

MEMBER DEVELOPMENT STEERING GROUP

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 22 MARCH 2023

Present:-

Cllr. David Findlay (Chairman)

Cllr. Chris Frost
Cllr. Nick Brown

Cllr. Adrian Clifford
Cllr. Mat Mortel

Officers present:-

Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Isaac Thomas	- Democracy Support Officer

Apologies:-

Cllr. Nick Chapman, Cllr. Tracey Shepherd, Cllr. Bev Welsh and Cllr. Jane Wolfe

1. NOTES OF LAST MEETING

The minutes of the meeting held on 30 November 2022, as circulated, were approved as a correct record.

2. BUDGET UPDATE

Members noted that the remaining budget for the current financial year is £447.00.

3. RECENT TRAINING COURSES

The Democracy Support Officer presented an evaluation of recent Training Courses.

Planning Masterclass on Conditions – 2 March 2023

Members commented that the session was excellent, and Cllr. Chris Frost highlighted its interactive nature.

ICT Briefing – 13 March 2023

Cllr. David Findlay commented that the Briefing was very informative.

4. MEMBERS TOOLKIT 2023

The Democracy Support Officer presented the draft Members Toolkit for new and returning Members in 2023.

Members felt that the new Toolkit was comprehensive and were particularly pleased with the infographic on Registrable and Non-Registrable Interests.

Members commented on the following:

- That it would be useful to insert a quick start guide at the beginning of the Toolkit, including contact details for frequently used service areas and links to portals such as iLearn and the Council website.
- That an amendment to the IT Choices section be made, advising Members who require a higher level of technical support to choose the laptop provided by the Council.

5. MEMBERS INDUCTION PROGRAMME 2023

Members noted the proposed Induction Programme for new members and felt that it was comprehensive.

Members suggested that the attendance requirements for training sessions be made clear for new Members. This would be achieved by adding greater detail to the training session invitations, stating for which Members the training would be mandatory, advisory or optional, and detailing which sessions would be repeated.

6. MEMBERS ICT BRIEF

Members noted the timeline for returning IT equipment and providing new equipment.

Members were pleased with the demonstration of Microsoft SharePoint, particularly that it would be personalised and tailored to their requirements.

7. END OF TERM SURVEY

Members were happy with the content of the End of Term Survey and proposed no amendments.

Cllr. Mat Mortel suggested that officers should consider using Microsoft Forms to circulate the survey and collate feedback.

8. ITEMS FOR NEXT AGENDA

- Evaluation Survey at end of course
- Draft Member Development Strategy
- Feedback from new Members
- Induction Plan

9. DATE OF NEXT MEETING

- Tuesday 11th July 2023 (To be confirmed in the upcoming schedule of meetings)

THE MEETING CONCLUDED AT 6.20 P.M.