

Member Development Meeting/Wiltshire Capacity Building Programme

Friday, 19 January 2007, NWDC Offices

Present:

Lynne Williams, Wiltshire CC
 Susan Thornton, Nicola Mathiason, Yamina Rhouati, West Wiltshire DC
 Phillip Hamilton, Kennet DC
 Julie Matthews, Sue Pangbourne, North Wilts DC
 Janice Gibson, IDeA

Apologies: John Quinton, Lindsay Mertens, Karen Scott, Pam Sidgewick

Notes from the meeting and actions arising:

Notes	Action
Member Survey	
Janice agreed to add in a couple of questions specifically about induction training and how effective it was.	Janice
Agreed that the survey would make it clear that joint members could fill in just one survey and put DC or CC on any questions where their experience was different at District or County level respectively.	Janice
Agreed that, to encourage returns, specific members would be targeted e.g.: Lynne has checked that Wiltshire CC Member Development Group are happy to complete it and to take it back to their parties Julie had agreed with the Member Development Working Group at North Wilts that they will complete it and take responsibility for asking the Group Leaders and Deputies to complete it, to ensure at least a minimum number of returns).	Yamina/Nicola Lindsay Lynne Julie
Phillip will speak to the Leader at Kennet and agree some members who will definitely respond	Phillip
Lynne agreed to liaise with Janice to provide some additional words for the introduction of the survey, within the next few days, to stress all the reasons why it was important.	Lynne & Janice
Janice agreed to provide the group with the final version of the survey by Friday, 26 January .	Janice
Agreed that the surveys would be sent out by each Council's member development officer to their own members, with the completed forms (in paper or email form) being sent back to Janice by 19 February .	All Council reps.
Janice will analyse and collate the returns and make the information available to this group by 7 March .	Janice

Notes	Action
<p>Members' Learning Network</p> <p>Agreed that these 2 sessions would run in March and that the core group of members (who were invited to the event at Kennet DC in July 2006) would be targeted but the invitations would be open to all members.</p> <p>We need 2 times and venues that can cope with c. 30 people. Suggested that these could be an afternoon session in Devizes (2 to 4 pm) – possibly at the Corn Exchange and an evening session (7 to 9 p.m.) in Trowbridge (at County Hall). Possible dates are as follows: 7, 8, 9, 13, 20, 21, 22, 23 March.</p> <p>Phillip and Lynne to consider suitable dates and venues and inform Sue by 26 January, so that the dates and venues can be confirmed.</p> <p>Once dates and venues are agreed, the invitations would go out from officers in each authority to their members.</p> <p>Janice provided a first outline draft for the content of the Learning Network events. Comments to be sent to Janice, by 26 January.</p>	<p>Phillip & Lynne</p> <p>All Council reps</p> <p>All Council reps</p>
<p>Timing of workshops for Wiltshire Capacity Building Programme</p> <p>Janice explained that the content of the Community Leadership and Partnership Working workshops would be drafted and agreed by her and the group.</p> <p>It was agreed that the programme of workshops should commence in June (allowing some time for the District induction programmes to get underway).</p> <p>Timings for the workshops would be as follows:</p> <ul style="list-style-type: none"> • Community Leadership Part 1: First half of June • Charing Skills: Second half of June • Effective Ward Councillor: First half of July • Community Leadership Part 2: First half of September • Handling Case Work: Second half of September • Overview & Scrutiny Part 1: First half of October • Partnership Working: Second half of October • Overview & Scrutiny Part 2: First half of November • Performance Management: Second half of November • Influencing Skills: First half of December <p>Each workshop to be run 3 times (same content, different venues and times) preferably 2 evening and 1 afternoon session for each workshop.</p>	<p>All to address at March meeting</p>

Notes	Action
<p>A spreadsheet calendar of dates between June and December is attached with these notes.</p> <p>Please mark on this calendar which afternoons and evenings are good for your Council (bearing in mind key meetings etc.) and which afternoons and evenings you would be able to supply a venue and return the completed calendars to Sue by 31 January.</p> <p>As soon as dates are fixed, Janice will propose peer members who could co-deliver the training. Janice will provide details of proposed peer members to the group for their views (to ensure a 'good match' with Wiltshire members).</p>	<p>All</p> <p>Janice</p>
<p>Workbooks for Distance Learning</p> <p>Workbooks would be available for distance learning for 4 of the skill areas: Chairing Skills; Influencing Skills; Handling Case Work; and Effective Ward Councillor and will be supported in 3 tranches.</p> <p>Tranche 1:</p> <p>It was agreed that the workbooks for Handling Case Work and being an Effective Ward Councillor would be launched for the first time in May (via each Council's rep. As soon as possible after the May elections), with the other 2 workbooks (Chairing Skills and Influencing Skills) available from the start of June.</p> <p>Members would be given c.10 weeks to complete the workbooks and then an evaluation session would be run in early September for those that can attend (dates and venues can be selected from the calendar mentioned above).</p> <p>The second tranche of workbooks (same set of 4 workbooks): would be launched in early September, with an evaluation session in December 2007 and the third tranche would be run from 1 November to 14 January 2008, with an evaluation session in early February 2008 (NB: the calendar does not go into 2008).</p>	
<p>South West Charter for Member Development</p> <p>Nicola stated that she felt West Wiltshire DC would not be looking at taking this forward until January 2008.</p> <p>Lynne said that the County Council were keen to pursue the Charter as soon as possible, given that the Wiltshire Capacity Building Programme work would provide a good head start.</p>	

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<p>FOOTNOTE:</p> <p>Lynne has subsequently informed the group (via Sue) that the South West LIFT programme may have funding (£5,000 or £6,000) available for the first 20 authorities in the South West who sign up for the Charter. Details should be discussed at the LIFT Board meeting on 31 January 2007. Council reps. may want to reconsider timing of their work as a result.</p>	<p>All to consider their Council's position</p>
<p>Any Other Business:</p> <p>An interim report from The Young Foundation on community leadership support (following workshops carried out with community partnerships and 3 tier members in Malmesbury and Trowbridge) has been requested by the Wiltshire Improvement Partnership.</p> <p>It is hoped that this will be available by mid March, in time to inform the development of the Community Leadership workshops.</p> <p>It was noted that if the County proposal for a Unitary Council for Wiltshire was accepted by the Government, the programme of member development would need revision.</p> <p>Pre-Induction work was discussed.</p> <p>It was noted that Salisbury had said they were doing some work based around a job advert & job description (as they had done for the previous election).</p> <p>North Wilts were planning to produce a pre-induction pack for all candidates (once they have been declared).</p> <p>Janice mentioned that the Forest of Dean had done some things around pre-candidate briefing – they've done an information leaflet which is currently being circulated, some posters and are hosting an event for potential candidates on 13th March 2007.</p> <p>This has been done in partnership with the association of parish councils in that area. The person to contact, is Simon Harper, Democratic Services Manager on the Council's main number: 01594 810 000.</p>	

Notes	Action
<p>Date and Time for Next Meeting:</p> <p>Friday, 23 March at 10 a.m. at North Wilts DC Offices</p> <p>Draft Agenda:</p> <ul style="list-style-type: none"> • Review of survey results • Review of Learning Network events (NB: It is anticipated that both Learning Network events will have been run by then.) • Review of Young Foundation report • Outline for Community Leadership workshops (Parts 1 & 2) • Workbook contents to be shared (for Effective Ward Councillor and Handling Case Work) • South West Charter for Member Development – Further discussion 	<ul style="list-style-type: none"> • Janice • Janice & All • Niki & All • All • Janice • All Council reps