

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 30 NOVEMBER 2022

Present:-

Cllr. David Findlay (Chairman)

Cllr. Chris Frost
Cllr. Nick Brown
Cllr. Nick Chapman

Cllr. Adrian Clifford
Cllr. Mat Mortel
Cllr. Tracey Shepherd

Cllr. Bev Welsh
Cllr. Jane Wolfe

Officers present:-

Sandeep Tiensa

- Senior Democratic Services & Scrutiny Officer

Nicole Cramp

- Democratic & Scrutiny Services Officer

1. NOTES OF LAST MEETING

The minutes of the meeting held on 12 July 2022, as circulated, were approved as a correct record.

2. BUDGET UPDATE

The Democratic & Scrutiny Services Officer presented the budget update to Members and advised that the remaining budget is £5,915 for the year.

3. DRAFT INDUCTION PROGRAMME FOR MEMBERS

The Senior Democratic & Scrutiny Services Officer presented the draft Member Development Programme for new and returning Members 2023/2024.

Members commented on the following:

- That the distinction between new and returning members and which session each had to attend was clear.
- That where Microsoft Teams will be used, that it be recorded and be sent to those who could not attend.
- That SharePoint be added as an extra functionality – the SDSSO responded that this would be explored further
- That each induction session be easily identifiable so Members know what they 'must attend' and what is an choice, including whether the session is likely to be repeated in future and when.

4. PROSPECTIVE COUNCILLOR EVENT

The Democratic & Scrutiny Services Officer advised Members of the 2 scheduled Prospective Councillor events.

The first event was held via Microsoft Teams on Tuesday 6th December 2022 at 6.00pm and had a total of 9 attendees.

The second event was held in the Council Chamber, Council Offices, Narborough on Saturday 21st January 2023 at 10.00am and had a total of 6 attendees.

5. RECENT COURSES

The Democratic & Scrutiny Services Officer presented an evaluation of recent courses.

Highways Training – led by Leicestershire County Council

Members commented that the recent Planning Masterclass on Highways was excellent and that it ought to be repeated for the induction.

Affordable Housing

Members commented that the session was excellent, however it was too long. Members recommended that in future the training be split into 2 sessions, and that the presentation slides be circulated.

The DSSO asked Members for feedback on what items they would like to see covered at the Finance Training to be held on 8 December 2022. Members requested:

- Refresher on basic revenue/capital streams
- Key income streams/outgoings in a chart
- List of Statutory Services
- Opportunities for Grants – where does grant funding have to be spent
- Use of reserves/earmarked reserves
- Basic Glossary

6. ITEMS FOR NEXT AGENDA

- Finalised induction programme for May 2023
- How we can better use Microsoft Teams (SharePoint)

7. DATE OF NEXT MEETING

- Monday 13th March 2023

THE MEETING CONCLUDED AT 6.15 P.M.