



## Member Development and Standards Sub Committee

**Date:** FRIDAY, 15 SEPTEMBER 2023

**Time:** 11.00 am

**Venue:**

# CONFIDENTIAL – MEMBERS ONLY

### 1. APOLOGIES

An apology for absence was received from Deputy Christopher Hayward.

### 2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA.

There were no declarations.

### 3. PUBLIC MINUTES

The public minutes of the Member Development and Standards Sub-Committee meeting of 21<sup>st</sup> July 2023 were considered and approved as a correct record, subject to the removal of one attendance entry for Eamonn Mullally whose attendance had been duplicated.

**For Decision**

### 4. STANDARDS UPDATE

The Town Clerk and Comptroller & City Solicitor updated the Sub-Committee with regard to the ongoing recruitment of three additional Independent Persons as sanctioned by the Court of Common Council. It was reported that a total of 44 applications had been received and that shortlisting was due to take place later today. Following this, interviews would be held in the week commencing 25<sup>th</sup> October and that any candidate considered appointable by the Recruitment Panel would ultimately require the approval of the full Court of Common Council before being appointed. .

The City Solicitor reported that the revised Code of Conduct developed by the Civic Affairs Sub-Committee would be presented to the next meeting of the Sub-Committee for further comment and approval, prior to wider consultation.

The Sub-Committee were informed that, at present, there were no live complaints under the Code of Conduct.

RECEIVED.

**For Information**

5. **MEMBER DEVELOPMENT UPDATE**

The Sub-Committee received a report of the Town Clerk, and were encouraged to comment and provide feedback in relation to recent learning and development activity.

Members of the Sub-Committee who had attended the recently held “Decision Making and Influencing Change” session – the first offering of Quarter 1, were in agreement that the style of delivery and knowledge of the presenters was good, which was enriched by their internal knowledge of the systems within the Corporation. There was acceptance around the late notice and circulation of invitations which may have impacted on Members ability to attend. It was envisaged that, going forward, Members would be notified of forthcoming sessions in good time. The recent session had been recorded and uploaded to the Members Portal; a full list of all Quarter 1 offerings was now also provided.

It was noted that the Quarter 1, Leadership sessions had a particular focus on skills for chairs, Members felt that there should be a balance between skills and knowledge offerings.

The Chair suggested investigating a level of ‘soft’ appraisal for Chairmen to support them in the effective management of their committees which the Town Clerk undertook to explore in further detail.

The Chair talked of the benefits of an overall critical evaluation of Quarter 1 of the L&D programme, looking at what worked well and not so well; how best to engage learners, the creation of a “golden thread” to include key prompts, member behaviour and building on comments from the Court; these considerations would influence the content of Quarter 2 of the programme.

RECEIVED.

**For Discussion**

## **6. MEMBERS' DIGITAL PLATFORM - PRESENTATION**

The Town Clerk reported that all Members had now been provided with a link to the portal and Officers continued discussions with IT colleagues to enable Members direct access to the portal as their landing page.

The Town Clerk displayed the Portal page to the meeting and talked the Sub-Committee through its layout and content. Members commented that the portal was a useful resource. However, they were conscious that there would be a requirement for varied levels of Member support around the technology. The Town Clerk reassured all that the Governance and Member Services Team would be available to support those Members who required any additional guidance.

The inclusion of reception dates was a feature that the Town Clerk had been in discussion with the Remembrancers Department about, the Sub-Committee felt that all function dates should be included in the list going forward. The Sub-Committee commented that Members needed to be encouraged to inform Officers when their availability to attend certain events had changed so as to minimise any wastage and to also allow others to attend in their absence where possible. Members of the Sub-Committee reported that it was not always clear as to how they should withdraw acceptance for invitations. The Town Clerk agreed to take these comments back to colleagues in the Remembrancers Department.

A Member queried how the Member Portal might be accessed on mobile devices. The Town Clerk explained that the landing page would be activated via Members' Corporation laptops and PCs only but that it would also be possible to bookmark the page on individual Corporation mobile devices to improve ease of access.

RECEIVED.

**For Information**

**7. QUESTIONS ON MATTERS RELATED TO THE WORK OF THE SUB-COMMITTEE**

None.

**8. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

No items of other business that the Chair considered urgent were received.

**9. EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

10. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 21 July 2023 be approved as a correct record.

**For Decision**

11. **INDEPENDENT REVIEW**

The Sub-Committee heard the update of the Town Clerk relating to the Independent Review.

**For Information**

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE.**

None.

13. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**

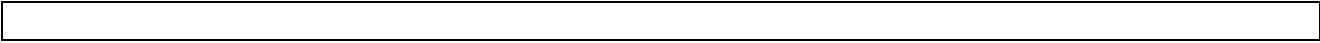
There were two additional items of business that the Chair considered urgent and which the Committee agreed should be considered whilst the public were excluded relating to the handling on non-public/ confidential information and Sub-Committee attendance.

**DATA PROTECTION**

“Blue” agenda items contain personal data and must be kept secure and confidential at all times whilst in Members’ possession. Personal data may only be used for the purposes of the agenda item in question and Blue items must not be retained by Members longer than is necessary for the proper discharge of their duties. This will usually be at the conclusion of the meeting at which the item is considered.

**Members may retain Blue papers where it is necessary for another future Committee meeting of which they are a Member. However, Members should return Blue items to the Town Clerk at the conclusion of the relevant meeting.**

Members’ rights of access to information under Standing Order 45 are unaffected.



**Ian Thomas CBE**  
**Town Clerk and Chief Executive**