



You can view the agenda on the [website](#)
or use a smart phone camera and scan the code

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

County Hall
Topsham Road
Exeter
Devon
EX2 4QD

Date: 5 July 2024

Contact: Charlie Fisher
Email: charlie.fisher@devon.gov.uk

MEMBER DEVELOPMENT STEERING GROUP

Monday, 15th July, 2024

A meeting of the Member Development Steering Group is to be held on the above date at 12.00 pm at MS Teams - Virtual Meeting to consider the following matters.

Donna Manson
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 7th February 2024 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 Member Learning and Development Log (Pages 5 - 6)

To appraise Members of the learning and development activity that has taken place since the last Steering Group meeting and of learning and development opportunities available going forward.

5 Member Development Strategy update

Head of Scrutiny to update on the Draft Member Development Strategy.

6 Member Engagement Strategy update

Head of Scrutiny to update on the draft Member Engagement Strategy.

7 Members Sharepoint Division Pages (Pages 7 - 10)

Head of Scrutiny to report on a proposed update to the Members' Sharepoint site.

8 2025 County Council Elections

Officers to seek Member's feedback on promoting the upcoming 2025 County Council elections.

9 2025 Induction Programme

Officers to seek Member's initial thoughts on the early planning stages of the 2025 Induction Programme for Councillors.

MATTERS FOR INFORMATION

10 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 Tuesday 22nd October 2024 at 10:30am.

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.

MEETINGS INFORMATION AND NOTES FOR VISITORS

Getting to County Hall and Notes for Visitors

For SatNav purposes, the postcode for County Hall is EX2 4QD

[Further information about how to get to County Hall](#) gives information on visitor parking at County Hall and bus routes.

Exeter has an excellent network of dedicated cycle routes. For further information see the [Travel Devon webpages](#).

The nearest mainline railway stations are Exeter Central (5 minutes from the High Street), St David's and St Thomas. All have regular bus services to the High Street.

Visitors to County Hall are asked to report to Main Reception on arrival. If visitors have any specific requirements, please contact reception on 01392 382504 beforehand.

Membership of a Committee

For full details of the Membership of a Committee, please [visit the Committee page](#) on the website and click on the name of the Committee you wish to see.

Committee Terms of Reference

For the terms of reference for any Committee, please [visit the Committee page](#) on the website and click on the name of the Committee. Under purpose of Committee, the terms of reference will be listed. Terms of reference for all Committees are also detailed within Section 3b of [the Council's Constitution](#).

Access to Information

Any person wishing to inspect any minutes, reports or background papers relating to an item on the agenda should contact the Clerk of the Meeting. To find this, [visit the Committee page](#) on the website and find the Committee. Under contact information (at the bottom of the page) the Clerk's name and contact details will be present. All [agenda, reports and minutes of any Committee are published on the Website](#)

Public Participation

The Council operates a Public Participation Scheme where members of the public can interact with various Committee meetings in a number of ways. For full details of whether or how you can participate in a meeting, please [look at the Public Participation Scheme](#) or contact the Clerk for the meeting.

In relation to Highways and Traffic Orders Committees, any member of the District Council or a Town or Parish Councillor for the area covered by the HATOC who is not a member of the Committee, may attend and speak to any item on the Agenda with the consent of the Committee, having given 24 hours' notice.

Webcasting, Recording or Reporting of Meetings and Proceedings

The proceedings of any meeting may be recorded and / or broadcasted live, apart from any confidential items which may need to be considered in the absence of the press and public. For more information [go to our webcasting pages](#)

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chair. Filming must be done as unobtrusively as possible without additional lighting; focusing only on those actively participating in the meeting and having regard to the wishes of others present who may not wish to be filmed. Anyone wishing to film proceedings is asked to advise the Chair or the Democratic Services Officer in attendance.

Members of the public may also use social media to report on proceedings.

Declarations of Interest for Members of the Council

It is to be noted that Members of the Council 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.

WiFi

An open, publicly available Wi-Fi network (i.e. DCC) is normally available for meetings held in the Committee Suite at County Hall.

Fire

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; and do not re-enter the building until told to do so. Assemble either on the cobbled car parking area adjacent to the administrative buildings or in the car park behind Bellair.

First Aid

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

Mobile Phones

Please switch off all mobile phones before entering the Committee Room or Council Chamber

Alternative Formats

If anyone needs a copy of an Agenda and/or a Report in another format (e.g. large print, audio tape, Braille or other languages), please contact the Customer Service Centre on 0345 155 1015 or email: committee@devon.gov.uk or write to the Democratic and Scrutiny Secretariat in G31, County Hall, Exeter, EX2 4QD.

Induction Loop available



MEMBER DEVELOPMENT STEERING GROUP

7 February 2024

Present:-

Councillors J Bailey, L Hellyer, C Leaver, L Samuel, A Saywell (Chair),
D Sellis and C Slade

Apologies:-

Councillors J Berry, A Connett and M Hartnell

Members attending in accordance with Standing Orders 8 and 25

2 Minutes

RESOLVED that the minutes of the meeting held on Friday 6th October 2023 were agreed to as a correct record of the meeting.

3 Items Requiring Urgent Attention

There were no items requiring urgent attention.

4 Member Learning and Development Log

Officers appraised Members of the training and development opportunities since the last meeting and the future training and development opportunities.

The report highlighted the previous masterclasses and all Member briefings that had taken place since the last Steering Group meeting and the upcoming opportunities.

Members comments and discussions relating to the Report included:

- That whilst attendance figures have increased, Members were concerned that less than 25% of Members attend each session.
- If additional analysis could be done to understand whether the same Members attend regularly to support learning around improving access to sessions.
- To ensure sessions were advertised as early as possible, recognising that some sessions are in the annual Calendar already and some Scrutiny masterclasses, standing overview groups and task groups are arranged on an ad-hoc basis.

Agenda Item 2

2

MEMBER DEVELOPMENT STEERING GROUP

7/02/24

- In addition, there was also concern about the poor attendance at Corporate Parenting Forum meetings particularly as it was on the same day as full Council.

Action: Officers to send out the established All Member Development Sessions and Masterclass dates from the calendar to Members as diary invites.

Action: Officers to include further analysis of the attendance figures for the next Member Development Steering Group meeting.

5 **Governance Review**

The Director of Legal and Democratic Services updated Members on the Council's ongoing Governance Review and the completed strands of work.

The Director updated on these strands including:

- Key decisions and decision making thresholds
- Member Development and Member Engagement Strategy
- Public Participation
- A Local Member Protocol
- Scrutiny

The Director highlighted that the Member Development strand is to be owned by Steering Group and report into the Governance Working Group. Both groups were Chaired by Councillor Andrew Saywell.

The Governance Working Group action tracker and minutes are routinely added to the Members Area on SharePoint and the Director offered to send a monthly email to all Members with the link to the documents for ease of access.

Members welcomed the inclusion of the Local Member Protocol, agreed by the Council at its meeting on 7th December 2023. The Protocol was introduced to ensure Officers inform local Members of significant events and work in their divisions. Members highlighted the instances where this hasn't happened in the past and the Director reported she was working with individual Directorates to embed the Protocol, but asked Members to report any issues whilst the Protocol is being implemented.

Members discussed further IT training around SharePoint and tips/tricks relating to managing outlook and emails, and PowerBi skills. The Director reported she would raise the topics with the Director of Transformation and Business Services outside the meeting and circulate information to Members. Members asked for this to be reviewed as part of the Induction welcome pack received upon election.

6 **Draft 2024 Member Development Strategy**

The Director of Legal and Democratic Services re-appraised Members of the Member Development Strategy and the revised 2024 Strategy. Members were also appraised on the previous Member Development Strategy and the feedback from Members from the All Member Day in November 2023.

Officer comments included:

- That a separate Induction Programme would be developed and delivered after the Council's quadrennial elections and the draft Member Development Programme shows examples of what would be 'business as usual' training and development opportunities.
- The document recognises Members have competing priorities in terms of Councillor workload, outside work and other commitments.
- The continued offer of Personal Development Sessions with officers from HR.

Member Comments and discussion areas included:

- Welcoming the updated strategy and ensuring Member individual needs are met.
- That the Strategy should ensure session titles are indicative of the session and easily understood e.g. governance or resilience.
- Sessions should be arranged ensuring they are accessible even if that means repeating sessions, holding them at different times or running them in person or as hybrid meetings.
- It was clarified that members could claim travelling expenses when attending training sessions

Officers agreed to update the Draft Member Development Strategy with the amendments suggested and include it on the agenda for the next meeting of the Steering Group.

7 **Dates of Future Meetings**

Members noted that the next meeting of the Steering Group is Thursday 13th June 2024 at 10:30am.

NOTES:

1. *Minutes should always be read in association with any Reports for a complete record.*
2. *If the meeting has been webcast, it will be available to view on the [webcasting site](#) for up to 12 months from the date of the meeting*

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

The Meeting started at 10.30 am and finished at 12.58 pm

Agenda Item 2

Member Development Steering Group Training and Development Log

1. Member Training and Development Log

February 2024 – July 2024

Session Title	Topic	Date and Time	Target Audience	Attendance
All Member Development Session	Devon and Torbay CCA Proposed Devolution Deal	Monday 26 th February @ 10:30am	All Members	32
Health and Adult Care Scrutiny Masterclass	Integrated Adult Social Care Self-Assessment / Annual Report	Tuesday 27 th February @ 10am	All Members	10
CIRS Masterclass	Future Delivery Model for Highways Maintenance	Thursday 18 th April @ 10:30am	All Members	21
Health and Adult Care Scrutiny Masterclass	2024/25 Work Programme	Wednesday 15 th May @ 10am	Health and Adult Care Scrutiny Members	12
Member training	Prevention Matters Workshop	Tuesday 21 st May @ 11am	All Members	17
CIRS Masterclass	2024/25 Work Programme	Friday 24 th May @ 10am	CIRS Members	4
Children's Scrutiny Masterclass	2024/25 Work Programme	Tuesday 4 th June @ 10:30am	Children's Scrutiny Members	6
All Member Day		Tuesday 11 th June	All Members	
Health and Adult Care Scrutiny Masterclass	Peninsula Acute Sustainability Programme (PASP) Masterclass	Monday 8 th July @ 11am	All Members	

Agenda Item 4



Member Development Steering Group
Monday 15th July 2024

2. Upcoming sessions

July- October 2024

Session Title	Topic(s)	Date and Time
CIRS Masterclass	National Landscapes Management Plan	Monday 22 nd July
All Member Development Session	TBC	Tuesday 10 th September @ 10:30am
Children's Scrutiny Masterclass	Lifelong Links	Tuesday 24 th September

Member SharePoint – Developing Division pages

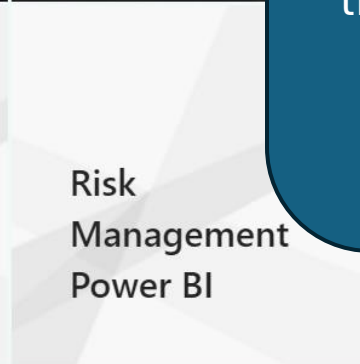
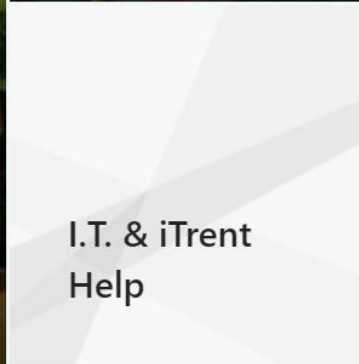
Purpose: The following slides present an idea for the development of Division specific pages on the Member SharePoint. This item is for discussion at the Member Development Steering Group.



Members' SharePoint Homepage

This SharePoint site is intended to be a one-stop shop for a large number of resources that will aid you in your role as a Devon County Councillor.

Page 8



We need to add a square on the 'Home' page, near the top, titled – 'Division Information'



Members' Bulletin: Tuesday 4 June 2024

4 June
3 views

Agenda Item 7

See all

Monday 17

Printing

After clicking on the 'Division Information' square on the home page, a list of squares, one for each Division is available. Each square will be titled with the Division name.

On the next slide is a list of division specific information to be included, alongside helpful links.

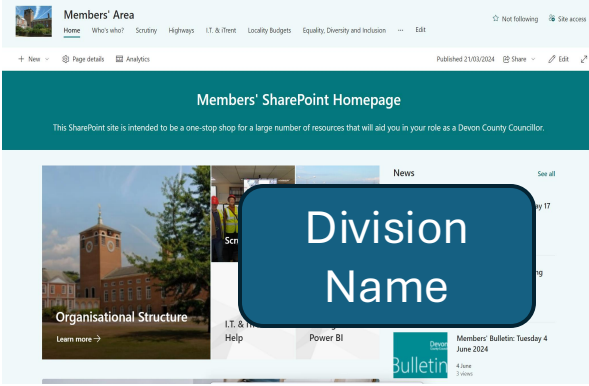
Division Squares:

Page 9

1	2	3	4	5	6	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30	31	32	33
34	35	36	37	38	39	40	41	42	43	44
45	46	47	48	49	50	51	52	53	54	55
				56	57	58				

Agenda Item 7

Once a Member clicks on their Division, a page with visual squares with links to Division information loads. Each square has an image relating to the content of the link... something like the below, and where possible, links pre-filtered to Division:



Neighbourhood Highways Officer (for Division)

<u>JSNA</u> <i>(pre filtered to Division)</i>	<u>Traffic Orders</u>	<u>Highways</u> including 'Report a Problem'	<u>Children's Centres</u>	<u>Locality Budget</u>
<u>Schools designated areas</u>	<u>Schools information</u>	<u>Facts and Figures</u> <i>(Division Profile –LR enquiring)</i>	<u>Planning (Advanced Search for DCC responsibility – LR enquiring)</u>	<u>Planning Applications (DCC Consultee – LR enquiring)</u>
		<u>Property (DCC – LR enquiring)</u>		

Squares be further developed with Member Development Steering Group

Where it says LR enquiring, Louise has sent emails to relevant Directorates.

Page 10

At the bottom of the space add in some useful links as per the below:

<u>IT & iTrent</u>	<u>OneNetwork</u>	<u>Equality Diversity and Inclusion</u>	<u>Development & Support</u>
--	-----------------------------------	---	--