

**At a meeting of the MEMBER DEVELOPMENT SUB-COMMITTEE held in the CIVIC CENTRE on 31<sup>ST</sup> JULY, 2006 at 10.00 a.m.**

**Present:-**

Councillor L. Scott in the Chair

Councillors Allan and Symonds.

**Apologies**

Apologies for absence were submitted on behalf of Councillor S. Watson.

**Minutes of Meeting held on 15<sup>th</sup> September, 2005**

The report of the meeting of the Member Development held on 15<sup>th</sup> September, 2005, Part 1 (circulated) was submitted and consideration given thereto.

1. RESOLVED that the report of the last meeting be confirmed and signed as a correct record.

(For copy report – see original minutes)

**Member Development Sub-Committee Report**

The Corporate Head of Personnel submitted a report, (copy circulated), which provided the Committee with an update on progress towards the achievement of the Elected Member Charter, planned for January, 2006.

The Principal Training and Development Consultant, Mr. M. Frankland, briefly outlined the report. Following which, Members discussed each individual section.

With regard to attendance at training, Members referred to a table which summarised the level of attendance at various courses. The Principal Training and Development Consultant highlighted that a number of courses had been cancelled due to non-attendance or low attendance.

Due to this, Members requested whether courses could be graded according to the level of importance. Mr. Frankland confirmed that this could be carried out, however informed Members that all mandatory courses were already identified and that any further work would be progressed via the PDP (Personal Development Plan).

The Principal Training and Development Consultant went on to advise that Corporate Personnel were keen to produce some posters advertising training, with a view of encouraging Members to attend. The Committee being happy to support this idea.

Councillor Allan referred to page 5 of the agenda and in doing so queried the "recharged" aspect of the Budget Update where it was confirmed that all recharges were internal.

Members then discussed issues around the Member Induction 2006 and it was deliberated whether Sunderland City Council would consider hosting a regional induction for Members to attend instead of attending the course provided by the IDeA. Councillor Symonds suggested that if all five Local Authorities in the region were prepared to contribute towards funding an event, then it would be feasible for Sunderland to host it. Members commented that undertaking an induction at a regional level would be more effective than the IDeA organising an event. The Principal Training and Development Consultant agreed to liaise with Mick Brody to discuss the possibility of Sunderland City Council hosting a regional event.

During consideration of the Mentoring Programme, which had recently been established for Elected Members, it was agreed that mentees were likely to prefer someone they know to act as their mentor. A suggestion to develop the programme was to use the IDeA's mentoring process as a basis and adapt it according to the various local issues that arise.

Members were informed that twenty-four Councillors had undertaken a Personal Development Plan (PDP) meeting, all of which had been successful in identifying specific training needs for Members to take forward. Members agreed to invite Eleanor Hayward to conduct PDPs where Members felt it would be beneficial to have an external facilitator.

Councillor Allan queried the current position in relation to the Elected Member Development Charter. In response, the Principal Training and Development Consultant advised that a paper had been produced and research was currently being undertaken to determine what other Local Authorities had done to obtain evidence.

It was agreed that in September a Charter pre - assessment be conducted to identify which areas Sunderland City Council needed to improve. In the meantime it was suggested that Corporate Personnel identify a list of events to use as evidence gathering.

In relation to Identified Training Proposals Members requested that they also should be given the opportunity to undertake First Aid Training, together with Council Officers. Due to this it was agreed that courses should be advertised to Members.

A discussion then ensued in relation to Cultural Awareness. During which the Principal Training and Development Consultant advised that equalities standard training had been delivered to all frontline staff and was now being disseminated to Officers.

Members were in agreement that a wider knowledge and background regarding the cultural history of Sunderland should be put in writing, including facts and figures as these would be beneficial for reference by newly Elected Members. Mr. Frankland agreed to investigate whether something was currently in place for example a Sunderland pocket guide.

Members were informed that an Induction Pack was currently being progressed and feedback so far was positive. Councillor Symonds requested that in order for Members to easily identify which Council Officer to speak to in relation to specific matters that a list of contact names and numbers would be useful to include in the pack.

Members advised the Principal Training and Development Consultant to notify them if any further comments or suggestions were required.

(Signed) L. SCOTT,  
Chairman.