

Member Development Group

At a meeting of the Member Development Group held on 15th July 2021
held remotely via Microsoft TEAMS

Present: Councillors V. Begg, I. Bramwell, B. Gilligan, T. McDermott, J. Stockton, T. Stretch, A. Teeling, D. Thompson and P. Wallace.

Officers: K. Mackenzie and A. Scott.

Apologies for absence: Councillors J. Bradshaw and M. Ratcliffe.

MDG 1	ELECTION OF CHAIRMAN	
	It was moved and seconded that Councillor John Stockton be elected Chairman of the Group for 2021/22.	
MDG 2	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 30 January 2020 were approved as a correct record. Due to the Covid-19 Pandemic and the local elections of 2020 being cancelled, it was noted that a further meeting in 2020 had not been held.	
MDG 3	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	<p>LOD2 – Number of Members with a Member Action Plan (MAP)</p> <p>The Number of Members with a MAP to date since the election of May 2021 was 54. New MAPs had been sent to all newly elected Members for completion. The other 45 Members would also be sent MAPs for their annual review.</p>	KM
	<p>LOD3 – Percentage of Members attending at least one organised training event in the current financial year.</p> <p>Since April 2021, 22% (12 of 54 Members) had attended at least one training and development event. The target was 100% for the year 2021-2022. All Members had received an updated training offer for 2021-22, with an added number of eLearning modules to enable Members to complete modules in their own time. It was hoped that face to face training could resume later on in the year should this be possible, with a blended learning approach on offer in the future</p>	KM/AS
MDG 4	LEARNING AND DEVELOPMENT UPDATE	
	<p>Borough Council Election 2021 – New Member Induction</p> <p>The New Member Induction Programme had been held remotely via TEAMS. All new Members had also met with Member Services individually in person to submit personal documents. Although the</p>	

induction was held remotely, the experience had been the same as in previous years. The Group thanked all officers who had attended and made the experience for the new Members so positive. It was hoped a tour of the Borough might be arranged for later on in the year should this be permitted.

One member of the Group, who had been one of the newly elected Members confirmed the process had been very comprehensive. She added that the post induction mentoring had been excellent, and that the wealth of knowledge of the officer who had supported her was superb. This echoed all of the comments made by both new Members and existing members of the group, who all thanked officers and Members for their mentoring support which had been done remotely in 2021 due to Covid-19 restrictions. Members noted that should any officers or Members wish to become mentors, they would need to complete a short ELearning course.

One Member asked if it was feasible to hold the Induction at a different time of day. Members recognised that it may be difficult given the amount of time and content covered over a two day period. However, packs were given out in advance in 2021, which assisted newly elected Members. All information covered in each presentation was sent to those Members who could not attend.

Learning and Development E-Learning Courses for Members

Alison Scott from the Learning and Development Team informed the group that 4 courses had been recently completed by Members. New courses were frequently being built and added to the E-learning portal. Members who had used the portal were encouraged to feed back their comments to Alison direct. Any Members requiring support to access the system could contact Alison or contact the L and D Team Direct.

Mindfulness for Members

Alison mentioned the Mindfulness session that had been held at the last meeting prior to the pandemic. The offer was open to any Member or group of Members who would find this beneficial. There was also a number of E-learning courses available for Members and officers surrounding mental health and wellbeing.

Fire Safety Awareness E-learning

A member of the group who had recently completed fire safety E-learning felt some aspects of the courses could be more comprehensive. They would pass their comments direct to Alison for action.

On-line phone directory

Members noted that there was access to a phone directory on the Intranet. They mentioned that IT had recently offered a training session that was useful on general Intranet use. Members of the Group asked if this could be provided again when required.

	<p>New Member Mentors</p> <p>The allocation of new Members to Mentors was considered. Members agreed the Mentoring scheme in Halton was very important for new Members, and equally as useful for more experienced Members who became Mentors.</p>	
MDG 5	ANY OTHER BUSINESS/MEMBER SUPPORT ISSUES	
	<p>Members Mobile Phones</p> <p>Some members of the group had experienced issues with their phones. It was suggested any issues be reported via the IT Helpdesk. By doing so issues could be monitored effectively and any recurring themes identified.</p> <p>Members iPad Training</p> <p>The group discussed the use of iPads, and any training issues they may have. Members noted that they should contact Peter Bressington and the IT Helpdesk in the first instance, and they would be given advice and support to use the equipment, including any issues they may have using TEAMS.</p> <p>Members IT Offer</p> <p>Members of the group discussed the IT offer of equipment they currently received. Members felt that it may be timely to look at the offer to check that it was the most suitable for their needs. The Chairman of the Group would raise this with the Operational Director for ICT and Support Services for consideration.</p>	
MDG 6	DATE OF THE NEXT MEETING	
	<p>RESOLVED: The next meeting to be held in October 2021 at a date to be arranged to be held remotely via TEAMS.</p>	
	<p>The meeting closed at 6.32pm</p>	