
LEARNING AND DEVELOPMENT PANEL

Tuesday, 28th June, 2016

Present: Councillor Clare Cleary (in the Chair), Councillors Judith Addison, Stephen Button, Terry Hurn and Paul Thompson

In attendance: Louise Evans (Organisational Development Assistant), Helen Gee (Democratic Services Manager), Claire Beattie (Principal ICT Officer)

1 Minutes of the last meeting

Agreed - That the minutes of the last meeting, held on 15th March 2016, be approved as a correct record.

2 Matters arising, other than those included in the agenda

Essential Training

It was reported that at the last meeting, the Panel had recommended that it should be a requirement for members of the Planning, Judicial (taxi licensing) and Licensing Committees to undergo essential training. This had been approved at the Council's AGM. Since the new members had been appointed, most had now undergone this essential training and those who had not were being followed up to ensure it was done.

3 Member Development Programme 2016/17

It was reported that the Member Development Programme for 2016/17 would be developed, using information about Members' training needs identified in the Personal Development Plan (PDP) process - see the following item. Panel members suggested various topics for "60 minutes" sessions, including:-

- Hyndburn Homes Be with Us Scheme (a partnership between local councils and social landlords offering homes to rent)
- Carers' Link
- Universal Credit
- Child Sexual Exploitation

Agreed - That the Member Development Programme be developed using the suggestions outlined and information for the PDP survey.

4 Personal Development Plan Interviews with Councillors

Members of the Panel discussed the process of carrying out personal development interviews with Elected Members as a way of planning and developing a training programme to meet their training needs. In previous years, one to one discussions had been held with all 35 Councillors. This year, it was proposed to carry out a simpler process, surveying members online.

Agreed - That a survey be carried out to identify Members' training needs and the results be reported back at the next meeting.

5 New Member Induction Programme - Evaluation

Panel members were asked to review the induction programme for newly elected Councillors and the following suggestions were made:-

- to arrange evening sessions
- to make it clear to new Councillors immediately following the election what the arrangements were in terms of dates and times

Otherwise, the content was considered to be acceptable. The new Councillors had been invited to give feedback which would be evaluated in more depth.

Agreed - **That the points made be taken on board for future induction sessions.**

6 Dates of Future Meetings

Agreed - **That future meetings be held on:-**

Tuesday, 13th September 2016 at 2 p.m.

Tuesday, 6th December 2016 at 2 p.m.

Tuesday, 7th March 2017 at 2 p.m.