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**MEMBER DEVELOPMENT STEERING
GROUP
AGENDA**

**WEDNESDAY 14 DECEMBER 2016 AT 7.30 PM
DBC GADE ROOM - 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 (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 27 October 2016.

3. PERSONAL DEVELOPMENT PLAN FOLLOW-UP REPORT

4. QUARTERLY BUDGET UPDATE (Page 6)

5. MEMBER DEVELOPMENT PROGRAMME 2016/17 (Pages 7 - 8)

6. MEMBERS TRAINING FEEDBACK (Pages 9 - 10)

7. MDSG WORK PROGRAMME 2016/17 (Page 11)

Agenda Item 2

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

27 OCTOBER 2016

Present:

Members: Conway
Douris
P Hearn
Hicks
Howard
Taylor (Chairman)

Officers: M Anderson
T Angel

The meeting began at 7.30 pm

44 **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor Banks and Douris.

45 **MINUTES**

The minutes of the meeting held on 15 June 2016 were agreed by the Members present and then signed by the Chairman.

46 **ANNUAL MEMBER TRAINING REPORT 2015/16**

M Anderson explained that we put together an annual report summarising the training and development progress for the previous year. She said it had been another successful year as we had achieved the training target, set as councillors attending 4 sessions each as the overall training total was 4.2. She highlighted that we had held 21 training courses, 2 induction days and organised 18 PDP's to take place. She said that work was ongoing with the Hertfordshire Member Development Network group and it was all running smoothly. Also we had stayed within the £11k training budget.

The Chairman said that he would like the member development emails to have the following wording added "member development training is not compulsory, nor mandatory, but it is essentially necessary" in order to encourage more councillors to attend.

Councillor Howard asked if the training total was an average or for individual attendance. M Anderson confirmed that the total was calculated as an average but we did have a breakdown of each member's attendance.

M Anderson advised that the Finance and Resources Overview and Scrutiny committee report would now include an anonymous summary of how many members had attended the sessions in that quarter. For example, in quarter 2 there were 4 courses, of which 24 members attended none of those during that period of time. She hoped that by highlighting these figures it would encourage members to attend.

The Chairman explained that he had been involved in member development for approximately 8-9 years and it was much more structured now and he felt we should easily be able to achieve the training target individually. He said he tried to attend every session and felt it was essentially necessary for others to attend and continue learning.

M Anderson said they were worried that councillors may feel that they didn't ask for particular training sessions and therefore didn't attend but we can only base the courses on what had been asked for and what is essential. She added that members can go on external courses too so if there is anything that someone particularly wanted or needed to attend they can just let Member Support know and we will book it for them.

Councillor Howard noted that WRAP training was obligatory and yet only 13 members had attended. M Anderson said those figures were highlighted in the Finance OSC quarterly report. The Chairman felt this would cause problems in the long term but all we can do is continue to encourage members to attend training sessions.

Outcome:

The Member Development Steering Group noted the report.

47 QUARTERLY BUDGET UPDATE

M Anderson advised that the total amount spent in the budget so far was £3,245. She said there were a couple more external courses to pay for early next year but there should be approximately £4k remaining so we will easily stay within budget.

The Chairman felt there was a lack in support as the number of members attending courses continue to drop and felt we may need to look at the reasons for members not attending.

Councillor Howard suggested putting together a survey to try to find out why people don't attend.

Councillor P Hearn said she enjoyed the speed dating style of courses that were used for the induction and voluntary sector and felt this would be beneficial to do again in the future.

Councillor Howard said it was embarrassing that more people don't attend the training sessions.

M Anderson highlighted that the last couple of sessions were requested in the PDP's so those should definitely have had more attendees.

48 **PDP FOLLOW UP SESSIONS**

M Anderson advised that the purpose of this item was to get the go ahead from members to liaise with the PDP provider and organise the follow up sessions.

The Chairman asked if the report could be produced in time for the December meeting. M Anderson said that should be fine.

Outcome:

The Member Development Steering Group agreed for the officers to organise the PDP follow up sessions.

49 **MEMBER DEVELOPMENT PROGRAMME**

T Angel advised members that there were a few changes to the programme since the agenda was published; the Budget training had been moved from 1st November to 17th November. A session on Homelessness Review has been added on 19th January due to changes in homelessness legislation and was requested by the housing department. A session on Safe and Confident Use of Social Media was requested in the PDP's and has been scheduled for 9th February with David McGrath. A session for Data Protection and Information Security has been requested especially for new members but also as a review for all members. We are awaiting confirmation on the date and we will advise as soon as it is scheduled.

Also the PDP's highlighted a requirement for a session on improved scrutiny; a colleague from Watford Council recommended someone that had carried out a scrutiny review with them so we have contacted him for more details and will confirm a date shortly. She advised she would circulate an up to date version.

The group had a short discussion on their concerns with confidentiality and what is appropriate or inappropriate for members to know. They asked Member Support to liaise with the relevant person to take forward their concerns and schedule in some further training for members and officers.

Councillor Howard gave her apologies for the speed reading session.

Actions:

- T Angel to circulate an up to date version of the member development programme.
- Member Support to investigate the need for further member officer partnership training.

50 **MEMBERS TRAINING FEEDBACK**

T Angel advised there had been 5 sessions since the last meeting and the feedback was mostly positive. She felt disappointed to see comments on the feedback forms

such as the room was too hot/cold and would like to have biscuits, as this has nothing to do with the training session and the forms were summarised and sent on to the trainer so it doesn't look very professional. She asked members to consider this before completing forms in the future.

Councillor Howard suggested that members may make those comments if they struggle to think of other weaknesses. The Chairman said it would be better if they left it blank.

M Anderson queried if members thought it would be worth investigating a way of doing electronic feedback forms. The Chairman felt that members wouldn't complete the forms if they weren't in front of them at the time and the committee agreed.

Councillor Hicks asked for notes from the Damp and Condensation training if there were any.

Actions:

- Member Support to contact Fiona Williamson for training notes for the Damp & Condensation training.

51 **MDSG WORK PROGRAMME**

M Anderson said we would hopefully be able to add the PDP follow up report to the December meeting but we needed to liaise with the provider first to check his availability.

There were no other amendments or additions to the work programme.

M Anderson asked the members to let her or T Angel know of any items they would like to add to the work programme in the future.

52 **NEXT MEETING**

The next meeting will be held on Wednesday 14 December 2016.

The Meeting ended at 8.30 pm

Agenda Item 4

05/12/2016					
Main Heading	Budget	Sub Heading	Spend	Remaining	
Training fees	£ 9,000.00			£	9,000.00
		'Effective Member Officer Partnership Working' 7 September 2016	£ 1,132.84	£	7,867.16
		Training U IT Ltd - Excel course x1 member	£ 145.00	£	7,722.16
		Local Government Association - Annual Public Health conference x 1 Councillor	£ 229.00	£	7,493.16
		LGA conference	£ 990.00	£	6,503.16
		Local Government Association - Annual Culture, Tourism & Sport conference x 1 councillor	£ 299.00	£	6,204.16
		The Baikie Wood Consultancy - Speaking with	£ 450.00	£	5,754.16
		The Baikie Wood Consultancy - Reading for Speed & retention course	£ 450.00	£	5,304.16
		Link Support Services Ltd -Safe & confident use of social media course (on 9th February 2017)	£ 1,052.00	£	4,252.16
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				£	4,252.16

OVERALL

TOTALS: £ 9,000.00

£ 4,747.84 £ 4,252.16

MEMBER DEVELOPMENT DATES 2016/17

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
Wednesday 6 July 2016	Safeguarding & WRAP	7.30 pm	9.30 pm	Julie Still	Bulbourne Room	All
Wednesday 7 September 2016	Effective Member Officer Partnership	7.00 pm	9.30 pm	David McGrath, Link UK Ltd	Bulbourne Room	All
Thursday 22 September 2016	Condensation and damp training (1/2 day session) 10-12 & 2-4	TBC	TBC	Fiona Williamson	Council Chamber	All
Thursday 6 October 2016	Constitution training	7.30pm	9.00pm	Mark Brookes/ Jim Doyle	Bulbourne Room	All
Thursday 13 October 2016	Speaking with Confidence	7.30 pm	9.15 pm	Miranda Smythe, Baikie-Wood	Council Chamber	All
Wednesday 9 November 2016	Speed Reading	7.30 pm	9.15 pm	Miranda Smythe, Baikie-Wood	Bulbourne Room	All
Thursday 17 November 2016	Budget Process	7.30 pm	9.00 pm	James Deane/ Dave Skinner	Council Chamber	All
*Wednesday 16 November 2016	Not required					
Thursday 19 January 2017	Homelessness Review	7.30 pm	TBC	Natasha Brathwaite	The Forum, Conference room 2	All

Thursday 26 January 2017	Improved Scrutiny	7.30 pm	9.00 pm	Tim Young (External)	TBC	All
Thursday 9 February 2017	Safe and Confident use of Social Media	7.00 pm	9:30 pm	David McGrath, Link UK Ltd	The Forum, Conference room 2	All
Wednesday 8 March 2017	Understanding CIL Arrangements	7.30 pm	TBC	N Bateman/R Freeman	TBC	All
*Wednesday 19 April 2017	Information Security / Data Protection	6.00 pm	7.00 pm	John Worts	TBC	All

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

Training to be arranged:

- Tenancy types and housing enforcement powers
- Rent collection and preparing a case for court
- Tenancy Sustainment
- Housing & Planning Act 2016 & Welfare Reform and Work Act 2016 – M Gaynor

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 8 Returned Feedback forms: 8

Objectives:

- Use different reading styles according to the density of a document
- Skim text in order to isolate key points
- Read for retention using an active reading technique.

STRENGTHS

- Useful notes and examples. Interesting.
- Excellent trainer! Brilliant and practical techniques.
- 3 stage read.
- Working examples from a comprehensive take home work book.
- Good pace. Good presentation. Different methods which are new to me.
- Insight into other peoples habits and tricks. Very good handbook.
- **Well presented.**
- Interesting, and found out different reading techniques.

WEAKNESSES

- Really fed up of attending sessions to listen to councillors moaning or regurgitating their life stories. It's less time spent listening to the experienced trainer.
- None x 7

OPPORTUNITIES

- I would love a much longer session. I believe councillors would benefit from a longer session.
- **Identifying processes which we haven't realised we are missing and benefiting from**
- I can use these tools in my daily life.

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	4
Excellent	4

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 12 Returned Feedback forms: 12

The session will cover:

- The local government financial framework
- How local government is funded
- The budget cycle in Dacorum
- The role of members in budget scrutiny

STRENGTHS

- Presenter understood their brief and subject.
- Good slides well explained. Knowledge good on questions.
- Clear and understandable, despite government uncertainties.
- Very clear. I particularly appreciated hard copies of the presentation before the presentation so I could make notes as the presentation continued.
- All good clarity of explanation.
- Very good handout.
- This should be mandatory for 'new' councillors – especially in the content shared by our facilitator.
- Gain knowledge of procedures and budget setting.
- Certain 'de-mystification'. Keep up the good work.
- Clear in your presentation. Journey to achieve objectives were easy to follow.

WEAKNESSES

- David's microphone.
- Improved technology.
- None.
- The finance team are fine examples of efficiency and accuracy and on this topic it would be churlish to criticise their presentation.
- Microphone should be used at all times to encompass those with any hearing defects.

OPPORTUNITIES

- None.
- Make these sessions mandatory.
- As a committee member of finance scrutiny committee, it will help a lot.

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	3
Excellent	9

Member Development Steering Group Work Programme 2016/17

Meeting Date	Item
15 June 2016	<ol style="list-style-type: none"> 1. Setting the Member Development Programme 2016/17 2. iPad training (R Taylor) 3. Members News – iPad use Top Tips section 4. PDP Review 5. Quarterly Budget Update 6. Evaluation feedback from previous development sessions 7. MDSG work Programme
5 October 2016 moved to 27 th October	<ol style="list-style-type: none"> 1. Annual Training Report 2. Member Development Programme 3. Quarterly Budget Update 4. Evaluation feedback from previous development sessions 5. MDSG work Programme 6. PDP Follow up sessions
14 December 2016	<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. PDP Follow-up report
22 March 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