

Executive Advisory Panel –

Member Development

Meeting Notes

The Council Chamber, The Symington Building,

Adam and Eve Street, Market Harborough

Tuesday 18th November 2014

Commencing at 6.30p.m.

Councillors Present: Mrs. Ackerley, Bannister, Bowles, Mrs. Burrell, Dann (Chairman), Mrs. Simpson and Tomlin.

Officers Present: J. Haines , B. Jolly, B. Murgatroyd and E. O'Neill.

Agenda Item	Action
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1.	Apologies for Absence	
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No apologies for absence were received. All Members were Present.

2.	Notes of Meeting held on 27th October 2014	
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RESOLVED that: the notes of the Meeting of the Member Development Executive Advisory Panel be taken as read and signed by the Chairman as a true record.

3.	Use of e-Learning using Learning Pool	
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J. Haines, Learning and Development Officer, provided the Panel with a demonstration of the Council's e-Learning software 'Learning Pool'.

The Panel NOTED that:

- e-learning modules are designed to help both new and existing Councillors.
- Available modules include Licensing, Planning, Chairing of Meetings etc.
- Some of the Council's e-Learning modules are compulsory e.g. Safeguarding Children and Vulnerable People, Data Protection and the Induction to The Symington Building.
- The Council's e-Learning modules can be accessed remotely e.g. from home.
- Learning Pool (the supplier of e-Learning modules) was in the process of updating its online resources to make them more user-friendly and appear more modern. These changes would make the modules more accessible via smart phones and tablet PCs.
- Completing a module takes, on average, between 20-30 minutes.
- For those who are not very I.T. literate, face-to-face training on how to use Learning Pool would be available from Officers.

The Panel RECOMMENDED that:

- Compulsory training for new Councillor should continue to be delivered in a face-to-face manner.
- The political group whips be asked to encourage uptake of e-Learning

in their respective groups.

- Before face-to-face training sessions, all Councillors be emailed a link to the relevant, corresponding e-Learning module in order to maximise the impact of the training.

4 **Prospective Councillor Event**

The Panel considered the agenda for the Prospective Councillor Event due to be held on 25th November 2014.

The Panel RECOMMENDED that:

- five Councillors speak at the event (for five minutes each) to provide details of their experience of being an elected Member. These would be Councillors Bannister, Birch, Knowles, Tomlin and Simpson.
- Councillors would speak on the following suggested items:
 - What motivated you to become a Councillor
 - The role of a Councillor in the Ward
 - Time Commitment and Work/Life balance
 - Things I wished I'd known.
- An A-Z of District Council services be made available for prospective councillors at the event.

5 **Training Programme for the Remainder of 2014/15**

The Panel received an updated version of the training programme for the remainder of 2014/15.

No comments or actions arose from this item.

6 **Draft Member Induction Programme**

The Panel considered the Draft Member Induction Programme to be implemented following the District elections in May 2015.

The Panel NOTED that:

- No committee-specific training would take place until after the second Meeting of Annual Council. Reason: Councillors will be assigned committee places at the second Meeting of Annual Council.

The Panel RECOMMENDED that:

- All Members be provided with advice from the Monitoring Officer on completing their Declarations of Interests forms. This could be undertaken as part of the Code of Conduct Training on 14th May 2015.

7. **Dates of Future Meeting**

The Panel considered the Dates of future meetings and agreed:

- To cancel the meeting due to be held on 18th December 2014.
- The next meetings be held on 29th January 2015 and 4th March 2015.

The Meeting ended at 7.25p.m.