

Phil Norrey
Chief Executive

To: The Chair and Members of the
Member Development Steering
Group

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

(see below)

Your ref :
Our ref :

Date : 9 October 2018
Please ask for : Victoria Church 01392 383691

Email: victoria.church@devon.gov.uk
Fax :

MEMBER DEVELOPMENT STEERING GROUP

Wednesday, 17th October, 2018

A meeting of the Member Development Steering Group is to be held on the above date, at 10.30 am at Committee Suite - County Hall to consider the following matters.

PHIL NORREY
Chief Executive

AGENDA

PART ONE - OPEN COMMITTEE

- 1 Apologies
- 2 Minutes (Pages 1 - 4)
To agree the previously circulated minutes of the meeting held on 10 May 2018 as a correct record.
- 3 Items Requiring Urgent Attention
Items which in the opinion of the Chair should be considered at the meeting as matters of urgency.
- 4 Office 365 roll out for Members
Sarah Elliott, ICT Commissioning, to provide an update on the organisational approach to the Office 360 roll out and options for including Members in this work.
- 5 GDPR – Additional Learning needs
A review of the information which has been provided to Members in respect of the new GDPR and consideration of additional learning needs.

- 6 Member Development Opportunities update
Head of Scrutiny to provide a brief update on the new provision for Members to attend approved external courses.
- 7 Member Development Shared Service
Member Development Officer to provide an update on the Shared Service.
- 8 Personal Development Plans
Member Development Officer to report on dates for next round of PDP's and an update on take up.
- 9 Learning and Development (Pages 5 - 10)
(a) Head of Scrutiny to update on programme of Scrutiny Masterclass sessions;
(b) Head of Scrutiny to update on programme of briefings before full Council;
(c) Member Development Officer to update on training for Devon County Councillors;
(d) Member Development Officer to update on training offered through the Shared Service.

Member Development schedule attached.
- 10 Dates of Future Meetings
As shown in the calendar of meetings at
<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

PART II - ITEMS WHICH MAY BE TAKEN IN THE ABSENCE OF THE PUBLIC AND PRESS

Nil

Part II Reports

Members are reminded that Part II reports contain exempt information and should therefore be treated accordingly. They should not be disclosed or passed on to any other person(s).

Members are also reminded of the need to dispose of such reports carefully and are therefore invited to return them to the Democratic Services Officer at the conclusion of the meeting for disposal.

MembershipCounty Councillors

Councillors B Parsons (Chair), M Asvachin, K Ball, J Berry, A Connett, A Eastman, L Hellyer, R Hosking, D Sellis, M Shaw, C Slade and P Twiss

Declaration of Interests

Members are reminded that they must declare any interest they may have in any item to be considered at this meeting, prior to any discussion taking place on that item.

Access to Information

Any person wishing to inspect any minutes, reports or lists of background papers relating to any item on this agenda should contact Victoria Church 01392 383691.

Agenda and minutes of the Committee are published on the Council's Website and can also be accessed via the Modern.Gov app, available from the usual stores.

Emergencies

In the event of the fire alarm sounding leave the building immediately by the nearest available exit, following the fire exit signs. If doors fail to unlock press the Green break glass next to the door. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.

Mobile Phones

Please switch off all mobile phones before entering the Committee Room or Council Chamber

If you need a copy of this Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Information Centre on 01392 380101 or email to: centre@devon.gov.uk or write to the Democratic and Scrutiny Secretariat at County Hall, Exeter, EX2 4QD.



Induction loop system available

NOTES FOR VISITORS

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SatNav – Postcode EX2 4QD

Walking and Cycling Facilities

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Access to County Hall and Public Transport Links

Bus Services K, J, T and S operate from the High Street to County Hall (Topsham Road). To return to the High Street use Services K, J, T and R. Local Services to and from Dawlish, Teignmouth, Newton Abbot, Exmouth, Plymouth and Torbay all stop in Barrack Road which is a 5 minute walk from County Hall. Park and Ride Services operate from Sowton, Marsh Barton and Honiton Road with bus services direct to the High Street.

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street) and St David's and St Thomas's both of which have regular bus services to the High Street. Bus Service H (which runs from St David's Station to the High Street) continues and stops in Wonford Road (at the top of Matford Lane shown on the map) a 2/3 minute walk from County Hall, en route to the RD&E Hospital (approximately a 10 minutes walk from County Hall, through Gras Lawn on Barrack Road).

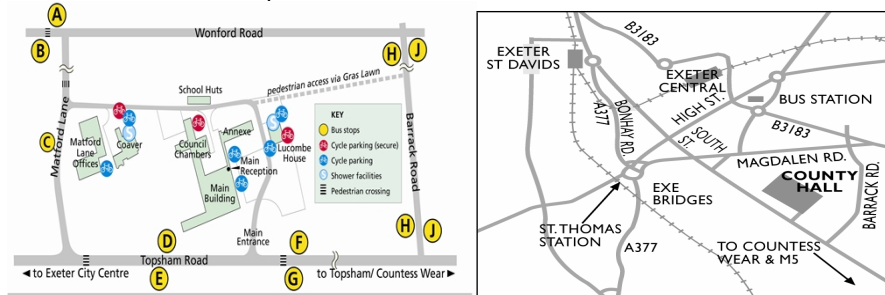
Car Sharing

Carsharing allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution. For more information see: <https://liftshare.com/uk/community/devon>.

Car Parking and Security

There is a pay and display car park, exclusively for the use of visitors, entered via Topsham Road. Current charges are: Up to 30 minutes – free; 1 hour - £1.10; 2 hours - £2.20; 4 hours - £4.40; 8 hours - £7. Please note that County Hall reception staff are not able to provide change for the parking meters.

As indicated above, parking cannot be guaranteed and visitors should allow themselves enough time to find alternative parking if necessary. Public car parking can be found at the Cathedral Quay or Magdalen Road Car Parks (approx. 20 minutes walk). There are two disabled parking bays within the visitor car park. Additional disabled parking bays are available in the staff car park. These can be accessed via the intercom at the entrance barrier to the staff car park.



NB   Denotes bus stops

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First Aid

Contact Main Reception (extension 2504) for a trained first aider.