

MEMBERS' TRAINING AND DEVELOPMENT PANEL

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Monday, 15 April 2013

Time: 11.00 a.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 17th December, 2012 (herewith) (Pages 1 - 4)
3. Report Writing and Plain English - Current Position (report herewith) (Pages 5 - 7)
4. Member Development Programme- Update (Spring 2013) (report herewith) (Pages 8 - 12)
5. Personal Development Plans (report herewith) (Pages 13 - 15)
6. Date and Time of Next Meeting - Monday, 10th June 2013 at 11.00 a.m.