

**MEMBERS' TRAINING AND DEVELOPMENT PANEL  
THURSDAY, 29TH SEPTEMBER, 2011**

Present:- Councillor Gosling (in the Chair); Councillors Dodson, Pickering, G. A. Russell, Sangster, Sharman, Whelbourn and Mrs. C. Cockayne.

Apologies for Absence were received from Councillors Buckley, Lakin, Rushforth, Steele, Stone and Wootton.

**59. MINUTES OF THE PREVIOUS MEETING HELD ON 28TH JULY, 2011**

The minutes of the previous meeting held on 28<sup>th</sup> July, 2011 were agreed as a correct record.

With regards to Minute No. 56 (Training Requirements) and in particular Personal Development Plans consideration was given as to their continuing merits and whether the process should take place annually or every two years.

The Panel believed that the process should continue every two years and the outcomes feed into the training plan for Members.

**60. RECYCLING GROUP**

Consideration was given to a request for a nomination to the Recycling Group from this Panel.

Agreed:- That Councillor Steele be this Panel's nominated representative.

**61. LGID KNOWLEDGE HUB**

The Chairman introduced John Finnen, Performance Officer, to the meeting who gave a presentation on the Knowledge Hub and Local Government Inform, which was a performance management, benchmarking and data analysis system.

The presentation drew specific attention to:-

- Local Government Group – Taking the Lead.
- The 7 Point Offer.
- Overview of the Knowledge Hub – Functionality and Resources.
- Official Launch of the Knowledge Hub.
- Local Government Inform.
- Headline Reports.
- Metrics Library and Examples.
- Local Government Inform – Access.

Discussion ensued on the possibility of a further information sharing session once the Knowledge Hub was "live" for all Members.

Agreed:- (1) That John Finnen be thanked for his informative presentation.

(2) That arrangements be made for an all Member seminar on the Knowledge

Hub in due course.

## **62. E-CASEWORK/E-LEARNING**

Richard Copley, Client Officer, gave a brief update on the progress made with E-Casework, usage, training availability and the methods by which the system could be populated with surgery complaints.

Jean Tracey, I.T. Training Officer, reported on the training sessions that had been arranged for Elected Members, the new developments of the system and the feedback already received. A further session was arranged for Friday, 30<sup>th</sup> September, 2011 over the lunchtime period.

Discussion ensued on the processes used by Members to resolve surgery complaints and the need for these to be captured within E-Casework. Members were advised of the importance of using E-Casework and the role and support that the Members' Secretariat could provide.

Agreed:- That Richard Copley and Jean Tracey be thanked for their information.

## **63. CHARTER FOR MEMBER DEVELOPMENT - UPDATE**

Further to Minute No. 45 (Charter for Member Development) of the meeting held on 21<sup>st</sup> April, 2011, Katie Dawson, HR Officer, gave an update on the outstanding actions from the Charter for Member Development assessment.

- Provision of suitable support and induction programme for Councillors elected at a by-election

A mini induction programme would be provided based on the context of the main induction programme, but formalised on a 1:1 basis. Arrangements would be made with officers to provide information. A question would also be included in the personal development plans to see if Councillors wanted to be part of new Councillor mentoring projects.

- Reconfiguration of times of meetings

Training arrangements now took account of dates/times to cater for all Members' requirements.

- Report templates and simplified language

The report template was in the process of being simplified and an update done to the Plain Language and Clear Communication Guidelines.

The two documents would be widely circulated in due course.

- Training Evaluation

Those Elected Members who had attending training courses would be issued with an evaluation form and be asked to fill in details.

The Members' Training and Development Panel would then be responsible for reviewing the evaluation forms on a six monthly basis and would be timetabled accordingly on agendas.

Agreed:- That Katie Dawson be thanked for the update and the contents noted.

#### **64. INDEPENDENT FINANCIAL TRAINING**

Further to Minute No. 55 (Training Events) of the meeting held on 28<sup>th</sup> July, 2011, Councillor Darren Hughes, Chairman of the Self Regulation Select Commission, provided further information as to the reason for the request for independent financial training being provided for a sub-group of the Self Regulation Select Commission. This training would aid their role in scrutinising the proposals set out as part of the budget setting process.

It was good practice to seek independent advice and various options had been considered, including officer peer support through the Local Government Group. This provision would be at minimal cost to the Council apart from expenses.

Discussion ensued on the value of this independent training and whether or not an invitation could be extended to other Members and it was agreed that this include the Chairman of the Audit Committee.

Agreed:- That arrangements be made with the Local Government Group to set up the officer peer independent training as soon as possible for the sub-group of the Self Regulation Select Commission and the Chairman of the Audit Committee.

#### **65. MEMBERS' TRAINING EVENTS**

Consideration was given to the information that had been circulated with the agenda relating to forthcoming training events for Elected Members.

It was suggested that the information be circulated to all Members for information.

Agreed:- That the forthcoming training events be noted and the details circulated to all Members for information.

#### **66. DATE AND TIME OF NEXT MEETING**

Agreed:- That the next meeting of the Members' Training and Development Panel take place on Thursday, 20<sup>th</sup> October, 2011 at 2.00 p.m.