

Member Development Group

At a meeting of the Member Development Group held on 26 July 2023
in the Boardroom, Municipal Building Widnes

Present: Councillors A. Teeling (Chair), A. Ball, I. Bramwell, B. Gilligan, A. Lowe and D. Thompson.

Officers: K. Mackenzie and S. Riley.

Apologies for absence: Councillors V. Begg, J. Bradshaw, T. McDermott, M. Ratcliffe, T. Stretch and P. Wallace.

MDG 1 NOTES OF THE LAST MEETING

The notes of the last meeting held on 14 March 2023 were approved as a correct record.

MDG 2 ELECTED MEMBERS IT – WAY FORWARD

IPads had been distributed to all Members in December 2022. Office 365 had been installed, and Members noted that the Skype phone system would be phased out in the next few months and evolve to a newer version of TEAMS.

A Member asked if it was possible to add an internal phone directory to the Intranet that Members could access from their IPads. Members noted that a future intention was to publish the HBC Intranet containing officers contact details on the Internet via a secure login.

Members discussed Ipad training and the possibility of producing a list of FAQs. One suggestion was a series of short tutorials, though it was noted that many already existed via Google and YouTube.

It was suggested that an IT drop-in session be offered to all Members who needed assistance. Microsoft 365 was constantly evolving so it was important Members utilised such sessions if needed. This would be arranged by IT.

Phishing emails were discussed, and it was important Members were vigilant as to the source of emails and checked an address was valid before replying. If unsure the email should be deleted.

Members were reminded that they would never be contacted by telephone and informed they have IT problems and asked for personal details by HBC IT. IT would not contact Members in this way, and any IT issues should be logged with the IT Helpdesk in the usual way.

MDG 3 REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS

LOD2 – Number of Members with a Member Action Plan (MAP)

The Number of Members with a MAP to date since the election of May 2023 was 54.

LOD3 – Percentage of Members attending at least one organised training event in the current financial year.

Since May 2023, 56% of Members had attended at least one training and development event. The target was 100% for the year 2023-2024.

MDG 4 LEARNING AND DEVELOPMENT UPDATE

Members noted that training sessions had been held for:

Promoting Race Equality and Tackling Racism – 30 March 2023 via ZOOM

Local Government Finance – 18 April 2023

Role of the HBC Contact Centre – Runcorn Town Hall – 7 June 2023

Role of the CAB in Halton – Hitesh Patel – 26 June 2023

Regulatory Committee Training – all Committee – 28 June 2023

Members noted that attendance was recorded but was not mandatory.

There were also sessions held before Development Management Committee that were available for all Members to attend.

Members noted that all agenda and minutes were available via the HBC website or the Mod.Gov App. Should any Member need assistance in selecting committees they should contact Committee or Member Services.

Members were reminded that there were several **eLearning courses** on offer for Members via the eLearning portal on the Intranet. If any Member needed assistance they should contact training reception via the following link - Trainrec.Trainrec@halton.gov.uk

Members were reminded of the **North West Employers** offer available with details on their website <https://nwemployers.org.uk/> Members could find details of their seminars on offer and LGA workbooks.

MDG 5 ANY OTHER BUSINESS/MEMBER SUPPORT ISSUES

The Group discussed inviting a guest speaker to attend future meetings if time allowed.

It was suggested that future meetings be held in rotation via TEAMS and in person, if this was appropriate, in consultation with the Chairperson.

MDG 6 DATE OF THE NEXT MEETING

RESOLVED: The next meeting to be held in October/November 2023.

The meeting closed at 6.30pm