

PROCEDURES COMMITTEE

16 November 2021

Present:-

Councillors S Aves, F Biederman, A Connett, R Hannaford, J Hart, S Hughes and J Trail BEM (Chair)

Apologies:-

Councillors C Leaver

Also in Attendance:-

Councillor J McInnes

* **10 Minutes**

It was **MOVED** by Councillor Hart, **SECONDED** by Councillor Trail, and

RESOLVED that the minutes of the meeting held on 14 September 2021 be signed as a correct record.

* **11 Items requiring urgent attention**

There was no item raised as a matter of urgency.

12 Member Development Strategy 2021 - 2025

The Committee considered the Report of the County Solicitor: Chief Officer for Legal, Communications and Human Resources, which presented the Member Development Strategy for 2021-2025.

The highlighted the complex and rapidly changing world of Local Government which placed exceptional demands on its leadership, including Members.

The Council was committed to supporting the development of all Elected Members by providing a programme of development opportunities that assisted individuals to perform effectively in their role both as community leaders and as representatives of the Council.

The Strategy outlined the Key Principles to ensure that development activities supported the delivery of the Council's priorities and met individual learning needs, aligned with core principles and behaviours as well as addressing skills and knowledge requirements, that the process was Member owned and driven through the Member Development Steering Group.

The Strategy highlighted the delivery mechanisms, for example the role of the Member Development Steering Group in setting the strategic direction for Member Development and the role of Group Leaders in encouraging their Members to agree personal development plans and participate in development activities. Also, the work undertaken prior to Elections to provide information to prospective candidates and a very detailed and comprehensive Induction Programme for both new and returning Members, identification of learning needs, the role of personal development interviews and the production of an annual Members Learning and Development Plan.

The delivery methods of training and development would consider inclusivity, access to learning, subject matter and learning styles and evaluation of all learning and development activities would take place.

The Committee noted that the Council would continue to seek reaccreditation every 3 – 4 years for the SW Charter for Member Development as well as its role as a partner of the Shared Member Development Service since 2011.

The original Member Development Strategy was previously approved by the Procedures Committee and ratified by full Council on 8 March 2007. It was reviewed and revised in July 2009, March 2013 and May 2017.

The Strategy had been reviewed once again and was commended for adoption for the New Council.

Members discussed and asked questions in relation to the following:

- equality and diversity training;
- comparison and changes from the previous policy;
- attendance data and procedure for notifying non-attendance;
- an update on the charter for member development;
- membership of the shared service;
- attendance at conferences and the procedure for applying for non-approved events;
- compulsory and mandatory training;
- DBS checks for new Members;
- update on the race equality work; and
- thanks to both Marion Geare and Jan Shadbolt for their work and contribution to the Committee and Member Development over the years.

It was **MOVED** by Councillor Hart, **SECONDED** by Councillor Hughes, and
RESOVED that the Member Development Strategy 2021 – 2025 be endorsed
and recommended the Council for adoption.

* 13

Members Allowances and Local Government Association Boards

The Committee noted that on the 15 September 2021, the Committee had considered a Report of the Chief Officer for Legal, Human Resources and Communications on proposals for amending the Members Allowances Scheme in relation to certain Local Government Association (LGA) commitments.

The Committee had noted that the LGA political groups made a number of appointments to other boards and forums of their own volition and it was felt appropriate to apply some consistency in the application of approval of travel expenses to such events as the allowances scheme did not recognise these Boards as an approved duty.

The Committee had considered the different appointment mechanisms by each of the political groups for making the appointments and had noted the Local Government Association (LGA) Allowances Scheme stated ‘travel and subsistence costs for all other meetings should be met by the member’s home authority.’

The Committee had considered three options, but RESOLVED to adopt option 2 as outlined below;

‘that Option 2 (to adopt a similar approach to that of attendance at training events where Members seek approval before they accept the appointment as to whether the Council will pay for the travel expenses for the meetings of the Board. This would be via approval of the budget holder, the Head of Democratic Services, in liaison with the Leader of the Council. Members would be expected to make a case, outline the expected costs and frequency and also demonstrate the benefits to Devon County Council), be adopted’.

However, the Committee also asked that the position should be reviewed in 12 months time.

Members commented that the opportunities afforded by the Boards was to be welcomed and the expertise brought back to Devon from these events was also useful.

It was **MOVED** by Councillor Connett, **SECONDED** by Councillor Aves, and

RESOLVED that the current procedure, as outlined at option 2 above be adopted as policy, with another review in one years time.

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 11.24 am