



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

**WEDNESDAY 5 APRIL 2017 AT 7.00 PM
CONFERENCE ROOM 1 - 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 - 6)
- 3. QUARTERLY BUDGET UPDATE** (Page 7)
- 4. MEMBERS TRAINING FEEDBACK** (Pages 8 - 12)
- 5. MEMBER DEVELOPMENT PROGRAMME 2017/18** (Pages 13 - 14)
- 6. MDSG WORK PROGRAMME 2017/18** (Page 15)

Agenda Item 2

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

14 DECEMBER 2016

Present:

Councillors: Banks
Douris
Hicks
Howard
Taylor (Chairman)

Officers: M Anderson Corporate Support Team Leader
(Democracy)
T Angel Member Support Officer

The meeting began at 7.34 pm

53 **APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor Conway and P Hearn.

The Chairman said he believed that Councillor Adshead was at The Forum induction and therefore wouldn't be attending this meeting.

54 **MINUTES**

The minutes of the meeting held on 27 October 2016 were agreed by the Members present and then signed by the Chairman.

The Chairman asked for an update on the action points from the previous meeting.

M Anderson referred to the Effective Member Officer Partnership training and explained she had met with the officer in HR that dealt with staff training and gave them details of this course which they have suggested putting in to the Leading in Dacorum programme. She said this was likely to be after May 2017.

The Chairman explained that he suggested having the session for officers and then a joint session with members and officers because he felt it would be helpful for everyone and the member only session was so useful.

Councillor Hicks suggested that long term officers may not benefit from an officer only session but felt that a joint session with members was a good idea.

Councillor Howard arrived at 7.38 pm.

Councillor Douris said there was a danger of having separate training sessions and he felt that by having a joint session everyone would come to the training with a blank page.

The Chairman said the decision with was HR now and out of our hands.

M Anderson advised that we would be involved in the discussions and arrangements and would therefore pass on the committees' suggestions.

Councillor Hicks said he didn't realise how different being a Borough Councillor would be to being a Town and Parish Councillor. He found the Councillor only training very useful.

55 PERSONAL DEVELOPMENT PLAN FOLLOW-UP REPORT

M Anderson advised that we hadn't received the report yet for the follow-up sessions so we didn't have an accurate update. She said we had booked two dates for the PDP's to be carried out but one of those dates had to be cancelled due to lack of bookings. T Angel explained that as of last week, 9 members had either had their follow-up appointment or an appointment had been arranged for a telephone call. She said the other 6 members hadn't replied to arrange an appointment.

The Chairman said he had also spoken to the provider and he was hopeful to have completed all 15 sessions by tomorrow. He said he was passionate about training and continuing to improve skills and he was very disappointed in the lack of interest.

Councillor Hicks said he worked part-time so he was able to attend most training sessions but felt that those who worked full time could really struggle to find the time. He did suggest that members could have completed a telephone interview so there wasn't really an excuse.

Councillor Douris said he found it disappointing that the PDP's hadn't been successful. He also agreed with Councillor Hicks and felt you really don't know what's involved in being a councillor until you become one.

Councillor Hicks referred to previous discussions about having refreshments at training sessions. He suggested that it could encourage members to attend if they worked full-time, were rushing around and they're probably hungry/thirsty and want to go home but if they knew they could come along to the sessions and have refreshments they may feel more tempted.

Councillor Howard said she didn't complete a follow-up appointment and felt that she didn't get much out of the PDP like she had hoped.

Councillor Douris advised that in the run up to the HCC Elections, potential candidates are invited to group meetings. He added that the PDP process at HCC had not been overly successful.

Councillor Hicks said he underestimated the amount of work involved for a councillor and didn't feel that we could prepare someone in advance for the amount of work they would be taking on.

M Anderson advised that we could consider having tea/coffee and biscuits at training sessions but it would have to come out of the member development budget. She said we used to provide refreshments years ago but the budget was taken away. She explained she would need to investigate the logistics of it due to the move to The Forum.

M Anderson explained that we tried to get members to do a report on the 'How to Become a Councillor' webpage so that they could explain in their own words exactly what was involved in being a councillor but we struggled to get volunteers.

The Chairman suggested that he and Councillor Douris could write something for the webpage. Councillor Douris agreed.

M Anderson said there were discussions prior to the 2015 Borough Election about Jim Doyle carrying out briefings for potential candidates but it was deemed inappropriate for an officer to be doing it.

The Chairman felt it was a member's duty to encourage others to become a member and shouldn't be done by an officer.

Councillor Howard said she would have found it useful to attend several meetings when she was a prospective candidate.

M Anderson suggested that existing councillors may have been put off because of the previous PDP cycle. She highlighted that we have spent approximately £4,300 on this PDP process which worked out at roughly £280 per councillor. She felt this was very expensive considering not all members had completed the whole process.

Councillor Douris suggested having a post-it wall at the post-election inductions for newly-elected members to write down what they would like to know about being a councillor. The officers felt this was a good idea that they would take forward.

Actions:

- Councillors Taylor and Douris to write reports for the 'How to Become a Councillor' webpage.
- Officers would circulate the PDP review report, once received

56 QUARTERLY BUDGET UPDATE

M Anderson introduced the budget report and welcomed any questions.

The Chairman ran through each of the payments so members were clear what courses had been paid for.

The Chairman drew attention to the 'Safe and Confident Use of Social Media' course and advised that the Standards Committee had just put together a new policy on Social Media.

Councillor Douris asked if the new policy would be adopted in time for the training on 9 February. Councillor Taylor hoped it would be but asked the officers to liaise with Mark Brookes to confirm.

M Hicks said he avoided using social media but agreed it can be useful.

M Anderson reminded members to just let her or T Angel know if there are any courses they would like to go on.

Councillor Douris asked if it was likely that we would spend the rest of the budget before the end of this financial year. M Anderson said there were a couple of courses we still needed to pay for but it was unlikely that we would spend the full amount.

Actions:

- Member Support to liaise with M Brookes about the date of adoption for the new social media policy.

57 **MEMBER DEVELOPMENT PROGRAMME 2016/17**

T Angel advised that the development programme was now full until April 2017 and the next session was scheduled for 19 January in The Forum. She said she would start advertising the sessions for January next week so that members had plenty of notice as she wouldn't expect them to be checking their emails every day over the Christmas period. She explained that she had a few other requests for training sessions which could be found at the end of the programme, but would need to try and find some available dates now that the programme was full. She said she was mindful that she didn't want to bombard members with too many training sessions.

Councillor Douris asked if the training to be scheduled was in priority order. T Angel advised it wasn't.

58 **MEMBERS TRAINING FEEDBACK**

T Angel drew attention to the two sessions that had been held in November and highlighted that the majority of feedback was positive but the number of attendees were still quite low. She noticed that a few comments on the forms were bold and advised members that it was a formatting issue. She welcomed any comments or questions from the group.

Following a brief discussion, it was agreed that the presentation slides from training sessions would only be circulated to members that either attended the session or members that specifically ask for them. Some of the group felt that it could de-incentivise members to attend the sessions if they could receive the presentation slides without attending.

Councillor Banks arrived at 8.48 pm.

The Chairman gave Councillor Banks a brief summary of what had been discussed before she arrived.

Councillor Banks felt that the PDP she had received was really good and felt she had personally gained a lot from the process.

59 **MDSG WORK PROGRAMME 2016/17**

M Anderson advised that she had met with HR and was reminded of the E-Learning suite for Councillors that hadn't been used for a couple of years. She said the new members probably hadn't been made aware that it was there as it had previously been unsuccessful. She had some checks she needed to do such as compatibility with iPads and updating members details, but thought it would be useful if she invited someone from HR along to the meeting in March to give members more information on E-Learning. All members agreed this would be useful.

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.

Action:

- Member Support to invite HR along to the meeting in March for E-Learning.

The Chairman thanked the committee for all their work and contributions throughout the year and wished them a Merry Christmas and a Happy New Year.

The Meeting ended at 9.04 pm

Agenda Item 3

02/03/2017				
Main Heading	Budget	Sub Heading	Spend	Remaining
<i>Training fees</i>	£ 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)	£ 1,132.84	£ 4,171.32
		LGIU Effective Scrutiny 26/1/17	£ 774.84	£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48
				£ 3,396.48

OVERALL

TOTALS: £ 9,000.00

£ 5,603.52 £ 3,396.48

Agenda Item 4

Date: 19 Jan 2017 – 7:30pm Event: Homelessness Update

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 9 Returned Feedback forms: 9

Objectives: The aim of the workshop is to provide you with an opportunity to

- Context Nationally/locally in relation to homelessness changes in legislation, such as Housing & Planning Act
- The proposed white paper and Homelessness Reduction Bill
- Delivery of the homelessness strategy – current position
- Bronze award and current progress in term of working towards Silver

STRENGTHS

- Discussion and explanation very good
- Good measured pace, presenters well informed about the subject, very informative they reinforce previous knowledge.
- Very knowledgeable excellent presentation
- Lots of information very well delivered
- The strength, as ever, was the speakers. So knowledgeable clear and able to pack a lot into every minute.
- Aim of the session fully met as far as I am concerned. A fuller understanding easily delivered. Thank you.
- Round table worked well with the new technology.
- Depth of knowledge ease of discussion ease of delivery.

WEAKNESSES

- Perhaps structuring of the slider – but I feel childish saying this is a criticism
- None it was very useful
- Knowing what the trainers are at I reckon they could not have done better, well done to you both.

OPPORTUNITIES

- Format/structure of the slide information
- Please note that Natasha has agreed that her power point presentation can be distributed to all attendees. (please organise)

TRAINING SCORE

Poor	
Adequate	
Good	
Very good	1
Excellent	8

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 16 Returned Feedback forms: 15

Objectives:

- Look at the key principles underpinning effective scrutiny, and the practices and processes that enable scrutiny to work effectively
- Help members to sharpen existing skills and develop increased capability to tackle the demands of providing a constructive challenge
- Provide the opportunity for members to consider whether there are 'smarter' ways of working for scrutiny that can deliver targeted, incisive and timely results.

STRENGTHS

- Depth of knowledge of the facilitator – encouraging participation
- Well researched presentation with “real life” examples. Thought provoking
- All of it
- Good pace, well researched. Plenty of opportunity for interaction.
- Effective focus
- Good presentation, involved in discussion.
- Being in small groups and discussing and feeding back to group. Very engaging meeting.
- Good member attendance. Gave people time to feedback. Round table discussions. Trainer has done his research on DBC’s scrutiny meetings.
- Detailed gathered views and opinions from councillors – ideas for improvement.
- All of it
- Very knowledgeable.
- The session was good, varied in its structure.
- Discussions
- Received sure information. What are the strengths of a scrutiny committee.

WEAKNESSES

- Not briefing members sufficiently well. Answer: encourage Member Development attendance
- None of it
- Wanted to note on overheads
- Get more of new councillors in this sort of meeting.
- Other members not respecting all points of view. No cold water. Others taking over other people having their own discussions when someone else is putting their point across.
- Whipped through presentation too fast, no time to digest information. People talking over others. Trainer on opposite side of the room of slides so difficult to focus on both. Jargon in slides. No notepaper. 2.5 hours is too long after a day at work, especially when it overruns.
- Lot of information which perhaps should be spread over two meetings.
- Would like to see notes in advance.

- All of it was useful.
- Slides were average-ish.

OPPORTUNITIES

- Email the PowerPoint and type up notes made by facilitator during the presentation and email PowerPoint to all attendees. (Member Support please would you implement)
- Meeting notes need to be circulated for further reflection. New initiatives
- Look forward to receiving overheads.
- Get all members to the member development meetings for them to understand they should go. Other members maybe explain and present to group on previous meetings and what they are like.
- Water too warm – cool it down. No biscuits anymore – buy them!
- Grouping members for good discussion.
- Helps further exercises in the committee what I have got knowledge from the training.

TRAINING SCORE

Poor	
Adequate	
Good	1
Very good	11
Excellent	3

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 7 Returned Feedback forms: 7

The outcomes from this course include:

- Ø The practical risks and benefits of using social media
- Ø How to use social media to support ward and committee work - safely
- Ø How to improve the 'reach' of Councillors into the community to consult and communicate AND reduce workloads -
- Ø How to manage 'keyboard warriors' and other 'awkward' on line users
- Ø How to stay safe and avoid, manage or remedy some of the pitfalls of social media (including online harassment, bullying and defamation)
- Ø The policies and protocols governing use by elected members , manage or remedy some of the pitfalls of social media (including online harassment, bullying and defamation)
- The policies and protocols governing use by elected members

STRENGTHS

- David's strength of knowledge in depth.
- Very knowledgeable but I am not convinced I want to do it.
- David's knowledge of his subject as usual.
- Casual format (possible because he was on top of his subject).
- How to use social media as a councillor.
- All of it.

WEAKNESSES

- Lack of attendees (again) !
- Obsession with Twitter which I suspect is not as good for us on Facebook.
- Nothing.

OPPORTUNITIES

- Email David's presentation pack to the 7 attendees
- Making sure the advertised start time is correct.
- I can use as per legal requirement and not involve in matters make you difficult situation such as confidentiality matters.
- None.

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	3
Excellent	4

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 6

Returned Feedback forms: 4

Aims and Objectives:

- To understand the need for new infrastructure to support the delivery of housing and commercial growth
- To understand the role that CIL funding may play in delivering new infrastructure
- To understand the process for applying for CIL and utilising CIL funds within their local area.

STRENGTHS

- Well explained
- Learned a lot more about CIL
- Very good, Clear presentation
- Provided a clear explanation of what CIL is, how it works and its benefits and structure process
- Very Knowledgeable presenter
- Great to have handouts at the start of the meeting to make notes and easier to absorb information and ask relevant questions during the training

WEAKNESSES

- None – well presented

OPPORTUNITIES**TRAINING SCORE**

Poor	
Adequate	
Good	
Very good	1
Excellent	3

MEMBER DEVELOPMENT DATES 2017/18

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
Thursday 29 June 2017						
*Wednesday 12 July 2017						
Thursday 20 July 2017						
Thursday 14 September 2017						
*Wednesday 27 Sept 2017						
Wednesday 1 November 2017						
*Wednesday 15 November 2017						
*Wednesday 17 January 2018						
Thursday 25 January 2018						

*Wednesday 21 February 2018						
Wednesday 28 February 2018						
Thursday 22 March 2018						
*Wednesday 18 April 2018						

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

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. Evaluation feedback from previous development sessions 3. MDSG work Programme 4. Annual Training Report 5. Member Development Programme
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
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