

## KENT COUNTY COUNCIL

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### MEMBER DEVELOPMENT SUB-COMMITTEE

MINUTES of a meeting of the Member Development Sub-Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Tuesday, 10 December 2024.

PRESENT: Mr D Jeffrey (Chair), Mr N Baker and Mr A Kennedy

ALSO PRESENT: Mrs J Kennedy-Smith and Mrs K Goldsmith

### UNRESTRICTED ITEMS

**1. Apologies**  
(Item 1)

Apologies were received from Rich Lehmann.

**2. Declarations of Interest**  
(Item 2)

There were no declarations of interest.

**3. Minutes**  
(Item 3)

RESOLVED that the minutes of the meeting held on 16 October 2024 were a correct record and that a paper copy be signed by the Chairman.

**4. Verbal Update**  
(Item )

1) Ms Kennedy-Smith and Mrs Goldsmith provided an update for Members covering the following:

- KCC directorates had been asked to provide information about their services. This information would feed into work being undertaken to help their engagement with Members. Directorates had been asked to provide links to relevant web content, signposting and materials.
- Branding was being finalised for the Member induction programme and permission had been sought to use the Chairman of Council's emblem. The branding would be linked throughout videos, presentations and in email signatures. The use of animation was being explored for the video content. The finalised documents would be shared with the committee.

- There had been discussions about the development of a central portal for case management of Members' division casework. The portal would track casework and each piece of casework would be assigned a reference number. The use of the portal would make the process more consistent and would centralise timelines.
- Security and Facilities staff were assisting in planning tours of Sessions House and Invicta House for new Members during the induction
- The 'Bring Your Own Device' option would require additional cyber security considerations.
- Pre-engagement packs were being prepared and these would be circulated to candidates and agents. These packs were to include the induction timetable and appointment times, an overview of committee procedures.
- It was queried how ungrouped independent candidates and newly elected Members would be managed.
- It was to be clarified what would happen in the event of a DBS check on a newly elected Member coming back showing an offence.

2) Members NOTED the verbal update.

## 5. **Member Induction 2025 - Democratic Services Provisional Timetable** (Item 5)

1) Mrs Goldsmith introduced the report.

2) Further to comments and questions from Members, it was noted that:

- It was felt newly elected Members struggled with the procedures of County Council meetings. It was requested that there be a pre-meeting before Annual Council to go through proceedings.
- It was requested as part of a tour of the Sessions House, that information about what rooms and areas of the building were used for and the history of KCC be shared. There would be activities arranged in different parts of the building that would help new Members become acquainted with the facilities.
- Within the first few weeks, there would be a 'hot topic' briefing with the Chief Executive Officer.
- It was considered that there should be a focus on Members' roles and responsibilities, and The Code of Conduct. Members felt pre-engagement with candidates was important and that newly elected Members understood the time commitment involved to carry out the role.
- Members considered it important that induction activities be mainly in person.

3) RESOLVED to note and endorse the report.

**6. Personal Development Planning**  
*(Item 6)*

1) Mrs Kennedy-Smith outlined the report on Personal Development Planning (PDP).

2) Further to comments and questions from Members, it was noted that:

- KCC's Learning and Development Team had been consulted but they were not resourced to assist. External specialist providers had also been considered but the cost of these services was too high.
- Members could start their PDP by using the LGA Councillor Workbook if it was incorporated into the induction process and this would work in conjunction with the Political Skills Workbook.
- The PDP form was considered to be well designed.
- If a Member was not part of a group and was independent, it would be more difficult to manage PDP work. However, the PDP was a tool for personal reflection.

3) RESOLVED to note the report.