

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.

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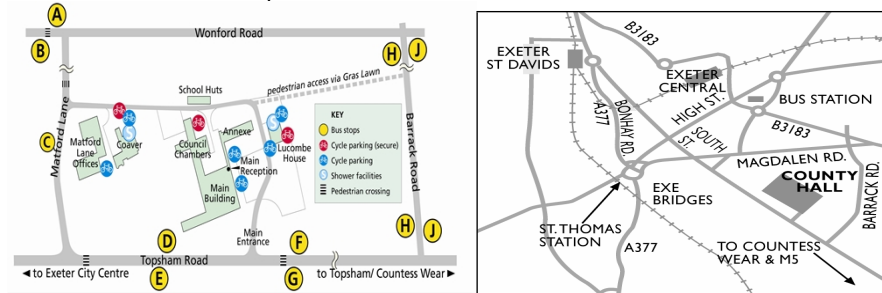
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NB   Denotes bus stops

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First Aid

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

MEMBER DEVELOPMENT STEERING GROUP

10 MAY 2018

Present:-

Councillors M Asvachin, A Connett, R Gilbert, R Hosking and C Slade

Apologies:-

Councillors B Parsons and A Eastman

1 **Minutes**

RESOLVED that the minutes of the meeting held on 14th March be signed as a correct record.

2 **Items Requiring Urgent Attention**

There were no items requiring urgent attention.

3 **Member Development Opportunities update**

The Head of Scrutiny updated Members on proposals to review the policy for Member attendance at external courses and conferences, which would be submitted to Procedures Committee in July 2018. If agreed, the new process would allow Members to apply for and attend a wider range of courses, relevant to their councillor role.

The new process would be undertaken as a pilot initially and Members would need to engage in personal development interviews to identify specific training needs in order for the training to be approved. Members would also be required to share their learning with other Members following training.

Members discussed:

- The benefits of attending a range of free courses provided by the Local Government Association, whilst acknowledging that the associated travel and accommodation could still be costly;
- The role of officers in recommending particular courses relevant to the roles or training needs of Members;
- That if demand for a particular course or subject area was high, it could be more beneficial to look at providing this training in house through the Shared Service.

4 **Working in a Political Environment course for officers**

The Member Development Officer reported on the Working in a Political Environment course for officers, which focussed on the role of Members, different approaches to working and practical issues such as agenda publishing timescales. The course had recently been delivered to the Council's team of Personal Assistants and the Children's Services Leadership Team, and arrangements were being made to deliver the course for Senior Management in Adult Social Care.

The Member Development Officer asked Members to feedback on their experiences of working with officers and to provide suggestions for future training sessions. Members suggested:

Agenda Item 2

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MEMBER DEVELOPMENT STEERING GROUP
10/05/18

- That officers be advised to keep Cabinet and Council reports shorter and more succinct;
- That having Members present at these training sessions could provide an opportunity for officers and Members to have more informal conversations, which could be beneficial;
- That in the case of ongoing local projects, that officers be asked to provide Members with regular updates to enable them to report back to their Parish Councils.

5 Personal Development Plans

The Member Development Officer reported that Personal Development Plans continued to be valued by many Members and that further personal development interviews would be scheduled for the Autumn.

6 Learning and Development

(a) IT training

The Member Development Officer reported that IT training sessions for Members, held in Bellair, had been scheduled for 1.15pm on full Council days. These sessions were aimed at upskilling Members in a range of IT applications, starting with Microsoft Outlook and Skype on 24th May.

The Member Development Officer also updated on the rollout of Microsoft Office 365 which was ongoing.

Members raised concerns about the impact of the General Data Protection Regulations (GDPR), coming into effect later this month, on their work as councillors. The Head of Scrutiny undertook to review the guidance and training available in this area and provide Members with more detail.

(b) Scrutiny Masterclasses

The Head of Scrutiny reported that recent Scrutiny Masterclasses had seen higher numbers of Members attending than in previous months.

Members reported that these sessions are highly valued by Scrutiny Members and that providing greater advanced warning of the topics to be presented would help with scheduling and attendance. The Head of Scrutiny undertook to endeavour to do this where possible and confirmed that the Member Development mailbox calendar would be used to record details of and send invitations in relation to upcoming training, including Scrutiny Masterclasses and the Health & Adult Care Scrutiny Standing Overview Group session on the Sustainable Transformation Plan.

(c) Briefings before full Council

The Head of Scrutiny reported that a Member briefing on Domestic and Sexual Violence and Abuse was scheduled for the morning of full Council on 24th May. Members were encouraged to put forward any suggestions for future briefings.

(d) Shared Service

The Member Development Officer updated Members on the training delivered through the Shared Service. There had been high levels of uptake of the Developing Your Leadership Potential course, and the upcoming 21st Century Councillor course delivered by SW Councils provided an opportunity for Members to get up to speed on a number of relevant areas including Community Leadership, Troubled Families and GDPR. Full details available at the following [link](#):

http://www.swcouncils.gov.uk/nqcontent.cfm?a_id=339&tt=swra&eventStatus=list&eventAction=view&eventId=2854

7 **Dates of Future Meetings**

Members noted the dates of future meetings, as shown in the calendar of meetings at <http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1> as
Thursday 27 September 2018 at 10.30am
Tuesday 5th February 2019 at 10.30am

***DENOTES DELEGATED MATTER WITH POWER TO ACT**

The Meeting started at 10.30 am and finished at 11.40 am

Agenda Item 2

Member Development Schedule

	October	November	December	January	February	To be arranged
Briefings before Council			6 th i-Trent ICT Security		21 st TBC	
Shared Service Event		DYLP – Strategic Thinking and Decision Making in different Governance Arrangements			DYLP – Chairing Skills	
Health & Adult Care Scrutiny Masterclass		22 nd - Personal Care Sufficiency and Market Development - STP Workforce Strategy				
Children’s Scrutiny Masterclass		26 th - CAMHS - Assertive Outreach Team and Tier 4 bed capacity				
CIRS Scrutiny Masterclass		27 th - Budget Scrutiny				
Core Skills						IT Skills

Other		Awareness and Prevention of Sexual Harassment	Awareness and Prevention of Sexual Harassment	Awareness and Prevention of Sexual Harassment		
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Completed Training (last 12 months)

Training session	Style/reason	Date	Invited	Number in attendance
Integrated Children's Services - Virgin Care	Children's Scrutiny Masterclass	16 November 2017	All Members	
SEND Funding	Children's Scrutiny Masterclass	16 November 2017	All Members	
Role of the Care Quality Commission and current model of regulation	Adult Care & Health Scrutiny Masterclass	21 November 2017	All Members	7
Mental Health Provision in Devon – Devon Partnership Trust	Adult Care & Health Scrutiny Masterclass	21 November 2017	All Members	7
Looking after yourself and your community (DSVA, CSE, Modern Slavery, Extremism and Personal Safety)	Ad Hoc (agreed by MDSG)	27 November 2017	All Members	7
Budget Scrutiny	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	28 November 2017	All Members	20
Emergency Planning	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	28 November 2017	All Members	13
Governance & Procedures	Briefing before Council	7 December 2017	All Members	17
Agriculture & the Devon Economy	Ad Hoc (recommendation from Task Group)	11 December 2017	All Members	15
Budget Scrutiny	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	12 January 2018	All Members	
NHS Property Services	Briefing before Council	15 February 2018	All Members	18
Highways Winter Service	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	26 February 2018	All Members	12

Special Guardianship Orders	Children's Scrutiny Masterclass	20 March 2018	All Members	8
Foster Carer Allowances	Children's Scrutiny Masterclass	20 March 2018	All Members	9
Safeguarding Adults	Health & Adult Care Scrutiny Masterclass	22 March 2018	All Members	9
Using Highways Accident Data	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	27 March 2018	All Members	9
Current Speed Limit Policy	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	27 March 2018	All Members	11
Highways Performance Monitoring	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	27 March 2018	All Members	10
Invest in Devon funds	Ad Hoc	16 April 2018	All Members	11
Domestic and Sexual Violence and Abuse	Briefing before Council	24 May 2018	All Members	
ILACS - An overview of the new Ofsted framework	Children's Scrutiny Masterclass	4 June 2018	All Members	11
Engaging with parent carers	Children's Scrutiny Masterclass	4 June 2018	All Members	11
Fair Funding in the NHS	Health & Adult Care Scrutiny Masterclass	7 June 2018	All Members	10
The Council's Cycling and Walking Strategies	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	12 June 2018	All Members	10
Prevent agenda and Channel programme	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	12 June 2018	All Members	10
DYLP – Introduction and Personal Leadership	Shared Service Event	29 June 2018		
Devon, Somerset and Torbay Trading Standards Service Briefing	Briefing before Council	19 July 2018	All Members	
21st Century Councillor Event	Shared Service Event	20 July 2018		

Understanding Children's Services - Education and Social Care	Children's Scrutiny Masterclass	23 July 2018	All Members	11
Creating Impact: A Scrutiny Symposium	Conference	7 September 2018	All Members	11
Vulnerability and Exploitation – Safer Devon Partnership	Children's Scrutiny Masterclass	17 September 2018	All Members	11
Preventing Homelessness for 16/17 year olds	Children's Scrutiny Masterclass	17 September 2018	All Members	10
DYLP – Communication Skills	Shared Service Event	21 September 2018	All Members	
Transition from Children's to Adult Social Care (Preparing for Adulthood)	Health & Adult Care Scrutiny Masterclass	20 September 2018	All Members	16
Community Urgent Care	Health & Adult Care Scrutiny Masterclass	20 September 2018	All Members	16
Libraries Unlimited	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	25 September 2018	All Members	14
Tree Management and Threats	Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	25 September 2018	All Members	14
Dementia Friends	Briefing before Council	4 October 2018	All Members	
i-Trent and Eclipse Confidential Briefing	Children's and Corporate Infrastructure & Regulatory Services Scrutiny Masterclass	8 October 2018	Members of Children's and Corporate Infrastructure & Regulatory Services Scrutiny	8

