

## **WEST LINDSEY DISTRICT COUNCIL**

MINUTES of the Meeting of the Member Development Group held in the Ancholme Meeting Room - The Guildhall on 8 August 2018 commencing at 11.30 am.

**Present:** Councillor Giles McNeill  
Councillor Mrs Pat Mewis  
Councillor Mrs Anne Welburn

**In Attendance:**  
Ele Durrant Democratic and Civic Officer

**Apologies:** Councillor Michael Devine  
Councillor Steve England  
Councillor John McNeill

### **1 DRAFT TERMS OF REFERENCE**

The draft terms of reference were reviewed and agreed. There was some discussion regarding future meeting dates however it was agreed this would be revisited in agenda item five.

**RESOLVED** that the Terms of Reference be agreed.

### **2 REVIEW OF PREVIOUS DEVELOPMENT PLAN AND INDUCTION PROGRAMME 2015**

Members reviewed the programme from the 2015 Induction in order to highlight areas of best practice or sessions provided in 2015 that are no longer relevant. It was agreed that the initial induction schedule had been a positive way of running the induction however it was felt that there needed to be more emphasis on which sessions were essential for all Councillors, which would be useful and which were aimed specifically at newly elected Members and therefore could be missed by experienced Councillors if they so wished.

There were concerns raised regarding the quality of induction sessions for those Councillors coming in through by-elections and it was universally agreed that this needed to be addressed. It was discussed that, owing to the amount of learning required within the first few months for new Councillors, it would be beneficial to produce something of a work plan for the first few months. This would incorporate the Induction as well as new-Councillor specific sessions such as familiarisation with the Guildhall and council teams, attendance at each of the committees and refresh sessions once the initial 'whirlwind' following election has passed.

The suggestion of a buddying system was discussed whereby new Councillors would be allocated a member of the Democratic Services team as their main point of contact for any and all council enquiries. Any mentoring between Councillors would be arranged within the party groups however the Democratic Services 'buddy' would be able to make suggestions

as to whom new Councillors could approach for certain issues, for example linked with specific committees or areas of concern such as planning.

Within the schedule for the 2015 Induction, it was felt that the description of the 'Welcome to the Council' sessions could be re-written to better describe the marketplace style of the event, where Councillors can submit their required information such as bank details in order to receive expenses, have a tour of the Guildhall, meet the Directors and have brief updates on council business. The sessions to explain the committee processes were identified as being due a refresh and to run in something of a workshop style. It was also agreed that it was important to add a session on Commercial Awareness, along the lines of the workshop provided to Councillors in early 2018.

Further consideration was given to the Induction paperwork to be handed out to all Councillors. It was suggested that this could be in the format of a produced work book, incorporating not only the initial Induction information but also sections for notes and basic information such as the Democratic Services team details, maps of the Guildhall and meeting rooms, quick reference committee guides and minimum key contacts within the council (ie, not the more extensive list of Officers contained within the year book). It was also identified that the year book would need to be ready for production as soon as possible after the elections in order to provide this to all at the earliest opportunity. It was felt that the council Comms team could be used to produce or design this workbook in order for it to be managed in-house.

There were final comments that, whilst it was important to cover a significant amount of information in the initial induction period, it would also be necessary to differentiate between new and experienced Councillors and this could have an impact on how the Induction sessions be delivered to all.

Members noted the inclusion of the existing Member Development Plan within the meeting papers however it was recognised that the 2019 Induction took precedence at this point and the Member Development Plan would be considered in greater detail once the Induction programme was confirmed.

### **3 WORK PLAN**

The Democratic Services Officer confirmed the following actions would be completed and shared with group Members prior to the next meeting:

- Draft timetable for 2019 Induction to be prepared [first week/10 days, first 3 months]
- Modular sessions to be amended as per discussions detailed above
- Liaise with Comms Team re options for 'Induction Work Book' or such like.
- Initial suggestions for four year plan
- Outline structure for induction sessions for Councillors elected through by-elections

#### **4 DATE AND TIME OF NEXT MEETINGS**

It was agreed that, owing to the time constraints involved with arranging the 2019 Induction, it was important to arrange future meetings at the earliest opportunity. Dates were identified in October and November and it was agreed that the Democratic Services Officer would invite feedback from those Members not present and book the meetings accordingly.

The meeting concluded at 12.40 pm.

Chairman