

Charter Implementation Group – 24 February 2010

Minutes of the meeting of the **Charter Implementation Group** held on **24 February 2010** when there were present:-

Chairman: Cllr D Merrick

Cllr C I Black
Cllr T G Cutmore

Cllr Mrs G A Lucas-Gill
Cllr Mrs C A Weston

INDEPENDENT MEMBERS

Mr D J Cottis
Mrs L Walker

OFFICERS PRESENT

J Bostock - Committee Services Manager
M Power - Committee Administrator

12 MINUTES

The Minutes of the meeting held on 16 December 2009 were approved as a correct record and signed by the Chairman.

13 CHARTER FOR ELECTED MEMBER DEVELOPMENT ACTION PLAN

Members reviewed the draft Action Plan in conjunction with an Officer Comment and Suggested Actions document, relating to those items on the Action Plan that had actions to be completed by February 2010. Included under each of the items were suggestions from officers that the Group considered.

Item 1.6 (Action 1) A 'sharing learning from external events' form to be designed, which will enable Members to provide feedback from outside visits/meetings. Once completed, this will be issued to Members on a trial basis.

Members reviewed the draft 'Post External Events Evaluation Form'. There should be provision on the form for a Member to include a fuller account of the external event by attaching additional information to the form. The form will be sent to Members as they attend external events.

Item 2.3 (Action 1) Review of Member role descriptions and skills, the use of which would assist in planning Member development courses. Updated role descriptions to be brought before the Charter Implementation Group (CIG).

Members endorsed the draft role descriptions, subject to the following amendments:-

Chairman of the Council

- Add 'To be visible in the public arena' to the second bullet point.

Leader of the Council

- Use the word 'mentor' in place of 'discipline' to the final bullet point under Leadership.

Group Leader

- Add 'or ensure there are arrangements in place for chairing meetings' to the first bullet point under Role and Responsibilities.
- Amend the third bullet point under Leadership Skills to read 'Ability to maintain the discipline of Members of their political Group, when necessary'.

Chairman of the Development Control Committee

- Amend to 'Development Committee' throughout the role profile, following the meeting of full Council at its meeting on 23 February 2010.

Chairman of the Review Committee

- Expand the second bullet point under Role and Responsibilities to read, 'To provide the opportunity for effective and appropriate contributions to be made by Committee Members on all approved subject areas under consideration within the remit of the Committee'.

It was agreed that a draft Portfolio Holder role profile be provided to all Group Members for comment, with the final version agreed in consultation with the Chairman.

Recommended to the Executive

That the draft Member role profiles, as amended, be endorsed.

Item 2.5 Members/CIG to act as champions for promoting training opportunities. CIG to discuss how this can be taken forward with Members.

It was agreed that the bullet points in the report be included in the Action Plan, with the following additions:-

- Wherever possible, Group Leaders will encourage attendance at learning and development sessions.
- The importance of attendance at training sessions would be emphasised to newly-elected Members.

It was felt by the Group that it would be appropriate for the focus of forthcoming meetings to be on preparing for the on-site Charter accreditation assessment by South East Employers, which was the next stage in the

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process. Officers would consult with the Chairman on arranging appropriate meetings.

A copy of the finalised Guide for Candidates on being a Member of Rochford District Council, which had been updated to include amendments by the CIG at its meeting on 16 December 2009, would be emailed to CIG Members.

The meeting closed at 8.30 pm.

Chairman

Date

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