

**Action Minutes**  
**Member Training Steering Group**  
**19 March 2013**

Apologies - Surjit Tour, [REDACTED]

Attending:- Cllr McLachlan (Chair), Cllr Clements, Cllr Glasman, Cllr Gilchrist,  
Cllr Harney, Cllr Hornby, Chris Hyams, [REDACTED]  
[REDACTED]

1.	<p><b>Welcome and Introductions</b></p> <p>The group welcomed [REDACTED] who is an associate tutor with the LGA and will be providing an overview of the Leadership Programme for Members</p> <p>Noted that Cllr Clements did not attend the last meeting and apologies had been received.</p>	
2.	<p><b>Minutes and Matter Arising</b></p> <p><b>a) Terms of Reference</b> Agreed that the Chief Executive would be included as support for the group.</p> <p>The group would continue to sign off requests for training and will continue to be mindful of the travel and accommodation costs.</p> <p>Agreed that OD would report back on a quarterly basis training approval decisions.</p> <p>Agreed to put the terms of reference into themes and circulate.</p> <p><b>b) Recruitment to Leadership Modules</b></p> <p>Agreed that Members would forward names to [REDACTED] to reserve a place on the course and to contact [REDACTED] should they have any queries. An Introduction session will run on the 10<sup>th</sup> April a Flyer will be sent out</p>	OD Team

	<p>providing the details of the session. █████ explained that the Pre course briefing would cover an introduction to the programme followed by the completion of the Myers Briggs Type Indicator questionnaire as this would form the basis for the content on Module one, feedback would then be provided either face to face, which is preferable or over the phone, prior to the programme commencing on the 8<sup>th</sup> May.</p> <p>It was noted that participants are required to attend both modules to benefit from the programme.</p> <p><b>c) Elected Member training onto the committee calendar</b></p> <p>Agreed to escalate the request to include members training from the skills for Wirral programme into the committee calendar.</p>	OD Team
3.	<p><b>Standing Item - Training Update (since last meetings)</b></p> <p><b>a) 13th February – Developing the Council of the Future</b></p> <p>Noted that 30 attended the event with a mixture of feedback</p> <p>Agreed to chase up the feedback from this event and share with Members.</p> <p>Agreed to look at how Member's could be provided with more opportunities to feedback and participate in these events.</p> <p><b>b) Public Health and Wellbeing: 20 February 2013</b></p> <p>Noted that 9 attended with very good feedback</p> <p><b>c) Understanding Local Government Finance: 27 February 2013</b></p> <p>Noted that 8 attended with very good feedback</p> <p><b>d) Media Skills</b></p> <p>Noted that 2 attended with very good feedback</p> <p><b>e) High Level Communications Skills</b></p> <p>Noted that 5 attended with very good feedback</p> <p><b>f) Attendance on training</b></p> <p>Agreed to continue to send reminders for training but as a rolling programme of events that month and to include flash reminder the day</p>	OD Team

	of the training that spaces are available.	OD Team
4.	<p><b>Standing Item – Upcoming training ( Members Development Programme)</b></p> <p><b>a) Effective Surgeries and Caseload Management Training</b></p> <p>Agreed to look at were we are up to with an Electronic System for case load Management. Meeting already arranged with IT to discuss this and Members IT training, feedback would be provided at the next meeting.</p> <p><b>b) Training Venues</b></p> <p>Agreed to look at other venues rather than The Laurie's Centre for Elected Member training sessions and move the training already booked to other venues, to minimise costs.</p>	<p>OD Team</p> <p>OD Team</p>
5.	<p><b>Standing Item – Approved Duty Requests</b></p> <p>No outstanding approved duties</p> <p><b>a) Spending for Approved duties</b></p> <p>Members to discuss and feedback as to how they would like to spend monies for approved duties, agreed to monitor on a case by case basis.</p> <p><b>b) Feedback from Events Attended</b></p> <p>Agreed to look at feedback from events and if particularly effective consider developing a Wirral version of the event.</p>	OD Team
6	<p><b>Standing Item – Budget</b></p> <p>a) Profile 2012 – 2013</p>	

	<p>Budget profile discussed and noted that there would be an under spend this year. Details shared with the group.</p> <p><b>b) Profile 2013 – 2014</b></p> <p>Approximately £13,000 has been committed to date. Budget to be monitored at each meeting.</p> <p><b>c) Spending for Approved Duties</b></p> <p>Agreed to explore options around external funding available.</p>	OD Team
7	<p><b>Members Development Charter.</b></p> <p><b>a) PDP Returns</b></p> <p>46 PDP have been completed with 6 scheduled for April. This would bring the total to 52 PDP completed, which takes us over the 75% requirement for completion of the Members Charter. Agreed to continue to encourage the completion of all outstanding PDPs.</p>	OD Team
8	<p><b>Members Development Programme Accreditation</b></p> <p><b>a) Agreed for flyer to be sent to all Elected Members to promote the programme</b></p> <p><b>b) Additional Information from ilm to be sent to Cllr Harney</b></p>	OD Team
9.	<p><b>AOB</b></p> <p><b>a) 4<sup>th</sup> April New Constitutional Event 6pm – 8pm Floral</b></p> <p><b>b) 16 May Key Transformation and Improvement Agenda Session</b> Suggestion from Cllr Glasman Ethics and Conduct.</p> <p><b>c) Training for Members – Directorships and Trusts</b></p> <p>Advert to be sent to Elected Members when programme agreed</p>	OD Team

10	Date and Time of next meeting 30 April 2013 4 – 5.15pm	
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