

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 : 11 January 2018
Please ask for : Victoria Church 01392 383691

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

MEMBER DEVELOPMENT STEERING GROUP

Thursday, 18th January, 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

A G E N D A

PART ONE - OPEN COMMITTEE

- 1 Apologies
- 2 Minutes
To agree the previously circulated minutes of the meeting held on 12 September 2017 as a correct record.
- 3 Items Requiring Urgent Attention
Items which in the opinion of the Chairman should be considered at the meeting as matters of urgency.
- 4 Personal Development Plans
Member Development Officer to feedback on the key areas of learning identified through the recent Personal Development Plans and outline actions in respect to future opportunities.

5 Learning and Development (Pages 1 - 2)

Member Development Officer and Head of Scrutiny to outline learning and development sessions undertaken to date and planned Member training, including:

- Meeting procedures (County Council day)
- Looking after yourself and your community – Feedback from the session and next steps
- Scrutiny Masterclasses – including Budget training for Members
- Agriculture & the Devon Economy

Future Learning

- Time Management
- IT Skills – Feedback from survey and plan to deliver training

Full schedule attached.

6 Briefings Prior to Full Council

Head of Scrutiny to outline planned briefings:

- NPS property services (February County Council day)
- Domestic & Sexual Violence & Abuse Strategy (May County Council day)

7 Shared Service Update

Member Development Officer to update:

- New partner
- Developing your leadership potential
- Closer Working with SW Councils

8 Dates of Future Meetings

As shown in the calendar of meetings at

<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Next meeting to be held on 10 May 2018 at 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 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

All visitors to County Hall, including visitors to the Committee Suite and the Coaver Club conference and meeting rooms are requested to report to Main Reception on arrival. If visitors have any specific requirements or needs they should contact County Hall reception on 01392 382504 beforehand. Further information about how to get here can be found at: <https://new.devon.gov.uk/help/visiting-county-hall/>. Please note that visitor car parking on campus is limited and space cannot be guaranteed. Where possible, we encourage visitors to travel to County Hall by other means.

SatNav – Postcode EX2 4QD

Walking and Cycling Facilities

County Hall is a pleasant twenty minute walk from Exeter City Centre. Exeter is also one of six National Cycle demonstration towns and has an excellent network of dedicated cycle routes – a map can be found at: <https://new.devon.gov.uk/travel/cycle/>. Cycle stands are outside County Hall Main Reception and Lucombe House

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.



Fire/Emergency Instructions

In the event of a fire or other emergency please note the following instructions. If you discover a fire, immediately inform the nearest member of staff and/or operate the nearest fire alarm. On hearing a fire alarm leave the building by the nearest available exit. The County Hall Stewardesses will help direct you. Do not stop to collect personal belongings and do not use the lifts. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair, as shown on the site map above. Please remain at the assembly point until you receive further instructions. Do not re-enter the building without being told to do so.

First Aid

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

Member Development Schedule

	Jan	Feb	March	April	May	June	July	To be arranged
Briefings before Council		15 th NHS Property Services			24 th Domestic and Sexual Violence and Abuse			
Shared Service Event			(tbc) Developing your Leadership Potential				20 th 21 st Century Councillor Event	
Health & Adult Care Scrutiny Masterclass			22 nd Safeguarding Adults					
Children's Scrutiny Masterclass			20 th Parent Carers Voice					
CIRS Scrutiny Masterclass			27 th Highways Performance Monitoring Highways Accident Data Current speed limit policy			12 th Trading Standards Prevent agenda and Channel programme		
Core Skills	12 th Budget Scrutiny							IT Skills
	26 th Time Management							

Completed Training

Training session	Style/reason	Date	Invited	Number in attendance
Communication Skills	Shared Service Event	22 September 2017	All Members	3
Integrated Children's Services - Virgin Care	Children's Scrutiny Masterclass	16 November 2017	All Members	Tbc
SEND Funding	Children's Scrutiny Masterclass	16 November 2017	All Members	Tbc
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
Minerals Extraction Local Plan	Development Management Committee training	29 November 2017	Development Management Committee Members	7
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