

**At a meeting of the MEMBER DEVELOPMENT SUB-COMMITTEE held in the CIVIC CENTRE on 6 JULY 2009 at 9.00 a.m.**

**Present:-**

Councillor M. Smith in the Chair

Councillors Allan, J. Walton, P. Watson and A. Wright.

**Apologies**

There were no apologies submitted to the meeting.

**Minutes**

1. RESOLVED that the minutes held on 12 March, 2008 (copy circulated) be signed as a correct record.

**Member Development Sub-Committee Report**

The Director of Human Resources and Organisational Development submitted a report (copy circulated) which provided the Committee with information on issues relating to the development of Elected Members.

(For copy report – see original minutes).

Ms. C. Mordecai, Training and Development Consultant advised that following the Member Satisfaction Survey it was proposed that in order to achieve a co-ordinated approach to Elected Members' briefings that a range of scheduled briefings should be provided to Members on issues of significant importance.

Members were then referred to a list of proposed briefings which had been collated using a list of topics provided by Directors on what issues were the most important for Members to receive briefings in accordance with the developments occurring in their service.

At this juncture Members entered into detailed discussions regarding the topics provided by Directors.

The Chairman expressed particular interest in Government's responses to the Laming Recommendations. The Director of Human Resources and Organisational Development agreed to look into the possibility of publishing these on the intranet.

Councillor Allan stated that he was keen to participate in more interactive e-learning briefing sessions.

Ms. Mordecai responded advising that there was a possibility that e-learning modules would be linked into the Community Leadership Programme.

It was agreed by members that two briefings should take place per month, one on an afternoon and another on an evening. Members felt that training on matters that would improve their effectiveness in dealing with matters should be given priority, for example licensing, planning and meetings of the Appeals Panel and that the list (circulated) should be split into 3 or 4 categories and prioritised in accordance with which briefing must/should be attended.

At this juncture, the Director of Human Resources and Organisational Development agreed to produce a framework detailing which briefings were high priority, and which ones could be formulated into an electronic update for Members rather than an actual briefing.

Ms. Mordecai added that it may be necessary to arrange some further training sessions, in addition to those already scheduled in the Council Diary.

### **Member Satisfaction Survey**

Mr. P. Spooner, Programme Manager informed Members that all Councillors were invited to respond to the Member Satisfaction Survey and that the deadline for responses was extended.

There was a 61% response rate overall covering 23 out of 25 Wards across the City which was considered reasonably good, however there was a nil response from the Independent Party.

A summary of the Survey and the responses received was attached for Members information and each of these were outlined in turn.

Councillor Walton commented that he was particularly impressed with the Service Directory which he found extremely useful.

### **Certificate for Councillors**

Members expressed their support for Councillor Ivan Richardson and Councillor Dianne Snowdon to undertake the Certificate for Councillors course.

## **Development Opportunities from the Regional Improvement and Efficiency Partnership (RIEP)**

Members were advised that each Local Authority in the region had been offered the opportunity to draw on two areas of development from a range of issues that had been identified as high priorities by a recent regional Councillor Sounding Board.

Having considered the list, Members agreed upon two areas of development which they felt Councillors would benefit most from receiving the RIEP. These areas were as follows:-

- (i) Community Safety
- (ii) Media and Communications

Upon discussion of the issues raised in the report, it was:-

### **2. RESOLVED that:-**

- (i) A range of Member briefings would be delivered during 2009/10, including those below which had been highlighted as being of particular interest:-
  - Tourism Briefing/Production of Destination Management Plan/Water Safety at Hendon Beach,
  - Mobile Phone Masts,
  - Health and Safety/First Aid,
  - School Issues – use of sanctions, behavioural issues, role of school governors; and
  - Laming Recommendations, Government and Children's Trust Responses.
- (ii) Briefings to be provided via e-learning, circulation of paper-based materials and face to face contact;
- (iii) the Member Satisfaction Survey results be noted;
- (iv) Councillors Ivan Richardson and Dianne Snowdon to undertake Certificate for Councillors course; and
- (v) Community Safety and Media and Communications be the two areas for development under RIEP.

The Chairman having thanked Members and Officers for their attendance then closed the meeting.

(Signed) M. SMITH,  
Chairman.