

Member Development Meeting/Wiltshire Improvement Partnership

Friday, 20 April 2007, County Hall

Present:

Lynne Williams, John Quinton, Wiltshire CC
Susan Thornton, West Wiltshire DC
Phillip Hamilton, Kennet DC
Steve Milton, Salisbury DC
Julie Matthews, Sue Pangbourne, North Wilts DC
Janice Gibson, IDeA

Notes from the meeting and actions arising:

Notes	Action
<p>Contacts for each Council:</p> <p>Main contacts for Janice to use for workshops etc. in each Council have been agreed as:</p> <ul style="list-style-type: none">• Salisbury DC: Lyndsay Mertens• West Wilts DC: Susan Thornton• North Wilts DC: Julie Matthews• Kennet DC: Phil Hamilton• Wiltshire CC: John Quinton <p>These are the people referred to as Contacts in the Action column.</p>	
<p>Member Survey</p> <p>Janice handed out reports from the member survey – split down into individual authority responses.</p>	
<p>Community Cohesion event (held on 12 April)</p> <p>12 members had attended and Lynne reported that the feedback from all was good – some felt it should be made a mandatory session for all Councillors. The trainer was rated highly.</p> <p>Further workshops to be run post the May elections. Dates & venues to be confirmed (North Wilts are interested in hosting one session).</p>	Lynne & Contacts
<p>Workbooks for Distance Learning</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).</p> <p>Janice will send a PDF file (with the new WIP logo) to each contact s. Janice would also look into getting a large print version on PDF for members who needed it.</p> <p>Each Council to print their own workbooks from the PDF.</p>	Janice Contacts

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<p>WIP Workshops</p> <p>Phil has booked a venue (Corn Exchange) for the Kennet workshops. It was agreed that the WIP funding would pay for these external bookings.</p> <p>Workshop Timing:</p> <ul style="list-style-type: none"> • Agreed that the sessions need to be half an hour longer to enable sufficient info. to be covered. Each session will end half an hour later than originally programmed. (If this causes any problems, please let Janice know by 30 April.) • Food (sandwiches etc.) will be provided by each host half an hour before each session starts. <p>Janice will redo the workshop list and send it round to everyone again.</p> <p>Attendance numbers:</p> <ul style="list-style-type: none"> • Maximum number should be no more than 40 (assuming at least one officer – preferably from the host authority attends each workshop to assist facilitation). Please let Janice know by 9 May who will attend from the sessions you are down to host. • Minimum number should be no less than 5 <p>If necessary, we could augment numbers with town councillors, Police or Fire authority members. John will talk to the Chief Execs at Police & Fire to let them know what's going on.</p> <p>Draft WIP modules were circulated and everyone was asked to think about what we want to get from each one (in terms of knowledge and skills) and comment on the aims and focus for the first three workshops. General agreement that there should be less focus on the context (given that may change with unitary announcement in July) and more focus on skills for the first sessions. First 3 sessions are:</p> <ul style="list-style-type: none"> • Better engagement with your community (aka Community Leadership 1) • Better chairing skills • Being an effective local councillor <p>Need to consider language and terminology too.</p> <p>Most important is that context on how Community Leadership works &/or what you think will work for members & Wiltshire needs to be sent to Janice by 9 May.</p> <p>Peer members from outside Wiltshire will be proposed by Janice after the May elections.</p> <p>Everyone to let Janice know by 9 May which local members could add value and which sessions they would have strengths in (except for Scrutiny which will not need a local member champion).</p> <p>All Contacts to give officer names to Janice for attendance for “Better engagement with your community” workshops). The group recognised the Process for running workshops is set out at the end of these notes.</p>	<p>Janice</p> <p>Contacts By 9 May</p> <p>John</p> <p>Contacts by 9 May</p> <p>Contacts by 9 May</p> <p>Contacts by 9 May</p>

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<p>Accreditation</p> <p>Lynne & Janice had discussed how the WIP programme could be linked into a level three BTEC qualification for interested councillors. WCC are an accredited centre and can produce/certify new units. Lynne feels that it will be a case of taking what is already in the WIP programme and tweaking it to fit with a BTEC.</p> <p>It is a flexible award, where units can be built up and 'snapped' together. Once a member registers (at a cost of £50) they have 3 years to complete the work.</p> <p>Most of the authorities were looking at the South West Member Development Charter, the evidence being gathered for this would also support BTEC work.</p> <p>Agreed that Lynne would spend one day with an external accreditor to work up how this would work so that all members can have information in their packs at the start of the programme. Each authority would then try to pilot the BTEC with a few keen councillors in the first year.</p> <p>Sue to approach the WIP Programme Board to request funding for the preliminary work (estimated at £400)</p>	<p>Lynne</p> <p>Sue</p>
<p>Any Other Business:</p> <p>Susan was going to send some information on personal safety for members to the group, so it could be included in member packs.</p>	
<p>Date and Time for Next Meeting:</p> <p>Friday, 18 May at 10 a.m. at Kennet DC Offices</p>	<p>Phil (done)</p>

Process for Workshops

Timing:	Action:	Who?
4 weeks before event	Blank flyer for event sent to Contacts	IDeA
	Contact details entered on flyer	Contact
3 weeks before event	Flyer sent to members	Contact
2 weeks before event	Pre-course questionnaire (experience/learning styles) sent to Contacts	IDeA
	Pre-course questionnaire (experience/learning styles) sent to participants	Contact
1 week before event	Numbers & completed pre-course questionnaires sent to IDeA	Contact
	IDeA notify host Contact on numbers	IDeA
	Organise refreshments	Host Contact
	Agenda sent to contacts	IDeA
	Agenda sent to participants with joining instructions	Contact
	Event Day!	Course run!
Individual learning log sent to participants		Contact