

Action By

20/12 MEMBER DEVELOPMENT & TRAINING (AGENDA ITEM 6)

20 .1 Member Training Budget

The HR Advisor/Member Development Trainer presented the report which covered the first month in the new financial year.

The table at Appendix 1 to the report was not clear (due to technical issues during agenda compilation). Mr Bambridge asked for a breakdown of the figures and the HR Advisor/Member Development Trainer agreed to e-mail a corrected version of the table to Members.

**Leanne
Neave**

20 .2 Future Training

The HR Advisor/Member Development Trainer had recently returned from maternity leave and asked Members to confirm their priorities with regard to future training.

The three main areas of Leadership, Communications and Information Technology would be the focus of future training.

Other areas such as speed reading, time management, etc had been covered during the previous year and any outstanding requirements for that sort of additional training would be picked up during Members' Personal Development Plan (PDP) interviews.

It was noted that Members would also be able to speak to David McGrath (external trainer) directly during mentoring meetings. He would be visiting the Council on 23 May 2012.

Mr Bambridge was keen for Planning training to be made available to all Members. He also felt that there needed to be more Licensing training as well as on-going training on Localism and the Local Leader Role (the latter particularly for Town Councillors) to enable Members and to prepare them for future positions they might assume.

The Chairman asked for the diary dates of future training sessions to be published on the Members' Page on the Intranet and also issued as a flyer at the next Council meeting.

**Leanne
Neave**

The HR Advisor/Member Development Trainer advised that only three of the 'new' Members had had their six month PDP reviews. She had sent an e-mail to them all, asking them to arrange a meeting with her before the end of June. She had also asked the Leader to encourage their participation at the next Group meeting.

The Chairman said that he would add his encouragement to the Leader's.

Action By

After June, all other Members would be invited to arrange their yearly PDP review.

The Training & Development Manager asked Members to publicise that there was a Localism Conference being held at County Hall on 7 June 2012. The Chairman regretted the date, which was during Jubilee week when many Councillors might not be available.

20 .3 Member Training Courses - Feedback

The HR Advisor/Member Development Trainer advised Members that the training feedback forms had changed and included more questions now. She asked if they would like her to amend the template in which she fed those comments back to the Panel.

After discussion Members agreed that they liked the current format. The Panel's feedback template would therefore be slightly amended to incorporate the additional answers received.

Mr Bambridge said that it was important that feedback comments were used to improve future training and the Training & Development Manager assured Members that they were.

21/12 TOWN & PARISH COUNCIL FORUM 2012 (AGENDA ITEM 7)

The Committee Officer (Scrutiny & Projects) was present to update Members on the Town & Parish Forum.

She had recently been directed by the Leader of the Council to arrange two Forums to pass on information to Town & Parish Councillors about the National Planning Framework and the changes to the Standards regime.

Two dates had been fixed and invitations would be sent out shortly. The first Forum would be held on Monday 18 June in the Carnegie Rooms in Thetford and the second Forum (with exactly the same agenda) would be held in the Anglia Room, Dereham on Thursday 21 June.

Officers and Executive Members would be involved. Invitations would include a draft agenda and it was expected that the topics would generate enough interest to justify holding two Forums.

The Chairman suggested that an item should be included on the agenda to publicise the 'Could We / Should We' consultations which would take place in September/October, as he wanted the Town & Parish Councils to have as much notice as possible about them.

Mr Richmond asked for the same format for the follow-up

	<u>Action By</u>
<p>Newsletter as previously, as it had been very good.</p>	
<p>Mr Bambridge said that Members needed to encourage their Parish Councils to attend the Forum and the Chairman suggested that an e-mail should be sent to all Members when the invitations were issued.</p>	Teresa Smith
<p>The Committee Officer (Scrutiny & Projects) advised that there was to be no buffet and no stalls at the Forums, but that information leaflets could be handed out to attendees if required.</p>	
<p>The Chairman asked how much budget there was for the events and was advised that only £2000 was available. That would cover the cost of hiring the Carnegie Room and tea and coffee at the events.</p>	
<p>Mr Bambridge thought it was a mistake not to have stalls and a buffet as he found they gave a good opportunity to interact with other Parish representatives, etc.</p>	
<p>The Chairman agreed that previous Forum feedback indicated that the stalls and the ability to speak to Officers were the best parts of the events. He appreciated that there were cost implications and Officer's time to consider, but he asked the Committee Officer (Scrutiny & Projects) to consult with the Executive Members to get their views on the format, as it was important to get it right.</p>	Teresa Smith
<p><u>22/12 NEXT MEETING (AGENDA ITEM 8)</u></p>	
<p>The arrangements for the next meeting on 12 July 2012 were noted.</p>	
<p>The Chairman advised that there would be a new Chairman for that meeting as he would not be on the Panel any longer. He had very much enjoyed being Chairman of the Panel (since 2007) and was proud of the work it had done. He thanked all the Officers that had been involved. He had been concerned when Member Training was absorbed by the HR department, but it had worked. He hoped that the new Chairman would keep the pressure on to support Member Training.</p>	

The meeting closed at 11.05 am

CHAIRMAN