

## Member Development Meeting/Wiltshire Capacity Building Programme (WCBP)

Friday, 7 July 2006, NWDC Offices

### Present:

- Karen Cook, Kennet DC
- John Quinton, Lynda Williams, Niki Lewis, Wiltshire CC
- Pam Sidgwick, West Wilts DC
- Steve Milton, Salisbury DC
- Julie Matthews, Sue Pangbourne, North Wilts DC

### Notes from the meeting & actions arising:

Notes	Action
<p><b>I&amp;DeA proposal for Wiltshire Improvement Partnership</b></p> <p>The proposal was discussed by the group.</p> <p>Firstly, it was agreed that some aspects of the proposal were not required, namely:</p> <ul style="list-style-type: none"> <li>• We would not find it useful for the I&amp;DeA to provide standardised personal development plans as most councils had their own plans either in place or ready to go and we can share with each other.</li> <li>• We can share the member job descriptions we have with each other and seek to develop our own good practice and therefore don't require I&amp;DeA to work on these with us.</li> <li>• We were not likely to want I&amp;DeA involvement at all the meetings of the member development group (of members) but that it may be useful for them to attend the first one to gather members' views.</li> </ul> <p>Secondly, what we do want!:</p> <ul style="list-style-type: none"> <li>• Agreed we would be looking for a mix of approaches to cover the core elements in the local leadership academy and focus on key skills and behaviours.</li> <li>• We would like to see politicians from different parties working together at the local level, engaging with processes that get things done – influencing and engaging them around their own agendas.</li> <li>• We would like to ask the I&amp;DeA to provide a brief of what could be delivered, focusing on the community leadership role for members, what does that mean in practice (e.g. roles on partnerships); looking at the behaviour and skills needed to be effective front-line councillors.</li> <li>• The priority areas for the group would include:               <ul style="list-style-type: none"> <li>• Local champion and advocacy skills</li> <li>• Influencing skills</li> <li>• Consultation and community engagement</li> <li>• Equality &amp; diversity</li> <li>• Working in Partnership</li> <li>• Mediation and Negotiation</li> <li>• Facilitation techniques – how to get things going in their local community</li> <li>• Managing meetings – focusing on inclusion of all</li> </ul> </li> </ul> <p>All elements to be provided in different media, but all to be distilled into manageable briefing notes or checklists with case studies drawn from other areas, which could signpost to further information.</p>	<p>All to share current PDP templates. All to share member JDs if they exist.</p>

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<p><b>Wiltshire Member development group (of members)</b></p> <p>Agreed it would be useful for this group of members to provide their views to help shape the programme and to act as a test-bed for materials produced.</p> <p>Karen agreed to find a venue for a working lunch on 28 July.</p> <p>Everybody to send the names and contact details of the member representatives to Sue a.s.a.p.</p>	<p>Karen</p> <p>All</p>
<p><b>Attracting new councillors</b></p> <p>Salisbury are re-running their advert campaign but this time are tailoring the adverts to different communities.</p> <p>It was noted that both BANES and Bristol have good programmes in place to attract new councillors.</p>	
<p><b>Member Launch Event 3<sup>rd</sup> November</b></p> <p>Agreed that the event would need high quality marketing now good speakers were coming forward. (Event packs to include biographies of speakers, and taster sessions for member development)</p> <p>After the keynote speeches, it was agreed it would be interesting to hold a question time-type panel to take questions. The panel could include the Council Leaders as well as the event speakers. Questions could be submitted in advance as well as taken on the day.</p> <p>It was agreed it would be helpful to have a professional journalist/broadcaster to chair the question time. Contacts would be pursued.</p> <p>Case studies from Wiltshire could be put on display boards (rather than being presented) – would require some proper graphics design work.</p> <p>The Leaders could be asked to sign up to the Charter for member development on the day and all members attending could be asked to sign up for the programme (&amp; get a membership card)</p> <p>Niki agreed to look into using the fleet of youth mini buses to provide transport to the event.</p> <p><i>(Update as of 24.07.06: Paul Coen, Chief Exec LGA, Dick Sorabji, New Local Government Network and Pascoe Sawyers, I&amp;DeA are all confirmed speakers. Unfortunately, Sandy Bruce-Lockhart can no longer attend)</i></p>	<p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>) Sue to feed</p> <p>) back all</p> <p>) these views</p> <p>) to WIP</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>Niki</p>
<p><b>I&amp;DeA Member Charter for South West</b> – South West Regional Assembly say it will be launched in the autumn</p>	
<p><b>Learning Pool</b> is being sold on by I&amp;DeA to another organisation</p>	
<p>Salisbury have a contract with an IT company to turn their training into CDs/DVD etc. backed up with worksheets that builds up into a manual. The group was interested to find out more about this.</p>	<p>Steve</p>
<p>Wiltshire County Council have a <b>virtual learning resource</b> (Astridge) that provides links to learning materials that is continually updated. Although this is aimed at staff training, it could also be used for member training.</p>	

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<p>Other sources of <b>useful information (training provision)</b> were discussed by the group. These included:</p> <ul style="list-style-type: none"> <li>• Joseph Rowntree Foundation</li> <li>• Inlogov</li> <li>• Young Foundation.</li> </ul> <p>The I&amp;DeA's national advisers: Dr Helen Walker and Dr Teresa Payne may also be useful to guide the programme development.</p>	
<p>The <b>employee &amp; member charter</b> from the North Wilts HR Strategy would be circulated.</p>	Sue
<p><b>Date of next meeting:</b> Suggested early September to be held in Kennet or Salisbury so that the Learning Pool could be viewed.</p>	Karen & Steve to liaise & decide who will host.