

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Member Development Group held in Eau Meeting Room - The Guildhall on 8 October 2018 commencing at 2.00 pm.

**Present:** Councillor Giles McNeill  
Councillor Steve England  
Councillor John McNeill  
Councillor Mrs Pat Mewis  
Councillor Mrs Anne Welburn

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

**Apologies:** Councillor Michael Devine

### 5 MINUTES OF LAST MEETING

It was noted that the final bullet point of item three should read 'by-election' and with this amendment it was

**RESOLVED** that the Minutes of the meeting of the Member Development Group held on 8 August 2018 be confirmed as a correct record.

### 6 DRAFT SCHEDULE

The Democratic Services Officer introduced the draft schedule for the first two to three weeks after election. Members were overall satisfied with the time and arrangements of sessions although there were a couple of amendments requested, specifically regarding the Welcome to the Council sessions and the addition of 'mop-up' sessions on the day of Annual Council on Monday 20 May.

It was agreed for the draft schedule to proceed to the Governance and Audit Committee with the amendments as discussed.

### 7 DRAFT PROGRAMME

The group gave consideration to the draft programme. It was highlighted that this was subject to significant change as it would be looked at with the Communications Team for a complete re-work. Members noted that candidates would need advance notice of training dates and the expectations for when they accept office. It was felt that the language in the session details needed to be much more active and engaging with Members suggesting 'minimum words, maximum impact'.

It was suggested that the workbook could include 'how to' sections or something of a mini-manual for Councillors and that there could be a link online for Councillors to access for

more in-depth information.

There was discussion regarding the usefulness of the LGA booklets and it was agreed that, whilst it wouldn't be worthwhile to provide each Councillor with a copy of the booklets, it would be beneficial for a set to be accessible in the Members' Room. It was also noted that Councillors could run drop-in sessions themselves which may prove more effective than a buddy system.

A Member of the group also asked that the refreshments provided after Annual Council be better advertised as many people did not know this happened and so missed out on a valuable networking opportunity.

There was further discussion regarding the need for some level of constitutional training, such as how to use questions, motions, standing orders and such like as well as the need to explain the difference between statutory mandatory training (licencing and regulatory) and otherwise 'mandatory' in that all Councillors are expected to attend. It was suggested that there could be standard wording in the introduction letter to set out attendance expectations.

It was acknowledged that there was significant work to do to formulate the induction programme but all present were satisfied with the outline of information to be included.

## **8 POINTS TO CONSIDER**

The Democratic Services Officer explained that there were other sections to be considered for the workbook / induction book. It was highlighted that, although work was ongoing, it would be useful to have a steer from the group as to what Members would require.

- Introduction from Monitoring Officer: It was agreed that the introduction letter would be re-written in view of the re-worked induction booklet. Members requested for the language in the booklet as a whole to be more direct rather than the previous style of using the passive voice.
- Tabled schedule at front of programme: it was agreed that the table should remain in the induction book and also be distributed as part of the candidate packs.
- Internal or external scrutiny training: Members felt that the scrutiny training should be provided by the external trainers as in early 2018 and that it should be aimed at all Councillors, not just those sitting on the scrutiny committee.
- Timing of G&A training: it was agreed for this to be held prior to the first committee meeting.

## **9 INVOLVEMENT OF COMMS TEAM**

Members were advised that the Communications Team were in the process of designing the induction pack / workbook which would be distributed to all elected Councillors in 2019. It was requested that there were more generic photographs included and that the wording of the session details be re-written.

It was agreed that as the workbook progressed, it would be shared with Members via email for comment.

## **10 ANY OTHER BUSINESS**

The Democratic Services Officer noted two further aspects of Member Development which would be discussed in more detail after the 2019 induction programme had been finalised. These were the four year development plan and induction plans for those elected through by-elections.

She advised the group that initial sessions for the four year plan had been identified to include recurring scrutiny training, regular planning sessions and the statutory licencing and regulatory training. It had also been considered for the commercial awareness sessions to be run annually, in order for Councillors to remain up to date with the council's commercial strategy.

With regards to those elected via by-elections, Members were advised that the induction would be managed by the Democratic Services team, based on the main induction but at times to suit the newly elected Councillor.

## **11 DATE OF NEXT MEETING**

**NOTED** that the next meeting of the Member Development Group be held on Wednesday, 14 November 2018, 3.30pm in Eau Meeting Room, Guildhall.

The meeting concluded at 3.15 pm.

Chairman