

## **MEMBER DEVELOPMENT STEERING GROUP**

Minutes of a meeting held at the Council Offices, Narborough

**TUESDAY, 12 JULY 2022**

### **Present:-**

Cllr. Chris Frost  
Cllr. Nick Chapman

Cllr. Mat Mortel  
Cllr. Bev Welsh

Cllr. Jane Wolfe

### **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.

### **3. MEMBER ICT UPDATE**

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

The Democratic & Scrutiny Services Officer advised that a total of 4 IT support sessions were 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 7<sup>th</sup> 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.**