

**NOTES OF THE MEETING OF THE MEMBER DEVELOPMENT STEERING
GROUP HELD AT KILWORTHY PARK, TAVISTOCK ON MONDAY, 6 JULY 2015**

MEMBERS

* Cllr K Ball - Chairman

* Cllr C Edmonds

∅ Cllr L Samuel

∅ Cllr A F Leech

* Cllr J Yelland

* Denotes attendance

∅ Denotes apology for absence

Officers in attendance:

All items: Senior Specialist – Democratic Services

1. Apologies for Absence

Apologies for absence were received from Cllrs Leech and Samuel.

2. Appointment of Group Chairman

It was agreed that Cllr Ball should be declared Chairman of the Group for the duration of the 2015/16 Municipal Year.

3. Draft Terms of Reference

The Group endorsed its Terms of Reference as outlined in the presented agenda.

In discussion, reference was also made to:-

- the Devon Member Skills Framework. Members requested that they be in receipt of copies of the latest version of the Skills Framework;
- frequency of meetings. In recognising the ad-hoc nature of Group meetings, Members considered that, as a guide, it should meet approximately four times per year
- the Group reporting to the Overview and Scrutiny (Internal) Committee. Whilst the Chairman was unable to attend the next Committee meeting (to be held on 21 July), it was agreed that Cllr Yelland would provide a brief update at this meeting on the progress made by the Group.

4. 2015 Member Induction Review

In reviewing the recent Member Induction, the Group made the following comments:-

- On the whole, the Programme had been positive and the challenge was acknowledged whereby it was difficult to strike a balance between telling new Members sufficient information to be able to hit the ground running whilst not over burdening them with details;

- There was a consensus amongst the wider membership that the Induction had been too officer led. The Group considered that an opportunity had been missed whereby Members could have taken more of a lead during certain sessions;
- The Data Protection / Freedom of Information session simply did not work;
- A tour of the building for new Members would have been helpful;
- During the signing-in day, the Group was of the view that it would have been preferable to have set up a number of stations to distribute and advise on the papers. Also, and in accepting that it was not possible for this Induction, the Group hoped that a guide to the Senior Leadership Team would also be made available during such sessions in the future;
- It would have been helpful for the induction dates to have been published on the website (and made available for prospective candidates) well in advance of the date of the elections;
- The Group felt that a short questionnaire (no more than three questions), which was specifically related to the Induction, should be developed and sent to all Members. In terms of the three questions, the Group concluded that they should be set along the lines of:-
 - o On a scale of 1 to 5 (with 1 being excellent and 5 being poor), how would you rate the recent Induction?
 - o What elements were beneficial during the recent Induction?
 - o What suggested improvements would you have made during the recent induction?

5. **Draft Member Learning and Development Plan – Initial Views**

The draft Plan was circulated for comment and the following views were expressed:-

- The Chairman felt that the Group had a key role in particularly championing the following proposed sessions:-
 - o Community Leadership Training in the autumn;
 - o One-to-one interviews for new Members and optional for returning Members during the autumn; and
 - o The proposed Procedures/Constitution Training session.
- The Group felt that a session should also be included on the Plan in relation to the Council's IMPACT behavioural framework, which all staff had recently been assessed and recruited on.

6. **Draft Member Learning Needs Questionnaire – Initial Views**

The Group supported the approach whereby a questionnaire (maximum of 10 questions) should be put together with the ultimate aim of sending to all Members to establish their Learning and Development needs.

In terms of a timescale, it was felt that Group Members should be tasked with considering some proposed questions before letting Darryl have them before a prescribed deadline of 31 July 2015. Once collated, it was then recommended that a draft questionnaire should be compiled and considered by the Group at its next meeting for approval and roll out. It was also acknowledged that the results of these should be considered confidential, but should form the basis of the one-to-one interviews in the autumn.

7. **Appetite to Pursue SW Charter Status**

When advised that the cost and resource implications were likely to be minimal, the Group was content to give its in-principle support to the Council pursuing this accreditation.

8. **Date of Next Meeting**

It was agreed that the next meeting of the Group would be held at **2.30pm** on **Monday, 24 August** in **Meeting Room 2**.

(Meeting commenced at 12.30pm and concluded at 1.50pm).