

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

Friday, 8 December 2006, NWDC Offices

### Present:

- Lynne Williams Wiltshire CC
- Pam Sidgwick, Susan Thornton, West Wilts DC
- Sue Pangbourne, Julie Matthews North Wilts DC
- Janice Gibson, I&DeA
- Lindsey Mertens, Salisbury DC

Apologies from John Quinton & Karen Cook

### Notes from the meeting & actions arising:

Notes	Action
<p><b>Draft Member Survey</b></p> <p>Points raised with Janice included:</p> <ul style="list-style-type: none"> <li>• Survey aim is to measure relationships and councillor confidence.</li> <li>• Perceptions of what is expected of them as members by the organisation should be drawn out.</li> <li>• Either remove questions about “Cabinet” or “Executive” or ensure Kennet’s survey doesn’t contain these</li> <li>• Questions 19-22 weren’t felt to be needed</li> <li>• Don’t add questions on White Paper issues apart from community leadership</li> <li>• Dual hatted members should complete 2 surveys (as their responses may be different for the different authorities)</li> </ul> <p>Janice will re-draft survey in time for next meeting on 19 January.</p> <p>Survey should be test-run with members. Each officer to make arrangements to do this with appropriate members before the end of January.</p>	<p>Janice</p> <p>All</p>
<p><b>Equality &amp; Diversity training</b> – feedback from WCC</p> <p>Pilot course had gone well. Equality &amp; Diversity training will be mandatory for County members. They may do the basic level and then a higher level. Will be rolled out from February/March this year.</p>	
<p><b>Member Job Descriptions</b></p> <p>Aim to redraft JDs linking to political skills framework (links to SW Member Charter). Agreed there could be consistency on the “flavour” of the JDs but these could still be tailored for each authority.</p> <p>North Wilts member JDs (2003) circulated at meeting (copy attached to these notes)</p> <p>Susan will circulate “recruitment” JD used by West Wilts to the group</p> <p>Janice will send some examples through to the group.</p>	<p>All</p> <p>Sue</p> <p>Susan</p> <p>Janice</p>

Notes	Action
<p><b>Induction plans</b></p> <p>Districts to share emerging plans at next meeting</p> <p>John will email WCC induction programme (attached with these notes – thanks John)</p>	<p>All Districts</p> <p>John</p>
<p><b>Launch event on 3 November</b></p> <p>Summary of member development programme produced by IDeA – attached with these notes</p>	<p>Sue</p>
<p><b>SW Member Charter</b></p> <p>Officers are interested in working jointly – agreed to test this informally with each member development working group and review at next meeting</p>	<p>All</p>
<p><b>Next meeting agenda:</b></p> <ul style="list-style-type: none"> <li>• Dates for programme: Project Planning session</li> <li>• Learning Networks</li> <li>• Member Survey: Confirming survey</li> <li>• Plan for Member Group to meet in February to look at draft project plan and draft JDs</li> <li>• Draft Induction Programmes: Districts to share plans in advance if possible</li> <li>• SW Member Charter: A joint approach?</li> </ul>	
<p><b>Proposed Date and Time of next meeting:</b></p> <p>Friday, 19 January: <b>Amended time 14:00 – 16:00</b> at North Wilts DC</p>	<p>All</p>