

Member Development Steering Group

Wednesday, 23 July 2025

5.30 p.m. Brooks Room - Council Offices, Narborough

Membership:

	Cllr. Adrian Clifford (Chairman)	
	Cllr. Matt Tomeo (Vice-Chairman)	
Cllr. Nick Brown	Cllr. Ande Savage	Cllr. Bob Waterton
Cllr. Luke Cousin	Cllr. Dillan Shikotra	Cllr. Jane Wolfe
Cllr. Susan Findlay	Cllr. Roger Stead	

AGENDA

1. Apologies for Absence
2. Notes of Last Meeting (Pages 3 - 8)
3. Member Development Programme

For Members to consider:

- Member Development Programme (to follow)
- Online training
- Priorities for year ahead

4. Licensing and Regulatory Sub-Committee

Members will receive an update on the attendance of Members at the meeting.

5. I.T Update and Feedback
6. Budget Update (Pages 9 - 10)
7. Items for Next Agenda
8. Date of Next Meeting
 - 17 September 2025
 - 10 December 2025

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MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

THURSDAY, 10 OCTOBER 2024

Present:-

Cllr. Adrian Clifford (Chairman)

Cllr. Nick Brown
Cllr. Luke Cousin

Cllr. Roger Stead
Cllr. Bob Waterton

Cllr. Jane Wolfe

Officers present:-

Kristy Ingles	- Development Services Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer
Isaac Thomas	- Democracy Support Officer

Apologies:-

Cllr. Matt Tomeo, Cllr. Susan Findlay, Cllr. Ande Savage and Cllr. Dillan Shikotra

1. NOTES OF LAST MEETING

The minutes of the meeting held on 23 July 2024, as circulated, were approved as a correct record.

2. **PLANNING MASTERCLASSES**

The Chairman, Cllr. Adrian Clifford welcomed the Development Strategy Manager (DSM) to the meeting. The DSM provided a general update on Planning Masterclasses, including previous Masterclass subjects, such as Highways, Sustainability and Section 106.

Following a discussion on the format and attendance levels at Masterclasses it was agreed that sessions be recorded and circulated to all Members.

It was agreed that the Planning Code of Good Practice be circulated to Members and that the following Masterclasses be arranged before the next Annual Council meeting:

- Section 106
- Highways
- Material Considerations
- Developer Contributions

The DSM urged Members that the Planning Department are always available to support Members with any queries.

DECISION

That the following Masterclasses be arranged before Annual Council:

- Section 106
- Highways (that the DSM approach Highways to arrange this)
- Material Considerations
- Developer Contributions

Reason:

To ensure that appropriate training events are included on the Member Development Programme.

3. MEMBER DEVELOPMENT PROGRAMME & UPDATE ON CDR'S

The DSO provided a progress update on the Councillor Development Reviews (CDR's). The DSO explained that a total of 30 out of 36 CDR's were completed, with the addition of 6 new CDR forms received since the last meeting on Tuesday 23 July 2024.

The DSO updated Members on their identified training and development needs which had been updated with the information provided on the latest CDR's. The DSO informed Members that the key themes have broadly remained the same and provided a summary of each identified training need, highlighting previous training on each topic with further actions to be taken. Where training has already been held recently, it was agreed that the materials would be provided for all Members to refer to.

The DSO presented the new Member Development Programme for 2024/2025.

DECISION

That the 2024-2025 Member Development Programme be approved.

Reason:

It is appropriate that the Steering Group develops an inclusive training programme for all Members of the Council.

4. MANDATORY ONLINE LEARNING

The DSO reminded members that at the last MDSG meeting Members agreed that a deadline of the 30th September 2024 be set for the completion of Mandatory Online Modules. A reminder email was sent to Members on 5th August 2024 with login information and instructions to assist members. The DSO confirmed that completion rates now stand at 29 for GDPR & Data Protection and 28 completions for the Safeguarding Module.

Members that have outstanding modules will be reported to the group Whips and the Monitoring Officer.

5. **MEMBER DEVELOPMENT UPDATE TO COUNCIL**

The Senior Democratic Services & Scrutiny Officer presented the Member Development Update to Council and asked Members for comment.

Cllr Luke Cousin asked that the percentage of Members completing the Councillor Development Reviews be included. This was supported and agreed at the meeting.

DECISION

That the Member Development Update to Council be approved.

Reason:

The Member Development Strategy 2023-2027 set out that regular updates be provided to full Council.

6. **WEEKLY NEWSLETTER**

The DSO presented Members with the new Weekly Newsletter which replaces the Members Weekly Meetings Diary. This newsletter includes a weekly update from Democratic Services, useful links for Members and upcoming Scrutiny meetings and training sessions.

The DSO welcomed Members feedback, including name suggestions for this new weekly communication. Members discussed the following:

- Discussion on when newsletter is circulated to Members – e.g Thursday.
- Add a contents page with quick links at the top of newsletter to enable Members to find information quickly.
- Add a focus piece on topics.
- Make the monthly calendar a rolling calendar (e.g monthly).
- Change the covering photo to the council offices.
- Whether any data could be provided on how many have read the newsletter.
- Ask members for suggestions for name in the first newsletter.

7. EVALUATION OF RECENT COURSES

The DSO updated Members on the evaluation feedback from recent courses, which was summarised up to the Finance Without Numbers session that took place on Thursday 19 September 2024. An update was provided on the Value for Money (VfM) and Return on Investment scores for each session.

Cllr. Luke Cousin suggested that a Red, Amber, Green (RAG) rating system be added to the scores to make it more visible to Members whether or not sessions had achieved Value for Money.

8. BUDGET UPDATE

The Senior Democratic Services & Scrutiny Officer updated Members on the training budget.

Members requested that a training session on either Chairing Skills, or effective casework be arranged to ensure that the budget has been used before the end of the financial year.

9. ITEMS FOR NEXT AGENDA

- Members to approach their own groups for items for the next agenda.

10. DATE OF NEXT MEETING

- Wednesday 4 December 2024.

THE MEETING CONCLUDED AT 7.03 P.M.

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Members Seminars & Short Training
Budget Update for 2025/26
As at 14th July 2025 (P4 2025/2026)

Annual Budget = 7,000.00
7,000.00

Expenditure	Supplier	Ref	Payment Made / Order Raised Date	Actual £	Commitment s £	Accruals £	Cumulativ e Total £	Budget Remaining £
								7,000.00
								7,000.00
Totals				0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	7,000.00 0.00

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