

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

WEDNESDAY 2 DECEMBER 2020

Present:

Councillors: Douris (Chairman), Bhinder, Griffiths, Silwal , Barry , Freedman

Officers: Katie Mogan (KM) – Corporate & Democratic Support Lead Officer
Layla Fowell (LF) - Corporate & Democratic Support Officer

The meeting began at 6:30pm.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES & ACTIONS FROM THE PREVIOUS MEETING

- **Action:** K Mogan to arrange briefing on this process to Members.

Outcome: Two briefing sessions were held on 12th and 18th November.

- **Action:** KM will speak to HR about running training with Members for Doris.

Outcome: HR provided a run through session with MDSG on 29th October. Other members should have seen the DORIS instructions that have been included in Members News. There are plans to advertise more widely to members and to offer drop in sessions if they need further assistance.

- **Action:** Mogan to look at the date to look at available dates

Outcome: This has been included in the agenda

- **Action:** K Mogan to ask councillors for feedback on individual training sessions they have attended and present to the next committee.

Outcome: Emails have been sent to the individual's councillors asking to provide feedback. Will hopefully have an update for the committee at the meeting

- **Action:** K Mogan to found out why the safeguarding training costs are not on the budget.

Outcome: The safeguarding training was paid for in the 2019/20 budget as the training was originally scheduled for March but was postponed due to coronavirus.

Councillor Douris asked what training has been attended by members

KM advised Councillor Rogers went on a speed reading course and his feedback was that he felt it was very useful and would recommend this to any councillor that has to read through large documents such as the Local Plan. She said he had attached slides however these wouldn't be beneficial to those not at the training however there is a guide that may help.

K Mogan said Councillor Mahmood went on a course however we need to obtain feedback on this and that she would ensure feedback forms are sent to all councillors that attend training.

Councillor Douris said there was a speed reading course back some years ago and he felt it might be beneficial to run this again however this might not be suitable online, He said that reading large documents that councillors have to can be hard work.

K Mogan advised they have enquired about more speed reading courses, they are doing these via webinar, and they could look into dates on this before the end of the year. She also advised they have some Chair & scrutiny training coming up also, they could add speed reading to the programme.

Councillor Silwal asked about a Councillor went on a BID training course, He asked what this was.

K Mogan advised that this was a pack of documents sent to the councillor after they paid a fee, this was on how to win Bids.

3. MEMBER DEVELOPMENT PROGRAMME 2020/21

K Mogan talked through the dates for the rest of the year for training for Members

Councillor Griffiths asked if we had much uptake for the housing updates

K Mogan advised as they sent a team invite they cannot see who accepted, however she noted that she believes this was put on as requested by the members.

Councillor Griffiths said the housing allocations policy is really important as they are making major changes to it so it not so much a training session it more of a consultation to get the councillor engagement.

Councillor Douris asked if there is a report they need to see prior to the 2nd housing meeting, if they are to decide on something.

K Mogan advised they could ask housing if there is anything prior to the meeting.

Councillor Griffiths asked if the Local Government training session is chargeable and if there was a limit to how many people can attend.

K Mogan advised they were however they received a discount and that its 18 to attend however they can book further sessions if required. She said they would prioritise those who haven't attended the mandatory chairing sessions.

Councillor Douris asked if Member development sessions dates 18th was a free date or is anything booked in on this date.

K Mogan advised it was free and they can fill this, she said the dates are not restrictive so if officers wanted to run sessions with members they could.

Councillor Griffiths asked where they were with members who haven't attended mandatory training.

K Mogan advised they have put together further in the agenda to cover this, she said they have so far run 3 sessions of planning, 3 sessions on GDPR, we need to look to book a 3rd sessions for another which we have only done 2 of. She said they also need to re-book in safeguarding as there were issues with the tech when this was run.

Councillor Douris wondered if they should do the attendance item going forward before this item

4. ATTENDANCE RECORD

K Mogan went through the report on Mandatory training

GDPR only 3 members short, will look to do a 1-2-3- session with John Warts as it's not worth running a full session.

K Mogan said they can try and get a Budgeting training in with Finance prior to the next round of budget setting sessions in February. She said the Safeguarding session was a little challenging with computer issues.

Councillor Barry said that the numbers are looking better now from where they were previously.

K Mogan feels running them virtually has helped with the numbers

Councillor Bhinder agreed doing them online does help and there is no excuse not to attend, he said he feels it's easier.

Councillor Douris agreed however said that some meetings do require face to face.

Councillor Griffiths said although they are gearing up to go hybrid with the meetings in the forum, its possible when virtual for people to be present however not engaging with it. She also said some members may be struggling with the IT side of it and lacking in confidence with it.

Councillor Bhinder asked if they could pick up with some IT training with members as he knows of some who are struggling.

K Mogan feels drop in sessions maybe more beneficial for IT training for members as they can focus on individuals issues, Member support can talk through specific issues with individuals as a group session may not be as helpful.

Councillor Douris agreed drop in sessions would be better.

A.P K Mogan said they can advertise in Members news the drop in sessions and also ask Members to put forward any specific issues they would like training on. She said they could also put together step by step how to guides for certain processes.

Councillor Griffiths said that although that's a good idea, most members don't have printers. She said it may be worth asking members what they training on members need may not know they need specific training. She said it may be better if we select topics that may trigger members to think they may need that training.

A.P K Mogan & L Fowell to sit down and discuss potential topics that may require training and send out.

Councillor Griffiths commented that there is a lot of information on the intranet and these can be helpful.

Councillor Douris asked if there were IT tips sheets on the intranet.

K Mogan said they can run a short session on the intranet and what is on there.

Councillor Barry said that it should be to a degree MDSG's responsibility to support those not attending the training. She also asked if they could download Teams onto personal devices.

Councillor Douris said that there is a lot of stuff on Teams which they don't use and the ability to download it to own devices, he said there is a greater level of flexibility within the system. He said that he finds it frustrating that we cannot send Zoom invites as Zoom is growing so quickly and we should be able to use this as some people don't have Teams

A.P K Mogan said that despite not having Teams people can still use it as the link will open in the web version and doesn't require the App however she will speak to IT about what members can and can't do with devices.

Councillor Douris said that it might be a good idea to look over Teams and what's happened with it in the last 2 years as he thinks there is a newer version. He asked Councillor Barry if she has a newer version.

Councillor Barry explained that the version she uses at DBC is different to the one she uses at HCC and she thinks DBC are behind with Teams.

Councillor Griffiths said that HCC had Teams way before DBC and that it was new certainly to the Members.

K Mogan confirmed it was pushed out just before the 1st Lockdown in March.

Councillor Douris asked if we wanted to look at what we can put in the available dates.

Councillor Griffiths said would it be good to start seeing some sessions from officers, such as Environmental Health and what they do as we have seen planning and housing, as there may be a wide area of services that members do not know about. She said she appreciates they are busy, especially with Covid so it might be better to look at dates into next year.

Councillor Silwal asked if his Safeguarding training he undertook as a school governor would cover his council mandatory training.

K Mogan confirmed no it doesn't, the councils training is specific to the councillors role.

5. QUARTERLY BUDGET UPDATE

Councillor Douris shared the Budget document.

Councillor Silwal asked who decides who has what training.

K Mogan advised members will ask if they require training, they may have received an email offering them training, they will ask if it's within the budget we will look at if it's possible.

Councillor Griffiths advised there are lots of free courses at the moment, and they are free. Some of them are really interesting, sometimes these are sent to member's inboxes, depending upon there mailing lists.

A.P K Mogan to look into any free training available, and said she can speak to any officers as they may know about free training.

Councillor Douris asked if the effective use of social media went ahead.

Councillor Griffiths confirmed it did as she attended.

Councillor Douris commented that the price of the social media course for one person compared to a group course, they must ensure that if any member request training if they can they need to wait until a group session maybe available.

6. EVALUATION FEEDBACK FROM PREVIOUS DEVELOPMENT SESSIONS

K Mogan shared the report on feedback from latest training with the committee

However 2 further responses were received after the report was published and are not included on the report.

Councillor Griffiths asked if low feedback scores were received would they go back and ask for constructive criticisms.

K Mogan said they could request this going forward.

Councillor Griffiths said in doing this could identify a member who may be struggling, with the subject or possibly the IT. She said if we don't interrogate the figures we can't take from them.

Councillor Griffiths asked if there were any members who hadn't attended any.

K Mogan said there were a couple that hadn't attended any.

Councillor Griffiths said looking at one of the names she is sure that this is down to struggling with the IT, Teams came in so quick and she doesn't feel confident in the IT and this could be the reason.

Councillor Barry suggested maybe a buddy system in place whereby someone could help her.

Councillor Douris asked if we had feedback on any other training.

K Mogan confirmed she didn't send feedback for the last training, Mark Brookes does have the recording so they can re-send this to members if they would like to see it.

Councillor Douris asked if they could put on Member news the fact member support can share the recording of training and how to access them.

K Mogan confirmed they can do that, they could also share the recording straight to their inbox as sometimes it's difficult to search for them. She said they can look at where to store these and add to the how too guides they put together.

7. ATTENDANCE RECORD

Above

8. AOB

Evaluation after Programme
Attendance record after training

Next Meeting March 24 2021