

## Member Development Group

*At a meeting of the Member Development Group held on 10th December 2013  
at the Municipal Building, Kingsway, Widnes*

**Present:** Councillors Stockton (Chairman), J. Bradshaw, N Plumpton Walsh and Wharton.

**Officers:** J Greenough, K Mackenzie and A Miller.

**Apologies for absence:** Councillors Gilligan, C Plumpton Walsh, Ratcliffe, Wainwright, Wallace, Wright and Zygodllo.

**Officers:** S. Connor and M. Carruthers

<b>MDG13</b>	<b>NOTES OF THE LAST MEETING</b>	
	The notes of the last meeting held on 17 October 2013 were approved as a correct record, with the addition of Councillor John Bradshaw to the apologies for absence recorded.	
<b>MDG14</b>	<b>REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS</b>	
	<p><b>LOD2 - Number of Members with a Member Action Plan (MAP)</b></p> <p>The number of Members with a MAP to date since April 2013 were 54 of 56. This number had remained unchanged since the last meeting and the Chairman thanked all Members for their input to their own MAP's. There would be another invitation sent to Members who were due their MAP's after the Christmas holiday.</p>	KM
	<p><b>LOD3 - Percentage of Members attending at least one organised training event in the current financial year.</b></p> <p>Since April 1st 2013, 70% (39) Members had attended at least one organised training event. The target for the year was 100% attendance, which had been achieved in 2012 - 2013.</p> <p><b>RESOLVED:</b> That the report be noted.</p>	KM
<b>MDG15</b>	<b>LEARNING AND DEVELOPMENT UPDATE</b>	
	<p><b>North West and North East Employers Member Development Conference – Leeds Rose Bowl – Thursday 7 November 2013</b></p> <p>Councillor Norman Plumpton Walsh had attended the conference for Member Development with Kathryn. The event had focussed on current issues surrounding supporting Members especially in their community role.</p>	

	<p><b>North West Employers Charter Celebration – Lowry Salford – Friday 22 November 2014</b></p> <p>Councillor Norman Plumpton Walsh attended the celebration event with Kathryn. The event focussed on the North West Charter for Elected Member Development, with discussion between officers and Members throughout the North West Region on opportunities and ways forward to support Members.</p> <p><b>Fraud Awareness Training – E Learning Module</b></p> <p>Members had been encouraged to complete the E-Learning on-line module on Fraud Awareness. A similar module had been circulated to all officers to complete.</p> <p><b>Drop-In training sessions for E-Learning Modules</b></p> <p>Sarah Connor had arranged two drop-in sessions on 6 and 18 November for Members who wished to complete e-learning modules on various topics.</p>	
<b>MDG16</b>	<b>PROTOCOL FOR FUTURE ATTENDANCE BY MEMBERS AT TRAINING EVENTS</b>	
	<p>Members of the Group considered a report which outlined a suggested protocol for Members attendance at externally provided training events. Members noted that no such “policy” was currently in place for approving attendance.</p> <p>It was suggested that Members complete an application in the first instance, held by Kathryn Mackenzie. Completed applications should then be passed by Kathryn to the Leader of the Council, who would consider applications with the Chairman of the Member Development Group, and the Strategic Director, Policy and Resources. If approved, the Member would then be asked to complete a brief evaluation form after attending the event.</p> <p>Members present agreed that the evaluation form should be altered slightly to remove the requirement for Members to make a formal feedback presentation, but rather a more informal email if appropriate to other Members.</p> <p>The Group agreed this was good practice and welcomed the completion of such applications.</p> <p><b>RESOLVED:</b> That the attached Application Form and Evaluation Form be agreed, subject to the minor alteration of Form B as suggested above.</p>	KM
<b>MDG 17</b>	<b>DEMONSTRATION OF MEMBERS’ VIRTUAL DESKTOP</b>	
	<p>Members received a presentation from Jonathan Greenough and Alan Miller, regarding Windows 7 Virtual Desktop. Members present were shown a brief “tour” of how the virtual desktop would look. Jonathan</p>	JG/AM

	<p>explained that full training would be offered to all Members. The Leader and Deputy Leader of the Council were currently using the new system and would feedback any issues they encountered. The new desktop would then be rolled out to the Members of the Development Group for their feedback. Members understood that one of the advantages of the new Windows package was the ability to view “embedded” documents. This was currently causing an issue to some Members as they were unable to access some documents attached to agendas easily.</p> <p>Members were informed that there would still be a “two step” process, with the use of the current key fob for secure access to the council network. Members were also informed that a new printer would be installed in both Members’ Rooms in Widnes and Runcorn, making printing more efficient.</p> <p>Members welcomed the progress being made and thanked Jonathan and Alan for their presentation.</p> <p><b>RESOLVED:</b> that Members of the Development Group pilot the virtual desktop when appropriate in the near future with IT support.</p>	
<b>MDG 18</b>	<b>ANY OTHER BUSINESS</b>	
	<p>A member of the group mentioned the lack of car parking spaces under the podium recently for Members. Other members of the group replied that they had not encountered any issues with parking, and that the car park was subject to busy periods during the week.</p>	
<b>MDG 19</b>	<b>DATE OF THE NEXT MEETING</b>	
	<p><b>RESOLVED:</b></p> <p>The next meeting to be held at 4.30pm in the Marketing Suite on <b>Tuesday 25 March 2014.</b></p> <p>Future meeting dates for 2014 – 2015 will be agreed with the Chairman of the Group. The Group will meet quarterly.</p>	KM /JS
	The meeting closed at 5.30pm	