



Democratic Renewal Panel

19 June 2008

Member Development Record/Portfolio

1. Background

- 1.1. On 18 March 2008 the Panel requested that officers investigate producing a portfolio in which Members could hold information relating to their development, both development undertaken within St Edmundsbury and, if desired or appropriate, courses or skills gained in other aspects of life.

2. Recommendations

- 2.1 Subject to discussion and amendment at the Panel meeting:

- 2.1.1 That a Member Development folder be developed as outlined at Section 3 below be produced to provide Members with a place to record development undertaken and keep associated paperwork.
- 2.1.2 That the list of recommended core activities as listed at Appendix 1 be included.

3. Member Development Record

- 3.1 The most cost effective way to provide a portfolio in which Members can keep details of their development activity is to provide an A4 ring binder of the type used for the Councillors' Handbook.
- 3.2 Inside the folder could be divided into a series of sections containing plastic wallets where required to allow for the following to be kept/recorded:
- 3.2.1 notes from events and any certificates issued for attendance;
- 3.2.2 a running record of events attended, whether they be formal events provided by St Edmundsbury, events developing skills or knowledge attended through work with other organisations, to record life skills and experience which each Councillor has and to record other Council activities which the Councillor is involved in which has increased their knowledge or skills, such as taking part in a scrutiny review panel or working party;
- 3.2.3 a copy of the Member development plan completed annually;
- 3.2.4 copies of the core skills and accompanying guidance; and
- 3.2.5 copies of the Job Descriptions for the roles held by the councillor.

- 3.3 There would also be the option for the Panel to identify a series of core development activities which the Panel would recommend that all Councillors consider attending.
- 3.4 Attached as Appendix 1 is an example of a record card which could be developed to capture information about development activity undertaken within the Council or externally, life skills and expertise which a Councillor already has, an opportunity to record other activities which have led to increased knowledge or skills. The Panel is asked to comment on whether the list of core activities should be included, if so are there amendments or additions to be made?
- 3.5 The folder would be issued to each Councillor for them to hold at home. It would be for each Councillor to decide to what extent they wished to make use of the folder.

For further information, please contact:-

Cathy Manning, Head of Chief Executive's Office

Telephone: (01284) 757002 or email: cathy.manning@stedsbc.gov.uk

W:\Democratic WP Services\Committee\Reports\Democratic Renewal Panel\2008\08.06.19\Member Development Record - Portfolio.doc

APPENDIX 1

Sample Content for a Development Activity Record Card (layout would be improved)

Event	Date(s) attended	Type of event			
		In house workshop or briefing	External Course	Training conducted outside	Give details
<u>Core Development Activities</u>					
Standards & Ethics					
Constitution (including rules of debate)					
Local Government Finance – An Overview					
Time Management					
Public Speaking					
Diversity					
An Introduction to Scrutiny (core for new members of Scrutiny)					
Planning – the Basics (core for new members of Development Control Committee)					
Diversity – initial briefing					
Diversity – full workshop					
<u>Desirable</u>					
Speed Reading					
Presentation Skills					
Media Skills					
Understanding Key Performance Indicators					
<u>? Others?</u>					
Other in-house events/workshops or external events					
Other council activities which provide development opportunities (ie workshops which allow you to broaden your skills, members of panel or groups which work in innovative ways or provide you with the opportunity to significantly increase your knowledge or a particular service or area)					

Opportunity to record experience/qualifications/life skills which you bring to the role of councillor and which supplement the Member development activity you take part in at St Edmundsbury