

Ward Councillors Working Group

Minutes

Thursday, 10 October 2013 at 18:00

Attendees:

Mr Graham Plant (Member), Mrs Marlene Fairhead (Member), Mr Jamie Smith (Member), Mr Trevor Wainwright (Member)

Apologies for Absence:

Mrs Mary Coleman (Member), Mr Michael Castle (Member)

Absent:

Mrs Sue Hacon (Member)

Also in attendance at the above meeting were:

Linda Mockford (Governance Group Manager), Robin Hodds (Cabinet Secretary) and Karline Smith (Senior Member Services Officer).

1 Minutes

The minutes of the meeting held on 4 July 2013 were confirmed

2 Members handbook

The Governance Group Manager reported as the Group had been through the handbook at the last meeting all of the pictures had now been taken out and this had been reduced from 63 pages to 20 pages. Electoral Ward Information had now been included along with polling station/ward information. Both the Constitution and Corporate Plan documents would be going into the CMIS members information section. The document had also been re-worded in a more user friendly way. A section on where services are located had been included along with information on CMIS.

The organisational structure that had been included on page 23 is the new Council

structure and details from GYB Services could also be included. It was agreed that an A-Z of services should be included along with contact details for NPLaw.

The VIP IT Helpdesk number would be included in the pack.

Councillor J Smith asked for the polling station information to be removed and for the ward boundary information to be left in. It was also agreed that information on GYB Services would be included along with Community Worker information.

It was agreed that the handbook would be sent out to all Councillors for consideration via Scrutiny and then to Cabinet.

3 Youth Engagement in Local Democracy

In the absence of the Neighbourhood and Communities Group Manager the Cabinet Secretary detailed the report.

Councillor J Smith asked if Ward Councillors were aware of how to get involved in the community and the Cabinet Secretary suggested having neighbourhood managers contact numbers in the pack. It was suggested that a community work introduction be carried out by each of the Neighbourhood Managers.

Clarification was sought on the YAB which MAP runs and it was reported that Tracey Jones is the Council lead officer.

Councillor Fairhead stated that it was not clear who to get youths to talk to for example when the french youth visitors came to Great Yarmouth. It was agreed that Rob Gregory attend the November Scrutiny Committee to explain this.

4 Ward Councillor Compact

The Group considered the Cabinet Secretary's amended Ward Councillor Compact.

The Chairman stated that he would like to see skills and training needs identified for Councillors through the LGA.

A discussion then ensued around training for Audit and Risk, Licensing, Standards and Development Control committees and it was agreed that training should be offered to all councilors for these committees after the May 2014 election.

RESOLVED:

That the Ward Councilor Compact be recommended for approval to Scrutiny on 21 November 2013.

5 Members Job Description

It was agreed that the Members Job Description would be placed in the members library on CMIS.

RESOLVED:

That the Councillors Job Descriptions be agreed.

6 Any other business

(i) Mentoring System

It was reported that the mentoring system would be implemented, with the seven cabinet councillors being mentored by Robin and the remaining thirty two councilors being split into two groups of sixteen and being mentored between Karline and Sarah. New councillors would also have an experienced councillor as a mentor.

Councillors attendance at meetings should be sent to the leaders of both parties.

The meeting ended at: 19:10