

**MEMBER DEVELOPMENT PANEL****23 JULY 2003**

Chair: \* Councillor Ann Groves

Councillors: \* Branch (1) \* Marie-Louise Nolan  
\* Jean Lammiman\* Denotes Member present  
(1) Denote category of Reserve Member**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Annual Process for Member Development**

The Panel received a report from the Training and Development Manager which outlined the Annual Process cycle for Member development. She explained that the new cycle would bring more structure and clarity to the Member development process. Under the new programme, the Executive Director (Organisational Development) would be responsible for the Member development programme and the budget. This would allow Members to plan the annual process in advance rather than on an ad hoc basis. This was in line with recommendations made in the Comprehensive Performance Assessment Performance Plan. (See also Minute 88). Upon discussion it was

**Resolved to RECOMMEND (to Standards):**

(1) To use a process based on an annual cycle for Member development as outlined in the amended Appendix 1 for planning, approving, monitoring and evaluating development for Members;

(2) That the Executive Director (Organisational Development) is responsible for developing and co-ordinating a Member development programme and for approving costs associated with the budget for Member development.

**REASON:** to ensure a cost effective co-ordinated approach**PART II - MINUTES**76. **Appointment of Chair:****RESOLVED:** That Councillor Ann Groves be appointed as Chair of the Panel for the Municipal Year 2003/2004.77. **Attendance by Reserve Members:****RESOLVED:** To note the attendance of the following Reserve Member:Ordinary Member  
Councillor Paddy LyneReserve Member  
Councillor Branch78. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interest made by Members of the Panel in relation to the business to be transacted at this meeting.79. **Arrangement of Agenda:****RESOLVED:** That all business be considered with the press and public present.80. **Appointment of Vice Chair:****RESOLVED:** That Councillor Jean Lammiman be appointed as Vice-Chair of the Panel for the Municipal Year 2003/2004.81. **Minutes:****RESOLVED:** That the minutes of the meeting held on 7 November 2002, 16 January, 13 February, 12 March and 15 April 2003, having been circulated, be taken as read and signed as a correct record.

82. **Matters Arising from the Minutes:**

**Learn Direct:** Members highlighted that they had not yet received clarification of Internet charging for Learn Direct courses. In addition, a number of Members reported that they had received several separate bills for Internet charges incurred during ordinary Council use and requested advice on the issue. A Member of the Panel reported that there were large time pressures involved in completing Learn Direct courses but that whilst previously there had been the possibility of having the timescales extended, this option had now been removed. It was reported that this was the result of a new government ruling. Members who had failed to reach a certain point in their courses were being offered a CD. Members reported that in some case it had taken up to 6 weeks to get their laptops fully functional.

The Training and Development Manager agreed to raise the issue with Learn Direct but informed Members that if they had their training terminated they could still get back on a course if they made significant progress. The Panel were also informed that 15 Members had signed up to Learn Direct courses.

**Members Intranet and Internet Training:** The Training and Development Manager informed the Panel that a training session was held on 9 June and that it had been well received. She reported that there had been a number of Members who had been unable to attend and that they will therefore schedule another training session into the Autumn/Winter Programme.

**Growth Bid and Budget Update:** The Training and Development Manager informed the Panel that the Member Development Growth bid had been successful and that the Member Development Budget had been increased from £10,000 to £20,000. The Officer updated Members on current spend to date, informing the panel that £450 had been spent on the Intranet and Internet Training and £50 on Outside Bodies training.

**RESOLVED:** (1) That the Training and Development Manager raise the issue of Internet charging with the Head of I.T and that all Members of the Council be informed of details of Internet charging for ordinary Council use and Learn Direct courses;

(2) That the Training and Development Manager raise the issue of extending timescales for courses with Learn Direct.

83. **Public Questions:**

**RESOLVED:** To note there were no public questions to be received at this meeting under the provisions of Committee Procedure Rule 18 (Part 4B of the constitution).

84. **Petitions:**

**RESOLVED:** To note there were no petitions to be received at this meeting under the provisions of Committee Procedure Rule 15 (Part 4B of the constitution).

85. **Deputations:**

**RESOLVED:** To note there were no Deputations to be received under the provisions of Committee Procedure Rule 16 (Part 4B of the constitution).

86. **Member Development Activity - May/June 2003:**

The Training and Development Manager re-iterated that the Intranet and Internet Training had taken place. The Public Relations Officer informed the Panel that the Media Training had been cancelled as there had not been enough Members to run the programme, which would have involved inviting an outside speaker from the Harrow Observer.

87. **Development of Autumn Programme 2003:**

The Training and Development Manager tabled a summary of the Member Development Programme for September 2003 to April 2004. She informed Members that this had been put together from needs identified by Officers and those requested by Members. It was intended that there should be no more than 2 events a month: 1 corporately organised, 1 departmentally. Members discussed the programme. In particular they welcomed the re-running of the 'Representing the Council on Outside Bodies' training. To allow more Members to attend the session it was suggested that it could be run twice on the same day, at different times.

Members also discussed the 'Follow up session on Special Educational Needs'. The

Chair enquired whether this training would be open to all Members. The Panel agreed that the training should be open to all Members but that there should be a half hour briefing before the training for those who had not attended the initial session.

**RESOLVED:** (1) That the Autumn Member Development Programme be noted.

(2) that the 'Special Educational Needs' training be open to all Members and that a half hour briefing be made available to Members prior to the new training session.

88. **Annual Process for Member Development:**

(See also Recommendation 1). The Panel received the report from the Training and Development Manager on an Annual Process for Member development. The Chair welcomed the report for providing defined Officer support and highlighted its importance as part of the corporate strategy. However Members queried the arrangements for Members to receive individual funding for external events outlined in point 6.6 of the report. The Training and Development Manager clarified that departmental training would be funded by the relevant department but that cross departmental funding would come from the Member Development Budget. Members were uneasy that the request for this funding would only have to be approved by the Portfolio Holders. The Officer advised the Panel that the Member development programme would have been costed for the whole year and that funding supported by Portfolio Holders would then be approved by the Executive Director (Organisational Development) as budget holder. Members asked that this be agreed by the Executive Director (Organisational Development) in consultation with the Member Development Panel.

Members also expressed concern that many areas, especially under the new structure, may not fit within individual Portfolio Holders remits. It was agreed that in some cases it would be appropriate that the Chair of Scrutiny be consulted. The Panel discussed the draft programme and amended the flow chart outlining the annual cycle, roles and responsibilities to reflect these changes

It was intended that the Training and Development Manager service the Panel until the new structure is in place. The programme would become fully operational in December. The Panel expressed a wish to retain the Training and Development Manager as an Officer to the Panel.

The Panel, having made a Recommendation to Standards;

**RESOLVED:** (1) That all requests by individual Members for external funding be supported to the relevant Portfolio Holder or Chair of Scrutiny and approved by the Executive Director (Organisational Development), in consultation with the Member Development Panel;

(2) that the flow chart outlined in Appendix A be amended to reflect the Panel's amendments, prior to their recommendations to Standards.

89. **Development of a Leadership Programme:**

Members discussed the two workshops proposed as the initial stage of a Leadership programme developed by INLOGOV through discussion with the Chief Executive. In particular Members raised questions about the numbers that would be invited to attend the workshops. The Training and Development Manager informed the Panel that tutors recommended that there should be no more than 25 Members at the workshops.

Members were enthusiastic about the workshops and in particular welcomed the subject 'Leadership' since this was an area that had been highlighted by the CPA for improvement. The Panel agreed that the workshops should be open to all Members on a first come first serve basis but that Members wishing to attend workshops would have to commit to both sessions. Although this would limit the number of Members who could attend the workshops to only 25 in total the Panel agreed that if the sessions were successful and in demand they could be repeated. A Member asked that a reserve list be compiled of interested Members should the demand outweigh the number of places at the workshops so that in the event of illness, places did not go empty. Members did not support the additional cost of inviting Sir Michael Lyons to contribute to the sessions.

The Officer informed the Panel that presently October 16th and November 18th or 19th were possible dates on which to hold the two workshops. Members recommended that they be held between 6.30 and 9.30pm to allow Members time to return from work. The Panel also asked that refreshments be provided.

**RESOLVED:** (1) That all Members be offered the opportunity to attend both workshops on a first come first serve basis;

(2) that the Training and Development Manager compile a reserve list of Members if the workshops are oversubscribed.

90. **Date of Next Meeting:**

**RESOLVED:** That the next meeting of the Member Development Panel be held on Thursday 11 September at 6pm.

(Note: The meeting having commenced at 6.01 pm, closed at 7.46 pm)

(Signed) COUNCILLOR ANN GROVES  
Chair