

Phil Norrey  
Chief Executive

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

County Hall  
Topsham Road  
Exeter  
Devon  
EX2 4QD

(see below)

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Your ref :  
Our ref :

Date : 4 September 2017  
Please ask for : Karen Strahan 01392 382264

Email: karen.strahan@devon.gov.uk  
Fax :

**MEMBER DEVELOPMENT STEERING GROUP**

Tuesday, 12th September, 2017

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 - 2)  
To agree the previously circulated minutes of 31 January 2017 as a correct record and to note the actions taken.
- 3 Items Requiring Urgent Attention  
Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.
- 4 Introduction to Member Development  
M Geare to present.  
  
To outline the role of the Member Development Steering Group and the work it does to support Members in their learning and development.

## **MATTERS FOR CONSIDERATION OR REVIEW**

- 5 Review of the Member Development Strategy 2017-2021 (Pages 3 - 8)  
M Geare to present.

To review and agree the Member Development Strategy 2017 – 2021.

- 6 Induction 2017 - Review and Feedback  
M Geare and K Strahan to present.

The Member Development Steering Group is asked to review the Induction programme to date and give feedback, including on Personal Development Interviews.

To also advise any further learning / training needs that Members require.

To Review the Member Development webpages, which can be found at <https://new.devon.gov.uk/democracy/councillors-nav/information-for-members/member-development/> (comments to be received on what is helpful or other matters that could be included to support both new and returning members.

- 7 Doing What Matters  
S Cretney to present.

How do we promote this work with Members which incorporates the Strategic Plan and Purposeful Systems.

- 8 Learning and Development  
M Geare to present.

Domestic Violence and Sexual Abuse – Proposals to run an event which focusses more on practical application ‘what do I need to know’ or ‘what do I need to look out for’ rather than a strategic approach.

## **MATTERS FOR INFORMATION**

- 9 Briefings Prior to Full Council  
K Strahan to present.

Members are asked to note the update on past and future briefings, including Credit Unions and how they can support Community Projects.

- 10 Shared Service Update  
M Geare to present.

- Communication skills session
- Personal development interviews

- 11 Dates of Future Meetings

As shown in the calendar of meetings at <http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>  
18 January 2018 @ 10.30am  
10 May 2018 @ 10.30am

**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.*

**Membership**

County Councillors

Councillors B Parsons (Chairman), M Asvachin, K Ball, A Connett, A Eastman, R Gilbert, R Hosking, R Scott, 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 Karen Strahan 01392 382264.

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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Induction loop system available

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**SatNav** – Postcode EX2 4QD

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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).

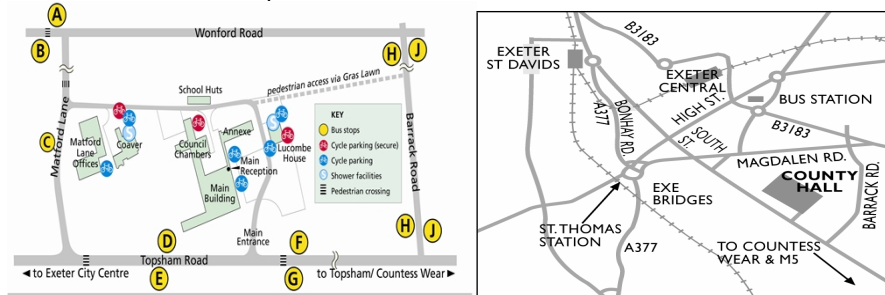
### **Car Sharing**

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**

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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.

## MEMBER DEVELOPMENT STEERING GROUP

31st January 2017

### Present

Councillors Boyd, Foggin, Gilbert, Hannon and Parsons (Chairman)

Marion Geare, Karen Strahan, Lucy Knight and Diane Demeger

### Apologies

Councillors Clarence, Julian, Mathews, Randall Johnson and Sellis

No	Discussion / Action / Message	Who
1.	<p><b>Minutes of Previous Meetings</b></p> <p>The steering group received the minutes of the meeting held on 28<sup>th</sup> September 2016.</p> <p>Members noted that a meeting with J Hooper regarding Community Diversity training had taken place and that Modern.Gov would be fully utilised after the elections.</p> <p><b>Agreed</b> that the minutes be agreed as a correct record.</p>	KS
2.	<p><b>Items Requiring Urgent Attention</b></p> <p>No items raised</p>	
3.	<p><b>Devolution – Productivity Plan session</b></p> <p>Members received a verbal update from the Member Development Officer on the outline of what was proposed for the Devolution – Productivity Plan session on 27 February 2017.</p> <p>Members noted that the session would include an overview of the current situation, in terms of establishing a joint committee and also a timeline for developing a productivity plan, including presentation of relevant data and key themes.</p> <p>There would also be a workshop, to discuss the questions raised in the green paper, feedback being collated and reported back to the PMO.</p> <p>Members discussed the importance of attending the session, given the diversity of Devon and differing needs across the County, including varying levels of deprivation, productivity and housing markets.</p> <p><b>Agreed</b> that the session be welcomed and Members be encouraged to attend.</p>	MG
4.	<p><b>Ways to support Members learning</b></p> <p>Lucy Knight and Diane Demeger attended the meeting and presented some thoughts on supporting both members and staff to explore and test new technology and tools.</p>	

# Agenda Item 2

	<p>A further thought was to support members with a buddy system, particularly with IT development.</p> <p>Rather than a focus on traditional training methods, which had not been deployed for some time, a more personalised approach was preferred.</p> <p>In line with the current arrangements for supporting Members with IT, with the assistance of Members Services Officers, a further development would be the availability of buddies for members who wished to pursue a deeper knowledge of IT applications, for example Skype for business.</p> <p>Members discussed the requirement for Members to be supplied with IT kit, the benefits of BYOD and the ability to ‘plug and play’ any new devices</p> <p><b>Agreed</b> that approach, as outlined above, be actioned for the New Council and that a list of appropriate buddies be identified.</p>	<b>KS / LK</b>
<b>5.</b>	<p><b>Briefings prior to Full Council</b></p> <p>The group noted that, at the last Council meetings, a briefing had been received from Skanska UK Ltd in relation to the new Highways Maintenance Contract. Feedback on the session had been positive.</p> <p>Corporate Parenting was now a regular feature of the Council Day procedures and took place at 10.00am in the DAW room for up to one and a half hours (an extended timeframe since October 2015).</p> <p>In line with previous years, there were no briefings arranged for the February Council (Budget) meeting.</p> <p><b>Agreed</b> to note the update</p>	
<b>6.</b>	<p><b>Shared Service Update</b></p> <p>The Member Development Officer advised the current position with the shared service, including progression of training around Devolution issues, including the productivity plan.</p> <p>A couple of Devon Authorities had withdrawn from the shared service and, as such, the service needed to look to recruit more authorities or undertake work for them on a consultancy basis.</p>	
<b>7.</b>	<p><b>Date of next meeting</b></p> <p>The date of the <u>next meeting</u> was agreed as 12 September 2017 @ 10.30am</p>	<b>All to note</b>



## **Devon County Council Member Development Policy 2017 - 2021**

### **1. Introduction**

The world of local government is rapidly changing and can place exceptional demands on its leadership. Members undertake a variety of complex roles and play a critical part in shaping future services for the benefit of the community and determining how these are delivered.

Devon County Council is committed to supporting the development of all elected members providing a programme of development opportunities that assists individuals to perform effectively in their role both as community leaders and as representatives of the County Council. Members take a leading role in their development both individually by engaging with the process and strategically through the Member Development Steering Group

### **2. Key Principles**

Through the processes in place to deliver Member Development we will ensure that:

- ❖ A comprehensive programme of development will support the delivery of the Council's priorities and meet individual learning needs as they evolve through the life of the Council.
- ❖ Development activities will be consistent with Equality and Diversity policies and deliver best value. Where possible local and national development initiatives will be utilised, in particular support will be given to the Devon and Somerset Shared Member Development Service.
- ❖ Tools are developed and utilised to support the development of elected Members.
- ❖ The process is Member owned and driven. Individuals will be encouraged to take an active involvement in their own learning and development.

### **3. How we deliver this?**

Members will always be at different stages in their political careers, skills and knowledge will be different for each individual and their requirements for development will vary. The learning and development programme will recognise this and assist in their development through the following processes:

# Agenda Item 5

## 3.1 Strategic Direction

The Member Development Steering Group will be responsible for setting the strategic direction for Member Development which will be implemented on their behalf by officers. This cross party group will be chaired by the Cabinet Member with responsibility for Member Development and made up of other members representing geographical areas of Devon and providing political balance. The group will meet at least 3 times per year to discuss all aspects of Member development.

Group leaders will actively encourage party members to agree personal development plans and participate in development activities. They will also be responsible for identifying suitable nominations for national/local conferences and external training opportunities

## 3.2 Prior to Election

A variety of methods will be used to communicate with prospective candidates providing information about the role and how they will be supported should they be successful.

## 3.3 Induction

A comprehensive Induction Programme will be delivered following elections for new and returning members. Skills and knowledge will be delivered in a timely manner using a variety of methods to allow for equality of access. The programme will cover the full range of activities that a member will undertake and will be delivered incrementally to avoid overloading.

Preparations for the induction programme will take place in good time and will be influenced by feedback from the evaluation of the previous induction and good practice from other authorities.

## 3.4 Identifying development needs

All Members will be offered an annual personal development interview as a tool to identify their personal development needs. Members will be asked to use the Devon Members' Skills Framework to self assess against, prior to the interview. A personal development plan will be produced for each Member and this will form the basis of the Annual Members Learning and Development Plan.

Opportunities will be available to all Members to gain feedback to support in identifying their development needs through a 360 degree review process.

Organisational requirements to provide learning and development to Members will be considered through officer networks which will represent all areas of the organisation and coordinated by officers with responsibility for Member Development



## 3.5 Delivery of learning and development

Learning and development activities will be commissioned to meet individual and corporate development priorities as identified on the Members Learning and Development Plan.

The programme will consist of a combination of:

- Generic skills to enable effective working as a councillor
- Service driven activities to support corporate priorities and committee roles
- Community leadership to enhance the community role
- Advanced development activities to enhance leadership skills
- Skills to meet new ways of working resulting from the changing shape of local government

We will provide learning in a way that meets individual needs:

- Through nationally recognised learning programmes
- Internal learning events
- Self managed learning both paper and web based
- Briefings prior to or as part of the committee process
- Through the Devon and Somerset Shared Member Development Service
- Mentoring and Coaching arrangements

## 3.6 Evaluation

Evaluation of all learning and development activities will take place against agreed objectives in accordance with the evaluation strategy (Appendix A). Action will be taken to make improvements based upon this feedback.

## 3.7 SW Charter for Member Development

Charter plus accreditation was achieved in October 2012 and April 2016 and these standards will continue to be applied to the work that we undertake in this field. This followed on from being awarded the SW Charter for Member Development in December 2008. SW Charter for Member Development is a nationally recognised standard developed by Local Government Improvement and Development and regionally administered by South West Councils.

## 3.8 Devon and Somerset Shared Member Development Service

Devon County Council has been a partner of the Devon and Somerset Shared Member Development Service since 2011. We will continue to engage with this service taking up learning and development opportunities provided, using tools developed through the service and sharing best practice.

## 3.9 Support and implementation

Supported by a Senior Workforce Development Advisor to develop and facilitate a cost effective member development programme.

# Agenda Item 5

## 3.10 Access to Development Opportunities

- The Senior Workforce Development Advisor will provide members with an annual personal development interview to identify individual learning needs.
- A cost effective Member Learning and Development Plan will be produced and reported to the Member Development Steering Group, Procedures Committee, the Head of Human Resources and individual Members.
- Requests to attend non approved national/local conferences or courses with limited places will be endorsed by the Leader to ensure that:
  - There is a fair allocation of opportunity
  - It is aligned with corporate priorities
  - It fits with individual roles and responsibilities
  - There is sufficient budget available to support the request
- Individuals attending the agreed events will need to ensure the:
  - Learning activity is recorded within the individual's development plan
  - Learning is shared/disseminated to all Members.
- Information on additional development opportunities and officer briefing sessions will be communicated regularly throughout the year
- All members should confirm whether or not they will be attending a learning and development session at least 2 weeks prior to the date of the event. In line with good practice Party Whips have asked to be kept informed of any non attendance on the day, where no explanation or apologies are given.

## 3.11 Member Development Budget

The DCC member development budget will be made up from two areas:

- An allocation for Learning and Development administered through Human Resources.
- An allocation for UK and Foreign Conferences administered through the office of the County Solicitor.

## **4. Adoption of DCC Member Development Strategy**

Original strategy approved by Procedures Committee and ratified by full County Council on 08/03/07

Member Development Steering Group Committee established and appointed at County Council on 25/05/07 to support the implementation of the strategy.

# Agenda Item 5

Members appointed to Member Development Steering group at Full Council  
25.06.09 these are made and reviewed on an annual basis

Strategy reviewed and revised July 2009. Approved by Procedures  
Committee 29.09.09 and ratified by Full Council 10.12.09

Strategy reviewed and updated to a Member Development Policy March 2013

Strategy reviewed and updated May 2017

