



# Public Document Pack

## MEMBER DEVELOPMENT STEERING GROUP AGENDA

**WEDNESDAY 30 NOVEMBER 2022 AT 7.30 PM**

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**
- 2. MINUTES** (Pages 2 - 4)
- 3. ACTION POINTS** (Page 5)
- 4. BUDGET** (Page 6)
- 5. MEMBER DEVELOPMENT PROGRAMME** (Pages 7 - 8)
- 6. REVIEW OF MEMBER RISK ASSESMENT** (Pages 9 - 11)
- 7. NEW MEMBER INDUCTION PROGRAMME**

Report to follow

# Agenda Item 2

## Minutes

### Member Development Steering Group

20<sup>th</sup> September 2022

**ATTENDEES:** Terry Douris (Councillor)  
Margaret Griffiths (Councillor)  
Alexander Bhinder (Councillor )  
Sammy Barry-Mears (Councillor)  
Layla Fowell (Corporate and Democratic Support officer)

#### 1. Apologies

Apologies were noted from Cllr Silwal

#### 2. Minutes

The Minutes of the previous meeting were agreed

#### 3. Action Points from Previous Meeting

LFowell advised that the action points from the previous meeting were still ongoing with Cassy.

Cllr Douris raised the issue that had been ongoing for a while in regards to training not showing on Doris and that all training should appear and they should be able to backdate the training that the Councillors had done.

Cllr Griffiths said that some of her training was not appearing also.

LFowell suggested that they speak with Matt Rawdon to discuss the issues as he maybe able to offer a solution.

Cllr Douris said asked if LFowell would make Matt Rawdon aware that he would be in contact with him to discuss.

**ACTION:** Councillors to submit issues with DORIS to Cllr Douris.

**ACTION:** LFowell to contact Matt to arrange a meeting between him and Cllr Douris to discuss issues and to arrange a meeting with Councillors in a month's time.

#### 5. Programme

LFowell advised that there had been little change since the last meeting. The Domestic Abuse Policy has been rescheduled for 27th October and LFowell confirmed that she is still waiting to hear from Natasha

regarding the Cultural Awareness training that was due to take place on 13th September. LFowell noted that some health and safety training will take place on 18th November.

LFowell advised that she was unlikely to book in any further briefing sessions this year, other than the rescheduled Cultural Awareness training.

Cllr Freedman noted the proposed Cost of Living training session and suggested that this take precedence over others. LFowell confirmed that she is discussing this with Natasha and should also be included. Cllr Griffiths commented that this would follow on from the symposium, which is not yet booked in.

#### **4. Budget**

LFowell explained that no published changes have been made, though new changes are due to be added as a result of items booked last week. It was noted that Cllr Griffiths is booked onto a course and that costs of £250 would be added.

LFowell noted that directors have booked member training for January-March 2023 at a cost of £5,082, including VAT. LFowell confirmed that she has no details on the training and that she would circulate these when she has further information. Cllr Douris commented that he would expect officers to come to the steering group before submitting a formal request for training. Cllr Bhinder agreed, adding that the training is taking place during the end of the financial year. Cllr Douris stated that it was difficult to comment further without knowing further details around the training, adding that they do have a large surplus in the training account and that he is keen for it to be spent where possible.

Cllr Griffiths noted her dismay that money was being spent from a budget under the control of the Committee without the knowledge of the Chair. Cllr Griffiths commented that it was also a potential waste of public money given that some councillors could be stepping down and that the money should instead be deferred into the new year for the new make up of councillors. Cllr Douris confirmed that LFowell had flagged it to him last week and he apologised for not pursuing the issue sooner.

LFowell referred to the invoice, noting that the date states January-March 2022 and that the dates could be wrong or could be for training has already taken place. LFowell advised that the invoice is for Trowers and Hamlins, to which Cllr Griffiths suggested this was for housing and is not training. Cllr Griffiths confirmed that she would raise this with Mark and check why this was on the training budget. Cllr Douris confirmed that he would email Mark Brookes to state it was not approved by the Committee so must be stopped and paused, pending further details.

Cllr Freedman advised LFowell that she could refuse to put a request through unless made by the budget holder.

Cllr Griffiths noted that there was consideration for Trowers and Hamlin to provide training for the new intake on new building safety laws and other housing law changes, though she felt this should be held until the new intake are in place in May 2023. LFowell confirmed that the costs listed are training items, though little information is provided.

Cllr Douris noted that this action had raised the issue that the MDSG was being usurped.

Cllr Bhinder queried if a PO would be raised for training that had already taken place. LFowell stated that it may be a dating error and that she would normally only do POs for pre-purchases.

Cllr Douris noted that FB110 was listed twice on the invoicing. LFowell advised that this was due to there being 3 attendees and that the bottom 3 lines were identical costs.

ACTION: Cllr Douris to discuss raising requests for training with Clare.

ACTION: Cllr Griffiths to discuss £5,082 invoice for Trowers and Hamlins with Mark Brookes.

ACTION: Cllr Douris to email Mark Brookes and Catherine regarding £5,082 invoice from Trowers and Hamlins and confirm that it has not been approved by the Committee and is therefore to be stopped or paused pending further information.

## **6. Any other business**

It was confirmed that the next meeting will take place on 30th November 2022.

There being no further business, the meeting was formally closed.

# Agenda Item 3

[illegible]



## Member Development Programme 2022-2023

March 31<sup>st</sup> Phil Stanley Confirmed – DMC training - **Complete**

April 21<sup>st</sup> Planning Mandatory Training – Phil Stanley - **Complete**

May 5<sup>th</sup> – Phil Stanley Confirmed – Enforcement/ Potentially with Alex –extended to Town & Parish - **Complete**

May 17<sup>th</sup> – Emma Cooper – CIL training – **Completed**

June 16<sup>th</sup> – LGA Members code of conduct training - **Completed**

June 21<sup>st</sup> - Private Rented Sector Briefing – Natasha Beresford - **Completed**

June 29 JSP member briefing - **Completed**

July 21<sup>st</sup> Domestic Abuse Policy – **re-scheduled**

13<sup>th</sup> September – Offered to Cultural Awareness training – **cancelled due to Queens passing**

26<sup>TH</sup> October - Domestic Abuse Policy – **Completed**

10<sup>th</sup> November – Cultural awareness - **Completed**

1<sup>st</sup> December – Health & Safety Training – **Confirmed**


Jan 19<sup>th</sup> - Held for Natasha Beresford – Details TBC

Feb 9<sup>th</sup> **Keep free for Election Briefing**






## DBC Elected Members Activities Risk Assessment

<b>Title of risk assessment:</b>		<b>Service Name:</b> Democratic Services	<b>Manager's Name:</b> Cassy O'Neil	<b>Safe working procedure reference:</b> SWPXXX	<b>Review Date:</b>	
<b>Date of Assessment:</b> Jun 2022		<b>Site/Location:</b> The Forum	<b>Group Manager's Name:</b> Farida Hussain	<b>Risk Assessment reference:</b> XXXX		
<b>Name of Risk Assessor:</b>						

**Activity Description (describe either the activity or subject being assessed):** Personal safety of elected Members in their role as Borough Councillors

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when? <i>(specify date)</i>	Done (✓)
<u>Lone working;</u> Supporting constituents may involve lone working situations such as home visits or meetings that may post a personal safety risk	Ward Councillors	Creating a dedicated 'Personal Safety' area on the Council's intranet, signposting Councillors to useful information  Recommend that Elected Members follow the general principles of personal safety as set out in the guide <a href="#">LGU Guide – Personal-Safety-for-councillors- March 2022</a>	Provide mandatory training as part of the Council's Member Development Programme, to highlight the importance of Personal Safety, encourage Elected Members to use their own sense to determine what feels safe versus wrong and provide additional support as required, including formal mechanisms for reporting incidents of concern	Democratic Services (Cassy O'Neil)	December 2022	
<u>Callers to Elected Members' private homes</u>  Personal address and contact details of Ward Councillors displayed on	Ward Councillors	Elected Members have the option to keep their address confidential and use the Council's postal address on their personal details page on the Council's website, rather than publishing their personal home address Recommend that Elected Members	Include information as part of mandatory training on personal safety & measures for a safe home  Produce supporting guidance	Democratic Services (Cassy O'Neil)	December 2022	


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the Council's democracy webpages		consider a separate telephone number specifically for Council business if they do not wish to publicise their home telephone number	documents			
<u>Attendance at meetings;</u>  Attending evening meetings that may finish after dark	Ward Councillors	The majority of formal meetings of Dacorum Borough Council take place at The Forum. There is a button located on the outside of the building that can be pressed to alert the CCTV control room to monitor an individual as they walk back to their car in the Water Gardens.  Elected Members are encouraged to walk to the car park in groups/pairs  Where this is not possible, access is available (on a limited basis) to a secure car park located beneath The Forum	Include information as part of the mandatory training session on parking and general car safety  Produce supporting guidance documents	Democratic Services (Cassy O'Neil)	December 2022	
<u>Online abuse;</u>	Ward Councillors	Creating a dedicated 'Personal Safety' area on the Council's intranet,	Include guidance and information as part of the	Democratic Services (Cassy O'Neil)	December 2022	

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Elected Members may be subject to shared content or direct messages on social media with threats of violence, abusive language or behaviour		signposting Councillors to useful information  Recommend that Elected Members follow the advice as set out in the Local Government Association guide <a href="#">Practical advice for handling online abuse</a>	mandatory training session on handling online abuse  Produce supporting guidance documents			