



MEMBER DEVELOPMENT PANEL

THURSDAY 15 JANUARY 2004

6.00 PM

PANEL AGENDA (STANDARDS)

COMMITTEE ROOM 3
HARROW CIVIC CENTRE

MEMBERSHIP (Quorum 3)

Chair: Councillor Ann Groves

Councillors:

Marie-Louise Nolan Jean Lammiman Miss Lyne

Reserve Members:

1. Lent	1. Myra Michael	1. Branch
2. Omar	2. Vina Mithani	2. Thornton
	3. Osborn	

Issued by the Committee Services Section,
Law and Administration Division

Contact: Nick Wale, Committee Administrator
Tel: 020 8424 1323 E-mail: nick.wale@harrow.gov.uk

***NOTE FOR THOSE ATTENDING THE MEETING:
IF YOU WISH TO DISPOSE OF THIS AGENDA, PLEASE LEAVE IT BEHIND AFTER THE MEETING.
IT WILL BE COLLECTED FOR RECYCLING.***

HARROW COUNCIL

MEMBER DEVELOPMENT PANEL

THURSDAY 15 JANUARY 2004

AGENDA - PART I

1. **Attendance by Reserve Members:**
To note the attendance at this meeting of any duly appointed Reserve Members.
2. **Declarations of Interest:**
To receive declarations of interest (if any) from Members of the Committee arising from business to be transacted at this meeting.
3. **Arrangement of Agenda:**
To consider whether any of the items listed on the agenda should be considered with the press and public excluded on the grounds that it is thought likely, in view of the nature of the business to be transacted, that there would be disclosure of confidential information in breach of an obligation of confidence or of exempt information as defined in the Local Government (Access to Information) Act 1985.
- Enc 4. **Minutes:** (Pages 1 - 4)
That the minutes of the meeting held on 11 September 2003, having been circulated, be taken as read and signed as a correct record.
5. **Public Questions:**
To receive questions (if any) from local residents or organisations under the provisions of Committee Procedure Rule 18 (Part 4B of the Constitution).
6. **Petitions:**
To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).
7. **Deputations:**
To receive deputations (if any) under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).
- Enc 8. **Revised Programme 2003-04:** (Pages 5 - 12)
Report of the Executive Director, Organisational Development.
- Enc 9. **Planning the 2004/05 Programme for Member Development:** (Pages 13 - 18)
Report of the Executive Director, Organisational Development.
10. **Leadership Academy:**
Video presentation by the I.D.E.A.
11. **Any Other Business:**

Which the Chair has decided is urgent and cannot otherwise be dealt with.

AGENDA - PART II - NIL

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STANDARDS

MEMBER DEVELOPMENT PANEL

11 SEPTEMBER 2003

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Marie-Louise Nolan
* Miss Lyne

* Denotes Member present

PART I – NIL

PART II - MINUTES

91. **Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

92. **Declarations of Interest:**

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

93. **Arrangement of Agenda:**

RESOLVED: That all items be considered with the press and public present.

94. **Minutes:**

RESOLVED: (1) That the minutes of the meeting held on 23 July 2003 be agreed as a correct record;

(2) that the signing of the minutes be deferred until printed in the next Council Bound Minute Volume.

95. **Matters Arising from the Minutes of the Meeting held on 23 July 2003:**

Learn Direct (Minute 82): Members reported that they had yet to receive clarification from the Head of I.T on internet charging for Learn Direct courses and ordinary Council use. The Panel expressed concern that Learn Direct courses were advertised as free yet Members may incur Internet charges whilst completing them. Members also asked for further clarification on what charges they were entitled to claim back from the Council.

RESOLVED: (1) That the Training and Development Manager raise the issue again with the Head of I.T and that all Council Members be informed of details of Internet charging incurred for ordinary Council use and Learn Direct courses before the Intranet/Internet training session in December;

(2) that details of Internet charging for Learn Direct courses be detailed in the Member Development Programme brochure.

96. **Public Questions:**

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

97. **Petitions:**

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

98. **Deputations:**

RESOLVED: To note that there were no deputations submitted to this meeting under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

99. **Autumn Programme:**

The Panel received a verbal update from the Training and Development Manager on

the updated Member Development Programme September 2003 – April 2004. The Training and Development Manager explained that training had been divided into the following categories: General Programme, Scrutiny Programme, Leadership Programme and External Courses. The General Programme included those areas identified by the Member Development Panel and Officers as well as External courses.

In response to a query from the Chair the Training and Development Manager gave further clarification to Members of the Panel on the Annual Member Development Cycle and informed the Panel that the process would be reviewed through questionnaires at the sixth month stage.

The Panel reviewed the Programme requesting minor changes to style and appearance. Major changes were discussed as follows:

Effective Scrutiny

Members emphasised that the Scrutiny programme was open to all Members though targeted at New and Co-opted Members especially. Where there were insufficient places on a given course to meet demand the Chair requested that Members be offered the paperwork for the training sessions. The Training and Development Manager agreed to add this option to the booking form. It was also agreed that a Member of the Training and Development team attend the scrutiny training session.

Intranet/Internet Training

Members requested that the intranet and internet training sessions scheduled for two evenings be repeated during the day to allow a greater number of Members to attend.

Special Educational Needs

Members of the Panel requested that the brochure indicate more explicitly that the 6.30-7.00pm part of this course was designed as a briefing to provide background for Members who were unfamiliar with the subject before the start of the main session. Members also requested that the new Children's Services Director introduce himself at the training session.

New Structure Trailer

A Member suggested that Members of the Council would benefit from a new structure seminar in the new year once new officers were in place. The Panel agreed that a trailer be added to the bottom of the brochure detailing this training as to follow.

RESOLVED: That the Training and Development Manager adjust the training sessions and amend the brochure to reflect the changes detailed above.

100. **Budget Update:**

The Panel received a verbal update from the Training and Development Manager on Member Development expenditure to date. Members were advised that whilst only £515 had been spent the total committed amounted to £5,090. In response to a query from a Member, the Panel were advised that the budget could not be carried over and any money remaining after by 31st March 2004 would be lost. However the Training and Development Manager indicated that the Leadership Programme may incur further costs. Members discussed further scrutiny training and;

RESOLVED: That the Training and Development Manager investigate the possibilities of funding further scrutiny training from the Member Development Budget.

101. **Leadership Programme:**

Members were advised that there would be the opportunity for a small working group to meet before the Leadership training, (at an additional cost) to identify specific training needs. The Chair indicated that all Members of the Panel would wish to be involved in this process and it was recognised that should the training be repeated the following year savings could be made in this area as the needs analysis would not need to be repeated.

RESOLVED: That the Training and Development Manager arrange an informal meeting of Panel Members with the INLOGV consultant to discuss the needs analysis.

102. **Meetings for 2004:**

RESOLVED: That the following dates be agreed for future meetings of the Panel:

Thursday 15 January 2004
Wednesday 21 April 2004

(Note: The meeting having commenced at 6.07 pm, closed at 7.35 pm)

(Signed) COUNCILLOR ANN GROVES
Chair

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Meeting:	Member Development Panel
Date:	15 th January 2004
Subject:	Revised programme 2003-04
Key decision:	No
Responsible Chief Officer:	Executive Director, Organisational Development
Relevant Portfolio Holder:	Finance and Human Resources and Performance Management
Status:	Part 1
Ward:	Not Applicable
Enclosures:	Appendix 1 Revised Programme

1. **Summary/ Reason for urgency (if applicable)**

1.1 Not applicable

2. **Recommendations (for decision by Standards)**

2.1 Information item

3. **Consultation with Ward Councillors**

3.1 Not Applicable

4. **Programme amendments**

4.1 The programme has been amended as outlined in Appendix 1. A new programme was sent out to members on January 6th. This will be followed by further information on the Leadership Development Programme during January.

7. **Consultation**

7.1 None

8. **Finance Observations**

8.1 The proposals contained in this report can be contained within the current budget for Member Development, which is £20,000 for 2003-4.

9. **Legal Observations**

9.1 No legal comment

11. **Background Papers**

11.1 Minutes of the Member Development Panel of 24th July 2003. Member Development Programme September 2003 – April 2004

12. **Author**

12.1 Maggie Rees, Training and Development Manager

Harrow Council



Member Development Programme (Revised) January – April 2004

Member Development Programme January – April 2004

The calendar of activities includes sessions on a number of Council Members' roles

Leadership programme

This programme is under development in line with the Comprehensive performance Assessment improvement plan. Two initial workshops are planned with the Institute of Local Government Studies at the University of Birmingham (INLOGOV). A follow up development programme will be devised following the initial sessions

- **Developing leadership capacity after the CPA**
- **Developing a Strategic Approach to Community Governance**

General Programme

The programme has been designed to support all Members in their representational role and is largely based on Members views of their requirements from a number of sources including the needs analysis conducted earlier this year and developments and changes in Council Services. Speakers are internal and external

- **Housing Strategy**
- **Representing the Council on an outside body**
- **Using the intranet and internet effectively**
- **IT skills workshops**

Scrutiny Programme

This programme uses a number of external speakers to develop members scrutiny skills

- **Project management using the Harrow system** **24th April**

External courses

A number of organisations organise seminars and conferences for Council members. Individual Members who are funded from the Member Development budget should:

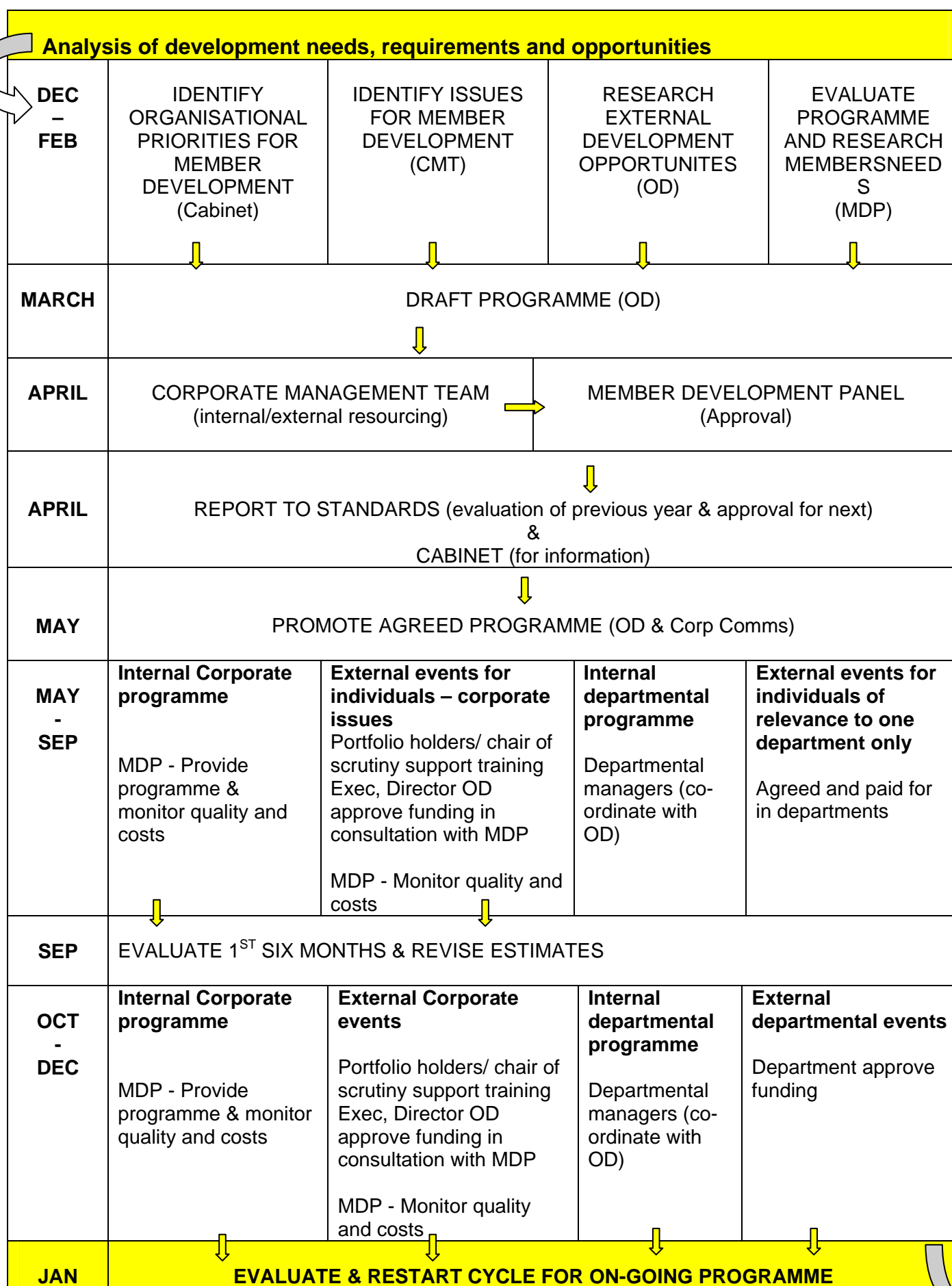
- Attend an event which relates to corporate matters
- Have the support of the relevant portfolio holder
- Be prepared to share information gained with all other members
- Have the approval of the Executive Director, Organisational Development in consultation with the Chair of the Member Development Panel

Planning for Municipal year 2004/05

The Member Development Panel is currently planning activities for 2004/05. Please take the time to complete the short form which seeks your views on this year's events and your needs and your requirements for 2004/05. The form will be sent to you at the end of January 04.

Please contact Maggie Rees 0208 424 7542 or e-mail maggie.rees@harrow.gov.uk for general information and comments on the programme

Annual Cycle – Member Development



Calendar January – April 2004

Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
<p>7th January 7.00 – 9.00 Room 28 Civic centre</p>	<p>Using the intra & internet effectively IT and communications staff & Chrysalis Ltd</p>	<p>What's on the intranet? What's on the web-site ? what's the APLAWS project What's modern-gov? how do I use the phone book? What web-sites might be useful? What's I-contact? How do I research using the internet?</p>	<p>No more than 8 Members at a time</p>	<p>Queries & bookings to Maggie Rees Tel 020 8424 7542 maggie.rees@harrow.gov.uk</p>
<p>22nd January 5.40 – 7.15 Committee rooms 1&2</p>	<p>Housing Strategy Housing managers</p>	<p>5.20 exhibition & refreshments 6.00 successes to date, such as:</p> <ul style="list-style-type: none"> • Affordable housing at Stanmore Park • Regeneration of the Rayners Lane estate • Empty homes brought back into use • Homelessness initiatives • Increasing housing choice for people with learning disabilities. <p>the challenges ahead around:</p> <ul style="list-style-type: none"> • Refugee and black and minority ethnic housing issues • Key worker housing needs • Housing support for vulnerable people • Tackling poor quality private sector housing and fuel poverty 	<p>All members</p>	<p>Queries and bookings to Laura Choo Tel 0208 424 1283 Laura.choo@harrow.gov.uk</p>

Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
March 2nd 1.00– 8.30 p.m. room 28	IT Skills workshops Chrysalis Training	Members can book 1:1 sessions with an IT trainer for a refresher on a range of IT skills e.g group wise , intranet, word, excel, or powerpoint There are 7 slots available	All members	
February 18th 7.00 – 9.00 Committee rooms 1&2	Community Strategy and Local Strategic Partnership Members of Organisational Development Directorate	The Community Strategy will inform the Council's future Corporate Plan and in turn will underpin all Council Service Plans. This is an opportunity for members to get up to date knowledge on the development of the Community strategy as it will have a significant impact on the future direction of the Council. The session is also an opportunity to become familiar with the aims and work of the Harrow Strategic Partnership.	All members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@harrow.gov.uk
March 16th 6.30 – 9.30 Room 212 Teacher's centre	Developing Leadership Capacity after the CPA. Steve Rogers INLOGOV	Leadership programme Session 1 <ul style="list-style-type: none"> • Changing contexts for leadership • Leadership capacity issues • What constitutes good leadership • What leadership needs exist for Harrow 	Programme 1 Places are limited to 25 Members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@harrow.gov.uk This course has been sponsored by the IDEA and forms part of the Council's CPA improvement plan
March 22nd 6.30 – 9.30 Room 212 Teacher's Centre	Developing the Council's Community Leadership Role Steve Rogers, INLOGOV	Leadership programme Session 2 <ul style="list-style-type: none"> ▪ Partnership and community engagement developments nationally ▪ Harrow's achievements in partnership ▪ Community engagement at neighbourhood, area, borough –wide and in west London ▪ Key skills for Members 	Initial programme for no more than 25 Members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@harrow.gov.uk

Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
<p>March 10th 7.00 – 9.00 Committee room 3</p>	<p>Environmental Health briefing</p>	<p>Everything you need to know about environmental health in order to answer constituents queries and questions For example – what can be done about noise and nuisance queries?</p>	<p>All Members</p>	<p>Queries and bookings to Gareth Llywelyn-Roberts Tel:020 8424 1374 Gareth.llywelyn-roberts@harrow.gov.uk</p>
<p>April 21st 7.00 – 9.00</p>	<p>Project management using the Harrow system Chris Croft TSP partnership</p>	<ul style="list-style-type: none"> • The Harrow system • The importance of having clear success criteria: why a woolly project is destined to fail • Overview of the twelve steps to a successful project 	<p>Open to all members but places are limited and priority will be given to scrutiny Members Maximum 20</p>	<p>Queries and Bookings to Frances Hawkins Tel:0208 569 ext 3156 Frances.hawkins@harrow.gov.uk</p>
<p>April 22nd 5.00 – 7.00 Committee room 3</p>	<p>Representing the Council on outside bodies Legal services staff</p>	<ul style="list-style-type: none"> • The role of Members on outside bodies • Liabilities of Members serving on outside bodies <p>“I wish I’d known this when I started, it should be compulsory for all members “ a quote at the end of the last session</p>	<p>All Members</p>	<p>Queries and bookings to Carol Law Tel 020 8424 7689 Carole.lal@harrow.gov.uk</p>

Meeting:	Member Development Panel
Date:	15 th January 2004
Subject:	Planning the 2004/05 Programme for Member Development
Key decision:	No
Responsible Chief Officer:	Executive Director, Organisational Development
Relevant Portfolio Holder:	Finance and Human Resources and Performance Management
Status:	Part 1
Ward:	Not Applicable
Enclosures:	Annual cycle Appendix 1, Evaluation and planning form Appendix 2

1. **Summary/ Reason for urgency (if applicable)**

1.1 Not applicable

2. **Recommendations (for decision by Standards)**

2.1 **To use the attached pro-forma and process to plan the 2004/05 programme**

2.2 **To identify one date per month on which a number of development activities can take place**

REASON: To ensure a cost effective co-ordinated approach

3. **Consultation with Ward Councillors**

3.1 Not Applicable

4. **Policy Context (including Relevant Previous Decisions)**

4.1 The Member Development Panel at its meeting on 24th July 2003 agreed a systematic approach to planning, approval, monitoring and evaluation of the Council's Member development programme. This report starts the process for the 2004/05 Municipal year

5. **Relevance to Corporate Priorities**

5.1 The Comprehensive Performance Assessment Improvement Plan proposes that a programme of leadership development for members be established focussing on Members' strategic roles and responsibilities.

6. **Planning process**

- 6.1 During the next 2 months, information will be sought as follows;
- Individual needs and skills will be sought from each member alongside feedback on the current years programme
 - Key issues will be sought from Departmental managers for inclusion in a series of briefing sessions
 - Courses planned by external providers will be sought on topics of relevance to corporate issues
 - Issues arising from the Corporate planning process will be sought from the executive and scrutiny functions and from the leadership sessions planned for March 04.
- 6.2 A draft programme will be considered on the 21st April when dates will be identified for May 2004 – April 2005.

7. **Consultation**

- 7.1 None

8. **Finance Observations**

- 8.1 The proposals contained in this report can be contained within the current budget for Member Development, which is £20,200 for 2004-05, subject to Council Budget approval in February 2004.

9. **Legal Observations**

- 9.1 No legal comment

10. **Conclusion**

- 10.1 This planning process will aim to ensure that best use is made of the 2004/05 budget whilst meeting the Council's and individual member's needs.

11. **Background Papers**

- 11.1 Minutes of the Member Development Panel of 24th July 2003

12. **Author**

- 12.1 Maggie Rees, Training and Development Manager

**Appendix 1
Annual Cycle, Roles and Responsibilities – Member Development**

DEC - FEB	IDENTIFY ORGANISATIONAL PRIORITIES FOR MEMBER DEVELOPMENT (Cabinet)	IDENTIFY ISSUES FOR MEMBER DEVELOPMENT (CMT)	RESEARCH EXTERNAL DEVELOPMENT OPPORTUNITES (OD)	EVALUATE PROGRAMME AND RESEARCH MEMBERS NEEDS (MDP)
	↓	↓	↓	↓
MARCH	DRAFT PROGRAMME (OD)			
	↓	↓		
APRIL	CORPORATE MANAGEMENT TEAM (What can be resourced)	MEMBER DEVELOPMENT PANEL (Approval)		
APRIL	REPORT TO STANDARDS & CABINET (evaluation & approval)			
MAY	ADVERTISE INTERNAL PROGRAMME (OD)			
MAY - SEP	Internal Corporate programme MDP - Provide programme & monitor quality and costs	External Corporate events Portfolio holders approve funding MDP - Monitor quality and costs	Internal departmental programme Departmental managers (co-ordinate with OD)	External departmental events Portfolio holders approve funding
SEP	↓	↓	EVALUATE & REVISE ESTIMATES	
OCT - DEC	Internal Corporate programme MDP - Provide programme & monitor quality and costs	External Corporate events Portfolio holders approve funding MDP - Monitor quality and costs	Internal departmental programme Departmental managers (co-ordinate with OD)	External departmental events Portfolio holders approve funding
JAN	↓	↓	↓	↓
	RESTART CYCLE			
				↗

London Borough of Harrow

Member Development Programme May 2003 – February 2004

Name:..... Role currently held.....

First Elected..... Length of Service as an Elected Member

Evaluation of Programme for 2003/4 Municipal Year to date - please tick relevant boxes if you took part in the activity (NB further activities have been planned for March / April)

Session	Took part	Met needs	Did not meet needs	Comments (previous comments already noted)
Local Government Finance 7 th May 03				
Learndirect computer e-learning May 03				
Councillors Role on outside bodies 24 th June 03				
Effective Scrutiny – the key to better decisions 24 th September 03				
Private Sector Housing 9 th December 03				
Using the intranet and internet effectively 9 th June 3 rd Dec/7 th Jan 04				
Housing Strategy 24 th January 04				
Local Strategic Partnership 18 th February 04				

What sessions would you have wished to see organised which were not**What other training or other development activity have you taken part in which helped you develop in your role which you would recommend for other members.**

Thank you for taking the time to complete this questionnaire.

Please return this form by Monday 8th March 2004 to:

Nick Wale (Committee Administrator)
Law and Administration Division
Committee Section
First Floor
Room 143
Civic Centre

The results of this questionnaire will form the basis of the Member Development Programme (Municipal Year) 2004/05.