

**Executive Advisory Panel –
Member Development**

Meeting Notes

**The Council Chamber, The Symington Building,
Adam & Eve Street, Market Harborough**

Monday 27th October 2014

Commencing: 6.30pm

Councillors Present: Mrs Ackerley, Bannister, Bowles, Mrs Burrell, Dann (Chair),
Mrs Simpson & Tomlin.

Officers Present: B. Jolly (BJ), V. Wenham (VW), B. Murgatroyd (BM), R. Ellis (RE) &
G. Keeping (GK)

Item	Action
1. Election of Chairman Cllr Dann was elected as Chairman of the Panel.	
2. Apologies for Absence None received.	
3. Terms of Reference The Terms of Reference were agreed, subject to the following change: <ul style="list-style-type: none">• Section 1: delete “<i>Chief Executive</i>” and substitute “<i>Head of Paid Service</i>”.	
4. Prospective Councillor Event It was confirmed that the event will take place on Tuesday 25 th November. The Panel considered the draft Programme and the Communication Plan and AGREED that: <ul style="list-style-type: none">• the event would start with a welcome / introduction by Cllr Dann, who will also close the meeting at 8.30pm;• the HDC overview will be delivered by the Corporate Directors;• the section currently timetabled for 7.30pm should be removed to allow more time for discussion with Councillors;• there will be four presentations under the “Hear from Councillors” section, which should include an Independent Member. Questions will be taken during this section.• Cllrs Mrs Simpson, Bannister and Tomlin volunteered to be involved in the event and it was agreed that further member involvement would be invited via the Groups, with B. Murgatroyd contacting the Independent members;• slide templates will be produced for the Councillor presentations, together with an A-Z list of the Council’s functions;• questions will be taken in the Chamber will be set out in café-style with a councillor on each table. Officers will be seated towards the edges of the room;• the media release will be circulated to Group Whips and to other political groups not currently represented on the Council. The Kibworth Chronicle will be added to the list of local papers.	BM BJ
5. Draft Training Programme for remainder of 2014/15 The Panel considered the report entitled “Modern Councillor Member Development Plan”. The annual budget for Member Development is £3800 and the one-off budget relating to the implementation of recent reviews is £15,000.	

The Panel RESOLVED:

- (i) that the following changes and clarifications be made to the draft Training Programme prior to its submission to the Executive:
 - IT Skills: training will be provided by the ICT Services and will take into account any changes in regulations governing the electronic dispatch of reports / agendas that may be introduced during 2015;
 - Equality Act: this training will be held before the elections. The Panel endorsed the importance of the training and agreed that it be compulsory for all Councillors;
 - Code of Conduct: training is scheduled for spring 2015 to tie in with the roll-out of the new Code of Conduct;
 - Anti-Fraud and Corruption Strategy: training will be delivered as an e-training module;
 - Recruitment and Selection for Elected Members: this should be repeated as some Members have not yet completed the training;
 - Licensing: training is to take place on 29th October and will be compulsory for members of the Licensing Committee only;
 - Planning: training is being held on 29th & 30th October. Further dates are being arranged in 2014/15. The English Heritage briefing on 2nd December is open to all Councillors, but is not compulsory;
 - Community Leadership: training will be put back until after the elections;
 - Governance & Audit: specialist training for members of the Governance & Audit Committee to be included in the programme.
- that a proforma be developed to inform Members of the objectives and benefits of training at the time that details of each training event are circulated.

BJ

6. Draft Member Induction Programme

The Panel considered the report on the draft Induction Programme and RESOLVED that the following changes and clarifications be made to the draft Programme:

- Code of Conduct Training: the 5pm tour of the building for new Members should be optional;
- Complaints Procedure: this should be compulsory for all Members;
- Scrutiny Function: this training should be compulsory for Scrutiny Members only;
- CMIS: this will be held on 20th May 2015 to link with the Scrutiny element of the programme;
- Planning Training: the training listed in the programme will be delivered in one evening session and is to be the first element in a more extensive suite of Planning training;
- Licensing and Gambling Act Training: Part 2 will be compulsory for Licensing Panel members only, but other Members will be able to attend;
- Members IT: support will be provided to members based on a training needs assessment;
- Effective Communication Skills: this training should be delivered in person, rather than by e-learning;
- Chairing Skills: this should be compulsory for members chairing committees or panels. It was agreed that delivery should alternate between in-house and external trainers;
- Equality & Diversity: to be compulsory and the detailed programme developed in consultation with the county-wide Equality Group;
- Role of Modern Councillor: it was agreed that the full range of

training available through the Learning Pool should be revisited - June Haines will be invited to attend the next two meetings of the Panel;

BM

- Strategic Thinking: this area will be revisited at a future meeting to decide whether it should be included in the programme;
- Leadership: this will be offered in Autumn 2015 when a decision on whether to proceed will be taken, based on take-up;
- Safeguarding: this element will be compulsory and will be moved forward to be delivered earlier in the year. The possibility of delivering through e-learning will be discussed with the Council's Safeguarding Officer;
- Speed Reading: this element should be offered to members and a decision taken on whether to proceed based upon the interest expressed.

BM

7. Dates of Future Meetings

The following dates were agreed:

- 18 November 2014
- 18 December 2014
- 29 January 2015
- 4 March 2015

All meetings to start at 6.30pm.

The meeting closed at 7.49pm.