

WIP Members Development Officers' Group

Notes of meeting on 6th June 2007 at West Wiltshire DC

Present:

John Quinton, Lynda Williams – Wiltshire CC
 Steve Milton, Paul Trenell – Salisbury DC
 Phil Hamilton – Kennet DC
 Susan Thornton – West Wiltshire DC
 Sue Pangbourne – North Wiltshire DC
 Janice Gibson – IDeA

Notes	Action
<p>Community Cohesion Events</p> <p>Susan has some dates for October for West Wilts – Lynne to confirm</p> <p>Julie Matthews to confirm date for North Wilts to Lynne</p>	<p>Lynne</p> <p>Julie</p>
<p>Workshops</p> <p>Packs for Workshops</p> <ul style="list-style-type: none"> • Welcome page • Programme • Tracking progress • Learning log guidance (contributes to work for SW Member Development Charter and/or BTEC – along with pre-course questionnaire and Personal Development Plan) • Information about BTEC qualification • Core Skills for Councillors • New political skills framework from IDeA (summarised) <p>Everyone to read and check wording to ensure we're happy with the contents</p>	<p>All Contacts</p>
<p>Accreditation BTEC</p> <p>Each member would keep a learning folder with learning log, personal development plan, etc. in it. That would build towards the BTEC.</p> <p>Core Workshops for BTEC:</p> <ul style="list-style-type: none"> • Chairing Skills • Influencing Skills • One of the Better Engagement and Leadership for the Community sessions. <p>500 word assignment would also be needed after 2 of the sessions. Exercises done at the workshops will count towards written work requirements.</p> <p>"Witness testimony" forms being prepared – simple to fill in. (e.g. could ask constituent to fill in at a surgery, or someone at a meeting to fill in on how they have chaired).</p> <p>Learning folders to be prepared by each contact using information from Janice and Lynne</p> <p>And contacts will need to add in their preferred PDP</p>	<p>Janice & Lynne</p> <p>All Contacts</p>

<p>Accreditation BTEC (cont.)</p> <p>All contacts to try and get a willing participant or 2</p> <p>Steve asked if member support officers' could assist in producing learning logs – e.g. by ringing members up after events and running through questions with them? Answer: Yes – as long as members sign and date them.</p> <p>Target members via Member Development Groups or however appropriate and talk to them over refreshments before session starts – try to get core groups from each authority.</p>	<p>All Contacts</p>
<p>Setting Performance Measures</p> <p>25% of all members who attend workshops to complete learning logs from each event (i.e. try to get members to fill them in on the day and chase/follow up if they don't return them).</p> <p>(need to set more measures next time we meet)</p>	
<p>I&DeA New Political Skills Framework</p> <p>Janice to send new framework to all</p>	<p>Janice</p>
<p>1st Set of Workshops</p> <p>Pauline Helliard-Symons (from Wokingham) is Peer Member</p> <p>Agenda & draft slides and exercises and handouts circulated by Janice.</p> <p>Any comments back to Janice ASAP</p> <p>Janice to complete short report from the first set of workshops on problems, issues and expectations Councillors have (so we can see how to plug any gaps)</p>	<p>All Contacts</p> <p>Janice</p>
<p>Next workshops</p> <p>Janice will circulate draft information to contacts (Chairing Skills)</p> <p>Sue to send partnership exercise to Janice</p>	<p>Janice</p> <p>Sue</p>
<p>Numbers attending first workshops</p> <p>11 for Monday 11th – Firm bookings 6 for Tuesday 12th - so far 3 for the July session – so far</p> <p>Ring District Councillors (except those who are also County members)</p> <p>Ring County Members</p>	<p>Julie Susan Phil Paul</p> <p>John</p>

<p>Numbers attending first workshops (cont.)</p> <p>Let John know if any County members are attending 12th June or July sessions</p> <p>Want commitment to attend (not essential now to fill in pre-course questionnaire if no time)</p> <p>Packs to be sent by courier to Councils from IDeA</p>	<p>Julie Susan Phil Paul</p>
<p>AOB</p> <p>Steve has produced a handout on how we could develop some information on really hard to reach groups – to make it accessible to members Fact sheets of key issues.</p> <p>Sue to send to Mary Cullen for views and then could work up proposal with Steve for WIP board in July.</p> <p>Steve may pilot one briefing sheet to see how these could work.</p>	<p>Sue Steve & Sue Steve</p>
<p>Date and time of next meeting</p> <p>TBA</p>	