

# APPENDIX V

## WAVERLEY BOROUGH COUNCIL

### MEMBER DEVELOPMENT SPECIAL INTEREST GROUP 2 FEBRUARY 2009

#### REPORT TO THE MEETING OF THE EXECUTIVE ON 31 MARCH 2009

##### 1. TERMS OF REFERENCE

1.1 The SIG endorsed its Terms of Reference.

##### 2. NOTES FROM THE LAST MEETING

2.1 The SIG noted the minutes from the last meeting.

2.2 Members were advised that the Coach Tour would take place in the spring, and arrangements would be circulated shortly.

##### 3. MEMBER DEVELOPMENT POLICY

3.1 The SIG was reminded that the existing Member Development Policy was adopted by the Council in February 2007. Since then, the Council had moved on considerably with Member Development and it was timely to review and adopt a new Policy setting out the Council's aims for 2009/10.

3.2 The SIG received an updated version of the existing Policy which had been changed to reflect changes to the corporate priorities and the Council's current position with Member Development. Members agreed that, subject to some minor amendments, the Policy, attached at Annexe 1, should be submitted to the Executive for adoption. It is accordingly

#### **RECOMMENDED that**

**1. the Member Development Policy be approved.**

##### 4. MEMBER DEVELOPMENT ACTION PLAN

4.1 The SIG was advised that the last review of the Member Development Action Plan had been in February 2008 and it was timely to review actions that had been completed and consider a revised action plan for the coming year.

4.2 The SIG noted actions which had been completed since the Council had confirmed its commitment to the Charter in November 2006. Members considered actions proposed for the coming year and agreed which Members would work with officers on these actions. The action plan would be updated following the assessment with South East Employers to reflect any recommendations they raised in the final report.

RESOLVED that the Member Development Action Plan be approved.

## 5. REVIEW OF THE MEMBER DEVELOPMENT BUDGET

- 5.1 The SIG was advised that the Member Development Budget had been £7,000 in 2006/07. This was raised to £17,000 after the elections to allow for additional expenditure on specific training courses, particularly planning and licensing. In 2008/09 the budget was reduced to £14,000 and the budget proposed for 2009/10 was reduced further to £9,000 to reflect comments from Members that more training could be delivered in house. Officers were also looking more into sharing training with neighbouring authorities which would further reduce costs.
- 5.2. The SIG noted the budget for the coming year and asked that Members be reminded they can attend external conferences/training events if they wanted to. However, Members agreed that if there was a request from more than three Members to attend one particular training course, that officers consider whether it could be delivered in-house.
- 5.3 The SIG also noted that there was a separate budget of £3,000 for the Overview and Scrutiny Committees. Around £700 had been spent in the current municipal year.

## 6. UPDATE FROM THE MENTORING PROGRAMME

- 6.1 It was agreed that this item be deferred until the next meeting.

## 7. ANNUAL TRAINING PROGRAMME

- 7.1 The SIG received the annual training programme for the coming year. Members agreed that some courses which were particularly important to all Members (such as planning) should be run twice to ensure all Members could attend. Members noted that all sessions would be web cast.
- 7.2 The SIG agreed that there was a need for specific Overview and Scrutiny training. Members noted that external courses had been attended by the Overview and Scrutiny Chairmen but these courses were not helpful for Council's where there was a large majority. Officers would look into delivering a specific course in the coming year.
- 7.3 The SIG noted that the Annual Training Programme, subject to the amendments made at the meeting, would be circulated to all Members shortly. The SIG asked officers to ensure that all Members were notified of future training/briefing sessions with plenty of notice and that presenters were clear on the aims and objectives of each session.

RESOLVED that the Annual Training Programme be circulated to Members.

## 8. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting be organised following the assessment on 3<sup>rd</sup> March 2009.

**Present at the Meeting**

Cllr Ms D Le Gal (Chairman)  
Cllr Mr P Isherwood  
Cllr Mr K T Reed

Cllr Mrs C King  
Cllr Mrs D James

The following officers were present:

Emma Dearsley  
Emma McQuillan  
Robin Pellow