5				0
9	9	10	8				7
9	9	9	8	It is very difficult subject, now the matter is refreshed...which is good.	Webinar training sessions are convenient and worthwhile - more webinar style delivery please.	N/A	9
10	10	10	10	Be more alert when meeting 'vulnerable' people/children. Be more aware	That was a whistle stop overview - can we have a list of the various pieces of legislation as reference?		10
10	10	10	10	I will continue to be aware of what is happening around me. more aware and attentive	Nicole is a brilliant lecturer. A true professional in every respect. Her presentation really impressed me. hope the slides arrive!	What ever is available.	10
9	9	7	7				9
9	9	8	9				8
10	10	9	8				8
7	9	9	5				9
						I would like to know how we should be more involved. Should we be asking residents if they suspect abuse or should we advertise the Safeguarding team in our local newsletters to give people an idea of where to go for help. Also for people to recognise that they are being abused. I'm particularly interested in psychological abuse which is hidden.	
10	10	9	9	Be more aware of any pointers that abuse might be happening	It was very clearly given and very instructive. I did not know be that Dacorum had such a safeguarding team for children and adults.		10

Did the training content meet your expectations (1 - low / 10 - high)	How well was the training facilitated by the safeguarding consultant?	How satisfied were you with the platform?	How much has your confidence, awareness and knowledge increased following this training?	What changes will you make following this training?	What other comments/feedback do you have regarding the training?	What other safeguarding training would you like to see?	How likely would you be to tell others about this training?
9	9	8	8				6
10	10	10	10	Taking a lot on-board, especially reporting.	None. I thought it was great.	Not sure.	10
9	9	10	9				9
9	9	9	8				9
10	10	10	10				10
10	10	10	10	I think we should all be more aware of what is going on around us and have the confidence to act.	Can we have a follow-up that deals more with the vulnerability of elderly especially those with mental issues and those that care for them.	Just regular follow-ups please.	10
9	10	10	9	Greater confidence in my instincts and therefore greater vigilance.	Excellent training. I would appreciate further sessions providing more information on this important topic. Platform was difficult. Audio didn't work through the computer (presenters voice was broken, metallic and inaudible) so I needed to use the voice connection. This meant switching audio feeds whenever video content was played through the platform. Presenter didn't acknowledge interactions. This one size fits all approach simply makes people more hesitant to be in a position where we might observe a situation where someone requires help.	Nicole alluded to various areas which we only touched on. I would like to see more specific examples of behavioural changes to look out for in children who are experiencing abuse/radicalisation.	9
3	4	1	1	Be aware of a need to document any concerns I might observe.		Practical training targetted towards a members likely to be in a position where we might observe a situation where someone requires help.	0
10	10	10	10	I am more aware about the safeguarding issues and when to report them.	Good content and delivery	May be adult safeguarding with some scenarios	10

Attendance Totals May 2020 - April 2021

Councillor	Course Planning Training - 17 June - 6:30pm	Course Equality, Diversity & Inclusion Training - 25 June - 7pm	Course Confident, safe and effective use of social media - 17 August - 6.30pm	Course Safeguarding - 11 September - 2pm	Course Safeguarding - 14 September - 7pm	Totals
ADELEKE Gbola	1					1
ALLEN William	1					1
ANDERSON Alan	1		1	1		3
ARSLAN Frances						0
BANKS Julie		1	1	1		3
BARRETT Graham				1		1
BARRY Sammy	1	1				2
BASSADONE Hazel						0
BEAUCHAMP Rob	1	1			1	3
BHINDER Alex		1			1	2
BIRNIE John	1					1
CHAPMAN Bert	1	1				2
CLAUGHTON Stephen	1	1		1		3
DOURIS Terry	1	1		1		3
DURRANT Nigel	1				1	2
ELLIOT Graeme						0
ENGLAND Adrian						0
FREEDMAN Rick		1			1	2
GRIFFITHS Margaret	1	1	1	1		4
GUEST Fiona	1					1
HEARN Penny			1			1
HOBSON Claire	1		1		1	3
HOLLINGHURST Nick				1		1
IMARNI Isy	1		1			2
JOHNSON Alan		1		1		2
LINK Brenda	1					1
MADDERN Jan	1					1
MAHMOOD Sobaan		1	1			2

MAHMOOD Suqlain				1		1
McDOWELL Phil			1			1
OGUCHI Pearl	1					1
PETER Colin				1		1
PRINGLE Lara						0
RANSLEY Roxanne		1				1
RIDDICK Stewart	1					1
ROGERS Mark						0
SILWAL Goverdhan	1					1
SINHA Babita			1		1	2
STEVENS Garrick				1		1
SUTTON Graham	1				1	2
SUTTON Rosie	1					1
SYMINGTON Sally	1	1				2
TAYLOR Nigel	1	1				2
TIMMIS Jane	1	1		1		3
TINDALL Ron	1	1				2
TOWNSEND Christopher						0
UTTLEY Liz		1	1		1	3
WILLIAMS Andrew	1		1	1		3
WOOLNER Nicky	1				1	2
WYATT-LOWE Colette	1	1			1	3
Town/Parish Councillors/Clerks	22					
TOTALS	50	18	11	13	10	

Member Development Steering Group Work Programme 2020/21

Meeting Date	Item
Wednesday 2 December 2020	<ol style="list-style-type: none">1. Member Development Programme2. Quarterly Budget Update3. Evaluation feedback from previous development sessions4. Attendance record5. MDSG work programme
Wednesday 24 March 2021	<ol style="list-style-type: none">1. Member Development Programme2. Quarterly Budget Update3. Evaluation feedback from previous development sessions4. Attendance record5. MDSG work programme