

MEMBER DEVELOPMENT AND STANDARDS SUB COMMITTEE
Tuesday, 9 December 2025

Minutes of the meeting of the Member Development and Standards Sub Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Tuesday, 9 December 2025 at 2.00 pm

Present

Members:

Deputy Henry Pollard
Deputy Helen Fentimen OBE JP
Deputy Jaspreet Hodgson
Charles Edward Lord, OBE JP
Tim McNally
Naresh Hari Sonpar

In attendance:

Philip Woodhouse (Online)
Deputy Bethany Coombs (In Guildhall)
Susan Farrington (In Guildhall)

Officers:

Gregory Moore	- Deputy Town Clerk
Isaac Thomas	- Town Clerk's Department
Christopher Rumbles	- Town Clerk's Department
Kevin Colville	- City Solicitor's Department

Part 1 - Public Agenda

1. APOLOGIES

Apologies were received from Alderman Alison Gowman, Deputy Chris Hayward, Sandra Jenner and Deputy James Thomson. Philip Woodhouse observed the meeting virtually.

2. MEMBER'S DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. PUBLIC MINUTES

RESOLVED, that the minutes of the meeting held on 8 July 2025 be approved as a correct record.

The Sub-Committee noted a minor error at item 11 of the public minutes concerning the reason for exclusion, which referred to the City Corporation acting as a Charity Trustee. Members were advised that this had been amended to indicate that the reason for exclusion fell under the Section 100(A) of the Local Government Act 1972.

4. MEMBER LEARNING AND DEVELOPMENT STRATEGY 2025-29 AND ROLLING PROGRAMME OF TRAINING EVENTS 2025-26

The Sub-Committee considered a report of the Town Clerk, presenting a refreshed Member Learning and Development Strategy for 2025–2029, together with a rolling programme of training events for 2025–26. At its meeting on 8 July 2025, the Sub-Committee had considered the previous Strategy and rolling programme for 2023–2025, and had agreed that the future programme should continue to operate on a quarterly themed basis.

Members welcomed the refreshed Strategy and programme, and discussed opportunities to strengthen clarity around mandatory and statutory training requirements. It was suggested that the programme should clearly identify which training sessions were mandatory, including areas that would require annual refreshers, and where specific training obligations applied to Members serving on particular Committees, with Planning and Transportation Committee Members given as an example. The Sub-Committee also highlighted the importance of reminding colleagues of their wider statutory responsibilities through the provision of courses or materials, for example in relation to corporate parenting.

Members proposed that greater use be made of external learning opportunities, including those offered by bodies such as the Local Government Association, and that links to relevant external courses and resources continue to be signposted through the Members' Portal. Officers confirmed that the Portal was currently being used to host and signpost such links.

The Sub-Committee discussed the potential value of being able to understand overall training uptake, patterns of attendance and preferred methods of training delivery. During the discussion, Members noted that feedback mechanisms like evaluation forms were not always completed and that alternative ways of understanding Member engagement could be explored going forward.

Members agreed that the Strategy and rolling programme provided a strong foundation and should continue to be treated as a live and iterative offer, with scope for Members to proactively suggest additional topics or courses where gaps were identified. Officers confirmed that new courses could be considered or external provision promoted where demand was identified.

RESOLVED: That Members of the Member Development and Standards Sub-Committee:

- Noted the report and provided feedback in respect of the forward learning and development programme and potential additional or alternative learning opportunities; and
- Approved the refreshed Member Learning and Development Strategy for 2025–2029, as set out at Appendix 1.

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were none.

6. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

There was none.

7. 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 items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

8. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 8 July 2025 be approved as a correct record.

9. PAST MEMBERS: BEHAVIOURS AND PRIVILEGES

The Sub-Committee considered a report of the Town Clerk concerning the behaviour and privileges of past Members.

10. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There was one question raised as follows:

- The settlement of outstanding debts to the Guildhall Club

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was a discussion around compliance with security instructions at the Lady Mayor's Banquet and German State Banquet.

The meeting ended at 2.50 pm

Chairman

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