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

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 7 October 2020

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MEMBER DEVELOPMENT STEERING GROUP

Thursday, 15th October, 2020

A meeting of the Member Development Steering Group is to be held on the above date at 10.30 am at Virtual Meeting 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 - 2)

To agree the previously circulated minutes of the meeting held on 5th February 2020 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 CONSIDERATION OR REVIEW

4 Learning and Development

Member Development Officer and Head of Scrutiny to appraise Members of the learning and development activity that has taken place over the last six months, and Members to review the current offer and learning and development opportunities available going forward.

5 Black Lives Matter

Equality and Diversity Officer to discuss potential Member development needs and opportunities arising from the Black Lives Matter campaign.

6 Member Wellbeing

Member Development Officer to appraise Members of the support offered so far, and to facilitate discussion around what more is needed to support Members with their wellbeing at this time.

7 Induction 2021

Members to consider:

- Key areas to be covered by induction training;
- Options for delivering some training online;
- Induction approach and plans, if we need to work remotely over this period.

MATTERS FOR INFORMATION

8 Shared Service Update

Member Development Officer to provide an update on the current offer.

9 Dates of Future Meetings

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

The next meeting is scheduled for 4th February 2021.

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

Nil

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). They need to be disposed of carefully and should be returned to the Democratic Services Officer at the conclusion of the meeting for disposal.

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Declarations of Interest for Members of the Council

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Induction Loop available



MEMBER DEVELOPMENT STEERING GROUP

5 FEBRUARY 2020

Present:-

Councillors B Parsons (Chair), M Asvachin, K Ball, R Hosking, C Slade and P Twiss

Apologies:-

Councillors M Shaw

Also in Attendance

26 Minutes

RESOLVED that the minutes of the meeting held on 30th May 2019 be signed as a correct record.

27 Items Requiring Urgent Attention

There were no items requiring urgent attention.

28 Accessibility of Digital Content

Tom Dixon (Digital Communications Manager) provided Members with an update on new accessibility legislation which required all public sector bodies to improve the accessibility of their digital content and display an accessibility statement by September 2020. Tom outlined the approach that the County Council was taking to ensure that appropriate improvements were made to its own websites, including providing accessibility training for staff with responsibility for maintaining webpages across all service areas.

Members commented that many town and parish councils were struggling to interpret the legislation and were concerned about the resource needed to make the necessary improvements. Tom advised Members that the Digital Communications Team had created guidance to support town and parish councils which would be made available soon, and that this could be shared with Members prior to being finalised.

29 Personal Development Plans

Marion Geare (Member Development Officer) advised Members that recently there had been little take up of Personal Development Plans (PDP) and asked Members for their views on how this activity should be prioritised. Members agreed that PDPs should continue to be offered to all Members and targeted particularly at those Members who have not taken up the offer before.

Agenda Item 2

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MEMBER DEVELOPMENT STEERING GROUP

5/02/20

30 **Learning and Development and Member Development Schedule**

Members noted that attendance had been good at Scrutiny Masterclass sessions and that these sessions were of significant value in supporting and developing their Scrutiny roles. The Commissioning Liaison Member role was also discussed, and Members considered that the role was very helpful in building a broader understanding of commissioned services within Scrutiny Committees.

Members were satisfied with the system in place which allowed Members to receive more in-depth training in areas of particular relevance or interest.

31 **Shared Service Update**

Marion Geare (Member Development Officer) advised Members that the Shared Service would continue with seven local authorities for 2020/21. Next year the focus would be on Developing Your Leadership Potential.

32 **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>

The next meeting was scheduled for 28th May 2020.

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

The Meeting started at 10.30 am and finished at 12.10 pm