Blaby District Council
the heart of Leicestershire

DATE: 22nd November 2022
MY REF: MDSG
YOUR REF:
CONTACT: Democratic Services
TEL NO: 0116 272 7640
EMAIL: secretariat@blaby.gov.uk

To Members of the Member Development Steering Group

Cllr. David Findlay (Chairman)

Cllr. Nick Brown	Cllr. Mat Mortel	Cllr. Jane Wolfe
Cllr. Nick Chapman	Cllr. Tracey Shepherd	
Cllr. Adrian Clifford	Cllr. Bev Welsh	

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT STEERING GROUP** will be held in the Brooks Room - Council Offices, Narborough on **WEDNESDAY, 30 NOVEMBER 2022** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully

Louisa Horton
Monitoring Officer

Blaby District Council Council Offices Desford Road Narborough Leicestershire LE19 2EP
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Narborough. This document is printed on recycled paper

AGENDA

1.   Apologies for Absence

2.   Notes of Last Meeting (Pages 3 - 6)

        To approve the minutes of the last meeting held on 12th July 2022.

3.   Budget Update (Pages 7 - 8)

        To update Members on the Member Training Budget.

4.   Draft Induction Programme for Members

        To follow.

5.   Prospective Councillor Event

        Members will receive a verbal update at the meeting.

6.   Recent Courses (Pages 9 - 10)

        To provide Members with an attendance overview of recent courses.

7.   Items for Next Agenda

8.   Date of Next Meeting

        - 13 March 2023.

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

TUESDAY, 12 JULY 2022

Present:-

Cllr. Chris Frost   Cllr. Mat Mortel   Cllr. Jane Wolfe
Cllr. Nick Chapman   Cllr. Bev Welsh

Substitutes:-

Cllr. Phil Moitt (In place of Cllr. Nick Brown)

Officers present:-

Julie Hutchinson   -   Communications Manager
Nicole Cramp   -   Democratic & Scrutiny Services Officer
Katie Saunders   -   Democratic & Scrutiny Services Officer

Apologies:-
Cllr. David Findlay and Cllr. Adrian Clifford

1. **COUNCIL PROCEDURE / PROTOCOLS**

The item was deferred to the next meeting. The item had been added at the request of the Chairman, Cllr. David Findlay who had sent his apologies for this meeting.

2. **NOTES OF LAST MEETING**

The minutes of the meeting held on 31 January 2022, as circulated, were approved as a correct record.

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3.   **MEMBER ICT UPDATE**

The Democratic & Scrutiny Services Officer updated Members on the IT equipment roll out which commenced on Wednesday 6th April 2022 and was completed by Friday 29th April 2022.

The Democratic & Scrutiny Services Officer advised that a total of 4 IT support sessions where held for Members with a total of 5 Members attending.

The Democratic & Scrutiny Services Officer advised Members that Blaby District Council has recently experienced server outages and wished for Members to have a discussion on how they would like to be contacted if system outages occur.

Cllr. Bev Welsh advised that one form of contact would not suit everyone and that both a text message and a Microsoft Teams message would be beneficial.

Cllr. Nick Chapman expressed concerns surrounding Council meeting being held at the same time as technical issues and suggested that meeting agenda's be saved on a reliable device such as a USB.

Cllr. Mat Mortel suggested using a Cloud system.

Cllr Ben Taylor advised that they have been reviewing SharePoint and that the Council is hopeful to move into this direction in the future.

4.   **BUDGET UPDATE**

The Democratic & Scrutiny Services Officer presented the budget update to Members and advised that the remaining budget is £6,010 for the year.

5.   **FUTURE COURSES**

The Democratic & Scrutiny Services Officer presented upcoming courses to Members.

Cllr. Ben Taylor asked the Members if they felt a Mock Planning Committee training session would be helpful.

Cllr. Chris Frost who was a Planning Committee Member felt this would be helpful.

6.   **EVALUATION OF RECENT COURSES**

The Democratic & Scrutiny Services Officer advised that the Annual Planning Committee training held on Tuesday 7th June 2022 had a total of 19 Members attend.

Cllr. Bev Welsh advised that if feedback forms could be given at the training event rather than later that more feedback would be provided.
The Democratic & Scrutiny Services Officer updated Members on Safeguarding training and advised that there were 2 members who had yet to complete training.

7.   **MEMBERS CONTACT DIRECTORY**

The Democratic & Scrutiny Services Officer presented the newly updated Contact Directory to Members and advised that this will be updated and included on the Members E-Bulletin which is published monthly.

Cllr. Nick Chapman explained how helpful this will be to existing and new upcoming members.

8.   **TIME OF FUTURE MEETINGS**

Members agreed that future Member Development Steering Group meetings should be held at 5:30PM.

9.   **ITEMS FOR NEXT AGENDA**

- Members Business Continuity
- Members training induction programme review
- Update on Livestreaming Council meetings
- Council Procedure / Protocols

10.   **DATE OF NEXT MEETING**

- Monday 26 September 2022

THE MEETING CONCLUDED AT 5.28 P.M.

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Members Seminars & Short Training 1006 DJD & CAG
Budget Update for 2022/23
As at 15/11/2022

1006 DJD		7,000.00
1006 CAG		0.00
Annual Budget =		**7,000.00**

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitments £	Accruals £	Cumulative Total £	Budget Remaining £
LGA DCN Annual Conference 2022 - T Richardson; M Wright	LOCAL GOVERNMENT ASSOCIATION		PA00824	990.00			990.00	6,010.00
New Code of Conduct for Blaby Parish & Town Councils	LRALC Ltd		DS01031	550.00			1,540.00	5,460.00
Training Webinar for L Richardson	TCPA	1036942	06-Jul-22	45.00			1,585.00	5,415.00
Councillors introduction to Planning Reform	TCPA	1037499	25-Oct-22	50.00			1,635.00	5,365.00
							1,635.00	5,365.00
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							1,635.00	5,365.00
Totals				**1,635.00**	**0.00**	**0.00**	**1,635.00**	**5,365.00**
				(1,635.00)	0.00	0.00	0.00	0.00

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Recent Courses Attendance

Date	Event	Number of Attendees
27/05/2022	Virtual Cyber Security Workshop	2
29/09/22	Highways	10
06/10/2022	An Introduction to Planning Reform for Elected Councillors	2
26/10/2022	Affordable Housing	22

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