

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 26 JULY 2023

Present:-

Cllr. Adrian Clifford (Chairman)
Cllr. Matt Tomeo (Vice-Chairman)

Cllr. Royston Bayliss
Cllr. Nick Brown

Cllr. Luke Cousin
Cllr. Susan Findlay
Cllr. Dillan Shikotra

Cllr. Bob Waterton
Cllr. Jane Wolfe

Officers present:-

Katie Brooman	- Elections and Governance Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Isaac Thomas	- Democracy Support Officer

1. NOTES OF LAST MEETING

The minutes of the meeting held on 22 March 2023, as circulated, were approved as a correct record.

2. INTRODUCTION TO MEMBER DEVELOPMENT

The Chairman, Cllr. Adrian Clifford welcomed the new Members to the Member Development Steering Group, provided an overview of the group's core functions, and introduced the role of Democratic Services in supporting the group.

The Senior Democratic Services & Scrutiny Officer provided context on the Member Development Charter, which was achieved in 2003, 2006 and 2016, and highlighted the challenges implementing the Member Development Programme in recent years due to COVID-19.

Members discussed different approaches to learning and development and the challenge of tailoring training to Members individual needs when much of the training programme is mandatory.

3. MEMBER DEVELOPMENT STRATEGY 2021-23

Members discussed the strengths and highlighted some areas for improvement in the current Member Development Strategy 2021-23 and began planning the new Strategy for the period 2023-2027.

Members discussed different methods of tailoring the structure of Personal Development Appraisals (PDA's) in order to make them more accessible and useful for Members. Cllr. Susan Findlay offered the example of a skillset wheel which would provide a visual representation of Member's skills and competencies, their goals and aspirations, any gaps in their knowledge, and a clear set of development objectives.

The Senior Democratic Services & Scrutiny officer informed Members that the new Strategy was expected to go to the Member Development Steering Group on 17 October 2023, then to Council on 21 November 2023. Members agreed to form a small working group including the Chair, Cllr. Adrian Clifford and four other Members to feed into the new strategy before the October meeting. Cllr. Susan Findlay, Cllr. Luke Cousin, Cllr. Jane Wolfe and Cllr. Matt Tomeo volunteered to join the working group and it was agreed that a meeting would be scheduled for September.

4. END OF TERM SURVEY FEEDBACK

Members considered the feedback to the End of Term Survey which was distributed to Members in April 2023, prior to the local elections. The Democracy Support Officer updated Members on what learning had been put into practice in the recent induction.

5. MEMBERS IT UPDATE

The Senior Democratic Services & Scrutiny Officer (SDSSO) updated Members on the current IT situation and explained that returning Members would need to bring in their laptops to the Council offices to have SharePoint installed and additional updates administered. Members were informed that those using personal devices would also be offered a Council laptop to use.

Member requested that a representative from IT attend the next Steering Group meeting on 17 October 2023. Members suggested that the SDSSO collate some feedback from Members which could be circulated to IT to respond to at the next meeting.

6. INDUCTION PROGRAMME

Cllr. Dillan Shikotra left the meeting during the consideration of this item and did not return.

Members considered the current Member Induction Programme, provided feedback on the courses delivered and proposed future content.

Members feedback included:

- That the induction programme was valuable, intense and rigid.
- Need more options for online/digital training
- Consider pre-recorded sessions that members can watch in own time
- Buddying scheme was good, however some members had only met with their respective Buddy once. Reconsider who is a Buddy – some officers are quite senior and may not have time.
- Masterclasses are very good.
- That all invitations for learning and development events be sent out to Members so they can plan their diaries.
- 'Hints and tips' and further information on how the Council works be sent/shared to all Members.

Members discussed the importance of digitalising the Induction Programme and recognising that there are different approaches to learning and development. The Senior Democratic Services & Scrutiny Officer provided an update on iLearn, the Council's e-learning platform, and advised Members that login details would be distributed in the following weeks.

7. EVALUATION OF RECENT COURSES

The Democracy Support Officer updated Members on the evaluation feedback from recent courses, including the Value for Money and Return on Investment.

Members discussed the low number of responses to the evaluation surveys and considered various methods of collating the feedback to training sessions, including Microsoft Forms, paper copies and Mentimeter. The Democracy Support Officer responded that various methods would be considered and reported upon at the next meeting.

8. BUDGET UPDATE

The Elections & Governance Manager updated Members on the training budget.

9. ITEMS FOR NEXT AGENDA

- Members IT Update
- Member Development Strategy 2023-27
- Evaluation of Recent Courses

10. DATE OF NEXT MEETING

- Tuesday 17th October 2023.

THE MEETING CONCLUDED AT 7.05 P.M.