

**NOTES OF THE MEETING OF THE MEMBER DEVELOPMENT STEERING
GROUP HELD AT KILWORTHY PARK, TAVISTOCK ON MONDAY, 24 AUGUST
2015**

MEMBERS

* Cllr K Ball - Chairman

* Cllr R Cheadle

* Cllr L Samuel

* Cllr A F Leech

* Cllr J Yelland

* Denotes attendance

Officers in attendance:

All items: Senior Specialist – Democratic Services

1. Apologies for Absence

There were no apologies forwarded to the meeting.

2. Notes of last Steering Group Meeting held on 6 July 2015

The notes of the last Steering Group meeting were agreed and noted.

3. Devon Member Skills Framework

The Framework was broadly supported by the Group.

It was hoped that this could be used to provide a basis to assess the performance of those Members who were in roles which were entitled to receive a Special Responsibility Allowance.

4. 2015 Member Induction Review and Draft Member Learning Needs Questionnaire

In considering the content of the Member questionnaire, the Group was of the view that it should be short and contain no more than five questions. Following a lengthy discussion, the questions were suggested as follows:-

Q1: Could you please give positive and negative experiences of the recent Member Induction process?

Q2: What training and development opportunities would you like to be delivered to help you:

(a) within your current role(s)? and

(b) in any future challenges that you can foresee facing the Council?

Q3(a): Please give examples of the hard skills (e.g. IT and Finance) that you believe you have.

Q3(b): Please give examples of the soft skills (e.g. management and communication skills) that you believe you have?

Q4: Are there any particular Council roles that you aspire to be appointed to in the future?

5. **Draft Member Learning and Development Plan**

The contents of the latest draft Plan were noted by the Group. In so doing, the following specific points were raised:-

- Members welcomed the confirmation of the Council Procedures / Constitution training session on Tuesday, 29 September 2015;
- With regard to ongoing planning training sessions, a list of specific thematic areas was in the process of being identified and it was likely that the first training session would be held on the afternoon of the Planning and Licensing Committee meeting held on 10 November 2015;
- The merits of Members having one-to-one development interviews were debated. The Group was of the view that such interviews should not be imposed on Members. However, new Members, Hub Committee Members, Chairs and Vice-Chairs and other interested Members should be encouraged to partake in this process.

6. **Date of Next Meeting**

It was agreed that the next meeting of the Group would be held at **12.30pm** on **Tuesday, 20 October** in **Meeting Room 3**.

(Meeting commenced at 2.30 pm and concluded at 3.45 pm).