
BRECKLAND COUNCIL

At a Meeting of the

MEMBER DEVELOPMENT PANEL

**Held on Thursday, 12 April 2012 at 2.00 pm in
Dereham Room, Conference Suite, Breckland Council, Elizabeth House,
Dereham, Norfolk NR19 1EE**

PRESENT

Mr I. Sherwood (Chairman) Mr T. J. Jermy
Mr S.G. Bambridge Mr W. R. J. Richmond

Also Present

Mrs D.K.R. Irving

In Attendance

Richard Wills - Training & Development Manager
Helen McAleer - Senior Committee Officer

Action By

8/12 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 26 January 2012 were confirmed as a correct record and signed by the Chairman.

9/12 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Mr K Gilbert and Mr S Green.

10/12 URGENT BUSINESS (AGENDA ITEM 3)

None.

11/12 DECLARATION OF INTEREST (AGENDA ITEM 4)

None.

**12/12 NON-MEMBERS WISHING TO ADDRESS THE MEETING
(AGENDA ITEM 5)**

Mrs Irving was welcomed to the meeting.

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13/12 MEMBER DEVELOPMENT AND TRAINING (AGENDA ITEM 6)

13 .a Member Training Budget

Mr Bambridge noted that Member training was a key element of an efficient Council and he hoped that there would be a sensible budget for the next year.

The Chairman agreed and said he would make representations to the Leader. With the Localism Act and other changes there would be a need for training.

The budget year ran from 1 April and £4,500 had been carried over for the Leadership package and workshops agreed at the previous meeting.

Members had been concerned when the Member Development team had been restructured, but were pleased that the changes had worked. They asked about current staffing levels and were advised that Leanne Neave (HR Advisor/Member Development Trainer) would be returning from maternity leave on 25 April 2012. The Training & Development Manager advised that if plans to create a Breckland Training Service were approved, he would continue to be responsible for Member Development but would delegate a lot of the work to Leanne. Karen Hitchcock (HR Advisor, Training and Development) had no direct involvement with Members apart from having carried out some of the PDP interviews.

13 .b Future Training

Localism Act

Members were informed that four sessions on the Localism Act had been delivered but only 27 Members had attended. The Training & Development Manager proposed that two more sessions (one afternoon and one evening) should be delivered by the same trainer (David McGrath) as he had received excellent feedback. Any further training required should then be provided externally.

It was agreed that the Training & Development Manager would e-mail all Members who had not attended the training to find out how many would attend the additional sessions. If response was poor, the invitation should be extended to the Town Councils to try to bring the numbers up to a maximum of 15 per session.

Leadership Training

The Training & Development Manager was developing a full day

**Richard
Wills**

	<u>Action By</u>
<p>programme for Leadership training discussed at the previous meeting. When that was ready he would investigate the possibility of selling that training externally as well.</p> <p><u>Communicating Better</u> A suite of training was being prepared and would be included in the training programme over the next few months.</p> <p>As part of that, more Social Media training would take place the following week and Mr Bambridge said he would ask ICT why wireless availability was so limited for the training session.</p> <p><u>Planning Committee Training</u> Information about two sessions was tabled. The sessions were planned to be held after future Planning Committee meetings and would explain the specific responsibilities of being a member of the Planning Committee, but would be open to all Members to attend.</p> <p><u>Mentoring</u> The Training & Development Manager proposed that David McGrath should be used as an independent, external mentor to provide advice for Members. He had vast experience of local Government and had been a Member himself. He would be available at set times and Members could book a specific time to speak with him.</p> <p>The Chairman thought it would be beneficial to all, giving Members the opportunity to seek advice and guidance from an independent and impartial source that they would be comfortable with. He suggested that as soon as the details were agreed a flyer should be issued at the next Council meeting.</p> <p>Mr Jermy asked if Neighbourhood Planning could be included on the list of future training.</p>	<p>Kevin Rump</p>
<p>13 .c <u>Obtaining feedback from new members - The first 6 months, how has it been for you?</u></p> <p>Personal Development Plan (PDP) interviews had been carried out with all but two new Members. They had also completed the survey. The Training & Development Manager asked if the survey should now be sent out to all Members.</p> <p>Mr Richmond thought that as other Members were not being interviewed they should receive the survey and the Chairman agreed, saying that it would be useful to have their views on the training plans for the next 12 months.</p>	<p>Richard Wills</p> <p>Richard Wills</p>

Action By

Mrs Irving asked if a question about the relevance of the Localism training could be added to the survey.

The Training & Development Manager noted that Breckland was one of only two Councils in South East England with Charter Plus status and that award was due to the Council going above and beyond what was required and surveying Members would be another example of that.

AGREED to send the survey out to all Members.

13 .d Breckland Training Services

The Training & Development Manager presented the report on proposals for a Breckland Training Service. The report included a Business Plan and draft prospectus. The recommendation was to extend the HR Training Team by one and to create a trading arm. Broadland Council had done that and it provided a revenue stream.

Mr Jermy asked if Breckland images could be included in the brochure and Mr Richmond asked how booking clashes could be avoided if the training was carried out in the Conference Suite. The Training & Development Manager advised that it was expected that most training would be carried out 'in-house' at other locations.

Members supported the proposal and wished the team success.

14/12 NEXT MEETING (AGENDA ITEM 7)

The Chairman thought that the next meeting was a long way off and he proposed that an additional meeting be arranged for mid-May.

The Training & Development Manager and the Committee Officer would arrange a date and circulate the details to Members.

The meeting closed at 2.50 pm

CHAIRMAN