

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 : 28 January 2020
Please ask for : Victoria Church 01392 383691

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

MEMBER DEVELOPMENT STEERING GROUP

Wednesday, 5th February, 2020

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 (Pages 1 - 4)
To agree the previously circulated minutes of the meeting held on 30 May 2019 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.

MATTERS FOR INFORMATION

- 4 Accessibility of Digital Content
Digital Communications Manager to report.

- 5 Personal Development Plans
Member Development Officer to report.
- 6 Learning and Development
Member Development Officer to report.
- 7 Member Development Schedule (Pages 5 - 8)
Member Development Officer to report.
- 8 Shared Service Update
Member Development Officer to report.
- 9 Dates of Future Meetings
As shown in the calendar of meetings at
<http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>
- Thursday 28th May 2020
Thursday 24th September 2020
Thursday 4th February 2021

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

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).

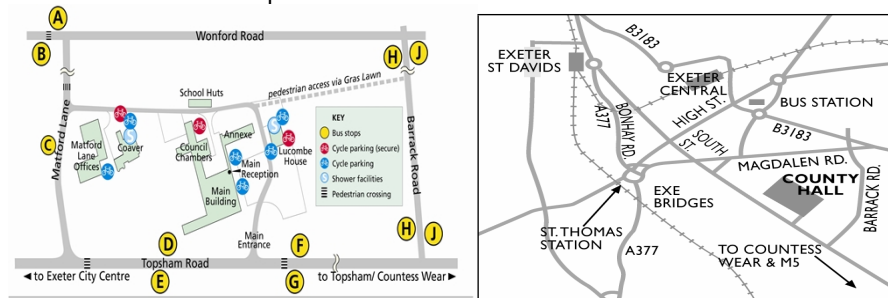
Car Sharing

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.



NB   **Denotes bus stops**

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 STEERING GROUP

30 MAY 2019

Present:-

Councillors M Asvachin, R Hosking, D Sellis and C Slade (Chair)

Apologies:-

Councillors B Parsons, K Ball, A Connett, L Hellyer, M Shaw and P Twiss

Also in Attendance

18 **Minutes**

RESOLVED that the minutes of the meeting held on 17th October 2018 be signed as a correct record.

19 **Items Requiring Urgent Attention**

There were no items requiring urgent attention.

20 **SW Charter for Member Development - Re-accreditation**

The Member Development Officer outlined preparations for the re-accreditation of the South West Charter for Member Development, which included a self-assessment in September. Some Members would also be asked to take part in the onsite visit and assessment.

Members were supportive of the approach and the Member Development Officer undertook to take this forward.

21 **Personal Development Plans**

The Member Development Officer reported that the next round of Personal Development interviews was imminent, and that additional resource would be provided through the HR team to support these.

Members highlighted the value of personal development for Members and discussed the potential to provide mentorship training, both for County Councillors and for district council Members through the shared service, due to changes in political make up and leadership following district council elections.

The Member Development Officer undertook to discuss the potential for mentorship training at the upcoming shared service meeting.

22 **Learning and Development**

a) Scrutiny questioning skills

The Head of Scrutiny reported on the potential to provide training on scrutiny questioning skills to support Members' questioning during scrutiny committee meetings and in task group witness interviews. It was proposed that the Head of Scrutiny, supported by the Scrutiny Team would will deliver this training session through the shared service.

Members supported the approach and discussed the value of utilising experienced scrutiny Members to give examples of successful questioning as part of the training, as well the

Agenda Item 2

2

MEMBER DEVELOPMENT STEERING GROUP
30/05/19

potential to call upon the technical expertise of the scrutiny independent advisors. The importance of empowering Scrutiny Chairs to be strong and effective was also discussed.

b) Mental Health First Aid training

The Head of Scrutiny reported on the potential to provide Mental Health First Aid training for Members which would provide support and guidance around identifying those who were in need of help and signposting to the appropriate agencies.

Members welcomed additional training in this area.

c) Office 365

The Head of Scrutiny reported on the range of additional tools available to Members following the upgrade to Office 365. New tools such as 'Teams' which allowed the sharing and editing of documents could be trialled through a scrutiny task group. Members also discussed the availability of training and support for setting up councillor websites.

d) SEND masterclasses

The Head of Scrutiny reported that the Chief Officer for Children's Services had proposed five Masterclass sessions for Members to provide a more in depth understanding of issues surrounding SEND and the Council's response to the recent Ofsted and CQC joint local area SEND inspection, which identified significant areas of weakness in the local area's practice.

Following agreement by the scrutiny committee, the five sessions would take place over the next 12 months; three of which will be held on the morning of the Children's Scrutiny Committee, and one each on the morning of the Health and Adult Care Scrutiny Committee and the Corporate Infrastructure and Regulatory Services Scrutiny Committee. A schedule of proposed topics would be shared with Members in due course.

23 **Member Development Schedule**

The Members reviewed the Member Development Schedule which outlined upcoming planned training, as well as training which had taken place over the last 12 months. Members welcomed the broad range of training and development opportunities available and noted the improved Member attendance at Scrutiny Masterclasses.

24 **Shared Service Update**

The Member Development Officer reported that Teignbridge District Council had recently joined the shared service.

There was a need to revisit data protection training; the GDPR e-learning had been updated and all Members would need to complete this.

The 'Developing your leadership potential' programme which was delivered in partnership with South West Councils was very successful. 16 delegates from 6 different councils took part across five sessions and the programme was delivered for just under £2,000 in total.

Members welcomed the excellent value for money that this approach to leadership development achieved, and the added value of networking and learning from experiences at other local authorities that the joint sessions allowed.

From September the shared service would focus on induction style events for newly elected Members including introduction to scrutiny, communication skills and time management. There was an ambition to continue working with South West Councils to keep training costs down and the shared service viable. Members welcomed this ambition, noting that the shared service was highly valued by the member local authorities.

25 Dates of Future Meetings

Members noted future meetings as shown in the calendar of meetings at <http://democracy.devon.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Thursday 19th September 2019 at 10.30am

Wednesday 5th February 2020 at 10.30am

Thursday 28th May 2020 at 10.30am

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

The Meeting started at 10.30 am and finished at 11.06 am

Agenda Item 2

Member Development Schedule

| | March | April | May | June | To be arranged |
|--|--|-------|-------------------------------------|--|----------------|
| Briefings before Council | | | 14 th - Smarter Devon | | |
| Shared Service Event | | | | | |
| Health & Adult Care Scrutiny Masterclass | 12 th - LGA Green Paper for Adult Social Care and Wellbeing / Social Care Green Paper | | | 16 th - SEND Masterclass | |
| Children's Scrutiny Masterclass | 16 th - Restorative Practice - Autism (different presentations, needs, impact on education, life chances) | | | 9 th - Understanding local partnerships and boards | |
| CIRS Scrutiny Masterclass | 26 th - SEND Session 5 - How to manage weeds at Parish Council level including good practice examples | | | 24 th - How prepared are we for the 4th industrial revolution? | |
| Core Skills | | | | | |

Completed Training (last 12 months)

| Training session | Style/reason | Date | Invited | Number in attendance |
|---|---|--------------------------------------|-------------|----------------------|
| Awareness and Prevention of Sexual Harassment | Ad hoc | 19 November 2018 and 10 January 2019 | All Members | 36 |
| DYLP – Chaining Skills | Shared Service | February 2019 | All Members | |
| SEND inspection outcome and Written Statement of Action | Children’s Scrutiny Committee Masterclass | 18 March 2019 | All Members | 14 |
| NHS Local 1 year / 5 Year Plan / Long Term Plan - Implications and opportunities for scrutiny | Health & Adult Care Scrutiny Masterclass | 21 March 2019 | All Members | 10 |
| Adult Social Care Support for Prisoners | Health & Adult Care Scrutiny Masterclass | 21 March 2019 | All Members | 10 |
| Preparations for Brexit | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 26 March 2019 | All Members | 14 |
| Public Health Nursing | Children’s Scrutiny Committee Masterclass | 10 June 2019 | All Members | 7 |
| School Inclusion | Children’s Scrutiny Committee Masterclass | 10 June 2019 | All Members | 7 |
| Devon’s Approach to Dementia | Health & Adult Care Scrutiny Masterclass | 18 June 2019 | All Members | 12 |
| NHS England and NHS Improvement | Health & Adult Care Scrutiny Masterclass | 18 June 2019 | All Members | 12 |
| Trading Standards | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 25 June 2019 | All Members | 12 |

| | | | | |
|--|---|-------------------|-------------|--------------|
| Highways Code of Practice | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 25 June 2019 | All Members | 13 |
| Devon's response to the Climate Emergency | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 25 June 2019 | All Members | 13 |
| Preventing Exploitation toolkit | Briefings before Council | 25 July 2019 | All Members | |
| Fire & Rescue Service Consultation Masterclass | Ad Hoc | 4 September 2019 | All Members | |
| Introduction to Scrutiny | Shared Service Event | 6 September 2019 | All Members | |
| Children & Family Health Devon | Children's Scrutiny Masterclass | 16 September 2019 | All Members | 6 |
| SEND | Children's Scrutiny Masterclass | 16 September 2019 | All Members | 10 |
| Future of hospital services Masterclass | Health & Adult Care Scrutiny Masterclass | 23 September 2019 | All Members | 12 |
| County Archaeology | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 26 September 2019 | All Members | 12 |
| HotSW Local Enterprise Partnership Joint Scrutiny Committee – first year reflections | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 26 September 2019 | All Members | 12 |
| Suicide | Health & Adult Care Scrutiny Masterclass | 1 October 2019 | All Members | |
| Skills and Employment Activity | Briefings before Council | 3 October 2019 | All Members | |
| Scrutiny Questioning Skills | Shared Service | 15 November 2019 | All Members | 1 DCC Member |
| Autism | Children's Scrutiny Masterclass | 18 November 2019 | All Members | 9 |
| WAVE – Devon's Alternative Provision | Children's Scrutiny Masterclass | 18 November 2019 | All Members | 12 |

| | | | | |
|---|---|------------------|-------------|---|
| Finance awareness for budget consideration | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 26 November 2019 | All Members | 8 |
| Cyber Security Masterclass (including data protection) | Corporate Infrastructure & Regulatory Services Scrutiny Masterclass | 26 November 2019 | All Members | 8 |
| Using Technology and Digitally Connected Care and Support | Health & Adult Care Scrutiny Masterclass | 28 November 2019 | All Members | |