

Member Development Group

ITEM 2

*At a meeting of the Member Development Group held on the 17th October 2013
at the Municipal Building, Kingsway, Widnes*

Present: Councillors Stockton (Chairman), Gilligan, C Plumpton Walsh, N Plumpton Walsh, Wallace, Wharton and Zygadlo.

Officers: M Carruthers, S Connor, J Greenough, K Mackenzie and A Miller.

Apologies for absence: Councillors J Bradshaw, Ratcliffe, Wainwright and Wright.

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| MDG7 | NOTES OF THE LAST MEETING | |
| | The notes of the last meeting held on 25 June 2013 were approved as a correct record. | |
| MDG8 | REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS | |
| | LOD2 - Number of Members with a Member Action Plan (MAP) The number of Members with a MAP to date since April 2013 were 54 of 56. This number had increased since the last meeting and the Chairman thanked all Members for their input to their own MAP's. | KM |
| | LOD3 - Percentage of Members attending at least one organised training event in the current financial year. Since April 1st 2013, 70% (39) Members had attended at least one organised training event. The target for the year was 100% attendance, which had been achieved in 2012 - 2013. Members were e-mailed by Kathryn on a regular basis to remind them of training events as they arose. Training was also arranged on an ad hoc basis depending on requests made by Members at their individual MAP's. RESOLVED: That the report be noted. | KM |
| MDG9 | LEARNING AND DEVELOPMENT UPDATE | |
| | Treasury Management Workshop – October 2013 Members present discussed the Treasury Management Workshop for Members held in October, run by Capita. One of the Members of the Group felt that all Members would benefit by attending this training, which she had found incredibly useful. Update on E-Learning Sarah Connor, Learning and Development Advisor informed Members that she had arranged a number of dates for e-learning drop in | SC |

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| | <p>sessions, and that she would e-mail all Members with dates. The sessions were likely to be held in the Municipal Building Boardroom, and would show Members how to access and use the e-learning packages that were currently on offer to them.</p> <p>Oldham Council Local Leadership Programme</p> <p>The Chairman of the Group informed Members that he was aware of a Leadership Programme in Oldham that he thought could be useful for Members in Halton. He would report to a future meeting with further information once this was obtained.</p> <p>Governor Training</p> <p>Members asked that their governor training records be kept up to date. Kathryn replied that these were sent to her on a yearly basis, and that she would ensure all records were updated as requested.</p> <p>Wirral Council – Members’ E-Learning Area</p> <p>Sarah Connor informed Members that Wirral Council had a Members’ Training Portal as part of an E-learning contract. She was in contact with Wirral to see how effective the portal was in encouraging Members to use E-learning sites.</p> <p>I-Pad Training</p> <p>The Chairman of the Group thanked Alan Miller for all the support he had given to Members who had received an I-Pad over the last few months.</p> <p>It was suggested that Members were now offered some training on an intermediate level of I-Pad use. Alan mentioned that some documents were not ideally viewed on an I-Pad, and this should be considered when opening documents. However, the I-Pads were proving to be very popular with Members, and easy to navigate.</p> <p>7th Floor Members’ Room, Widnes</p> <p>Jonathan Greenough reported that the current range of IT equipment in the Members Room, 7th Floor, Municipal Building was a mixed kit. The next stage was to change all kits to Microsoft Virtual Desktop. This would be a newer version of Citrix, and would hopefully take place over the next two months.</p> <p>The Members’ Room at Runcorn Town Hall would also be updated.</p> <p>Jonathan and Alan would provide Members with an update at the next meeting to be held on Tuesday 10 December. They would also provide the March meeting with an update as to how IT would be issued to any newly elected Members at their Induction in May 2014.</p> | <p>JS</p> <p>KM</p> <p>SC</p> <p>AM</p> <p>AM/JG</p> |
| MDG10 | DEVELOPMENT PROGRAMME 2013 – 2014 | |

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| | <p>MODULE UPDATE - REVIEW OF INDUCTION PROGRAMME</p> <p>The Chairman asked the Group to consider the four different Induction Days for newly Elected Members. Local elections would be held in May 2014, and any newly elected Members would be offered induction Training as part of the Development Programme on offer for newly elected Members in Halton.</p> <p>All Members present were happy with existing arrangements for Day 1.</p> <p>Alan and Jonathan added that they would revise the Introduction to Halton's ICT that was included as part of Day 2. Day 2 would also be tailored to the individual needs of the Members involved.</p> <p>The Chairman of the Group suggested that a visit to Innovation Way at Daresbury should be included as part of Day 3 – Tour of the Borough. The Group agreed this was a useful addition to the day.</p> <p>The Group agreed that Day 4 – Council Meetings was excellent. They noted the suggested that Alan Miller attend in 2014 to show how IT is used in meetings.</p> <p>Members felt that useful contact names/numbers of officers would be beneficial for newly elected Members. They noted that useful numbers were already included in the Members Yearbook and Diary.</p> <p>The Group suggested that an overview of PPB's would also be useful.</p> <p>MENTORING PROGRAMME 2014</p> <p>A Mentoring Workshop would be held on Thursday 13 March 2014 at 5.30pm in the Marketing Suite, for Members and officers wishing to be newly elected Member Mentors.</p> <p>RESOLVED: That the report be noted.</p> | <p>KM</p> <p>AM</p> <p>KM</p> <p>KM/M C</p> |
| MDG11 | ANY OTHER BUSINESS | |
| | There were no issues to be discussed. | |
| MDG12 | DATE OF THE NEXT MEETING | |
| | <p>RESOLVED:</p> <p>The next meeting to be held at 4.30pm in the Marketing Suite on Tuesday 10 December 2013.</p> <p>Future meeting to start at 4.30pm on Tuesday 25 March 2014 in the Marketing Suite.</p> | <p>KM</p> |
| | The meeting closed at 5.55pm | |