
BRECKLAND COUNCIL

At a Meeting of the

MEMBER DEVELOPMENT PANEL

**Held on Tuesday, 21 January 2020 at 10.00 am in
Norfolk Room, Elizabeth House, Walpole Loke, Dereham**

PRESENT

Cllr T. Kiddell (Chairman)
Miss H. Bushell
Mr K.S. Gilbert

Mr T. J. Jermy
Mrs L.S. Turner
Mr P. S. Wilkinson

Also Present

Mrs V. Dale
Mrs S. Dowling

Miss T. Taylor

In Attendance

Karen Hitchcock
Teresa Smith

- Learning and Development Partner
- Democratic Services Team Leader

Action By

1/20 APOLOGIES

None.

2/20 URGENT BUSINESS

None.

3/20 DECLARATION OF INTERESTS

Councillor Wilkinson said he was Vice-Chair on the Norfolk Association of Local Councils, who provided training for Councillors.

4/20 NON-MEMBERS WISHING TO ADDRESS THE MEETING

Councillors Dale, Dowling and Taylor.

5/20 TERMS OF REFERENCE

Members discussed the Terms of Reference in detail and the following points were agreed:

The Member Development Panel agreed to meet four times per year. Should an additional meeting of the Panel be required it would be arranged.

It was agreed that the following be added to the Terms of Reference:

Role of the Panel is to:

Help shape the Member Induction Programme and provide support to Members throughout the process.

Action By

Key Activities

Where applicable, training sessions would be offered to include the Town and Parish Councillors at a minimal cost.

If a Councillor attended an external training course, they would be encouraged to share their learning with all Members, by completing a short feedback form, that would be added to the Members Page.

ACTION: the terms of Reference to be updated circulated to Members of the Panel.

TS

6/20 MEMBER DEVELOPMENT BUDGET (STANDING ITEM)

Members were asked how they would like to utilise the remaining budget to the end of the financial year. It was agreed where possible training would be offered before the end of the financial year, and any monies that should remain be carried over into the next financial year.

It was agreed the Learning Development Partner would sign-off Member training up to £500. For training to the value of £501 and over, an email would be sent to the Chairman of the Member Development Panel for sign-off.

It was questioned if training should be offered to Town and Parish Councils, and if so, what rate should be charged. It was suggested that the amount should vary as there were some parishes that had an extremely small budget compared to others, and a sliding scale be offered. Members asked that any income should be returned to the Member Development training budget.

ACTION: The Learning and Development Partner would liaise with Finance Officers to draw up the rates and would share with the Panel.

KH

7/20 MEMBER INDUCTION

Members found the Member Induction very helpful and suggested the information should be repeated.

Members asked that the Prospective Councillor event continued, with particular focus on 'the day in the life of a councillor' so it gave a realistic picture of what to expect.

8/20 MEMBER TRAINING PROGRAMME 2020

It was suggested the key topics provided during the Member Induction be repeated throughout the year, to refresh the learning for Members.

In addition, a number of training ideas were shared of which would be explored:

- Mandatory Licensing and Planning training – especially for those who were on the committees.
- Confidence with Constituents – involving dealing with scenarios,

Action By

- and suggest that experienced Members could share knowledge.
- GDPR training
- Social Media training and Dealing with the Media
- Lone working – managing own safety.
- IPad Training – to go over the basics such as accessing emails, Mod.Gov and I-trent.

It was requested that the training be kept at a understandable level, and explained in layman's terms.

Members were keen that two sessions were offered at different times of the day. If possible it was asked that briefing sessions could be held after full Council to ensure maximum attendance.

ACTION: The Learning and Development Partner would work with Officers to prepare a training and development programme that would be shared with Members of the Panel.

KH/TS

To encourage Members attendance, it was suggested that a small certificate be produced.

The Panel found the infographic of 'who does what' that explained the three tiers of Local Government extremely useful and referred to it a lot. As a result, it was asked if it could be produced into a small postcard-sized document that would allow Members to write their contact details on the back and pass to a constituent.

ACTION: Officers to look into request.

KH/TS

9/20 NEXT MEETING

It was confirmed that the following meetings be arranged for the Member Development Panel:

- Tuesday 28 April 2020
- Tuesday 21 July 2020
- Tuesday 27 October 2020

The meetings will take place at 10.00am and be held in the Norfolk Room, Elizabeth House, Walpole Loke, Dereham.

The meeting closed at 11.20 am

CHAIRMAN