



MEMBER DEVELOPMENT PANEL

WEDNESDAY 21 APRIL 2004

5.30 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

WEDNESDAY 21 APRIL 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.

4. **Minutes:**

That the signing of the minutes of the meeting held on 15 January 2004 be deferred until printed in the next Council Bound Minute Volume.

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. **Annual Development Programme:** (Pages 1 - 12)

Report of the Executive Director (Organisational Development).

9. **Update on the Leadership Programme:**

Verbal update from the Training and Development Manager.

10. **Any Other Business:**

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

AGENDA - PART II

Meeting:	Member Development Panel
Date:	21 April 2004
Subject:	Annual Development Programme
Key decision:	No
Responsible Chief Officer:	Executive Director, Organisational Development
Relevant Portfolio Holder:	Finance, Human Resources and Performance Management Portfolio Holder
Status:	Part 1
Ward:	N/A
Enclosures:	Appendix 1 & Appendix 2

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

1.1 Not applicable

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

2.2. To approve the member development programme for 2004-05

2.3. To consider options for increasing attendance at sessions

REASON: the programme takes needs and recommendations into account.

3. **Consultation with Ward Councillors**

3.1 Not Applicable

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

4.1 The Peer Review and the Comprehensive Performance Assessment undertaken in May 2003 identified the need to develop the leadership capacity at Officer and member level. This report sets out a draft programme for Member Development for 2004/ 05

5. **Relevance to Corporate Priorities**

5.1 The Comprehensive Performance Assessment Improvement Plan proposes that the Member development programme drive change. The Council is committed to achieving the Charter on Member Development standards.

6. **Background Information and options considered**

N/A

7. **2003-2004 programme**

Members views on the 2003-04 programme have been sought in order to improve the programme for 2004-05. 19 members returned forms. See Appendix 1. Sessions were less well attended than in 2002-03, however this is to some degree to be expected, as members become more experienced. On the whole, sessions were well received, although the Scrutiny Session 2 was not well received, despite thorough member and officer briefing of the speaker. The Leadership programme was not well attended, but was felt to be useful.

7.1 Clashes with other meetings both Council and non-council continue to be a problem. Members may wish to consider alternative approaches to development for future years, for example day sessions or monthly development evenings when a number of briefing sessions take place.

7.2 Publicity for the programme has been through the green bag and through e-mail. The Corporate Communications team is developing new logo for member development in keeping with the new Harrow Logo.

7.3 **2004-05 Programme**

The views of members and senior officers on the programme for the 2004 Municipal year have been sought during February and March 2004. These have been incorporated into a draft programme, Appendix 2.

7.4 The programme aims to avoid clashes with other Council meetings wherever possible. This however is very difficult and it is likely that changes to Council meetings will necessitate changes to this programme.

7.5 The programme is largely provided through in-house speakers. Costs will be minimal for these sessions, largely catering, accommodation, equipment and printing costs. However external speakers are being sought for Presentation skills, IT workshops and the leadership programme. Speakers would be sought which ensured the general programme outlined remained within the budget for 2004-05

8. **Consultation**

8.1 None

9. **Finance Observations**

9.1 The proposals contained in this report can be contained within the current budget for Member Development, which is £21,000 for 2004-05.

10. **Legal Observations**

No legal comments

11. **Conclusion**

A structured approach to member development is a key component in the CPA implementation plan. The programme as outlined in Appendix 1 will meet the stated needs of the members and the recommendations by senior officers.

12. **Background Papers**

CPA report and CPA implementation plan

13. **Author**

Maggie Rees, Training and Development Manager

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Session	Took Part	Met Needs	Did not Meet Needs	Clash with Council Mtg	Clash with OB Mtg	Other
Local Government Finance	4	3	0	2	0	3
Learningdirect E-Learning	6	3	3	0	0	2
Cllrs Role on OB	5	4	1	0	0	4
Effective Scrutiny	6	5	1	0	0	3
Private Sector Housing	3	3	0	2	0	3
Intranet/internet	5	4	1	2	1	3
Housing Strategy	4	4	0	1	0	4
Local Strategic Partnership	9	8	0	0	0	3

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Proposed Course	No. of Members wanting Course in 2004/05 Prog (out of 19 respondents)
Leadership Modular Prog	9
LGA 2000 & Code of Conduct	8
LGA 2003	8
Directotare Overview	15
HR Strategy	10
Local Government Finance	11
Media	6
Special Educational Needs	10
School Admissions Policy	11
Ach'ment/Dev'ment in Cnl	8
Health & Safety	4
IT developmets	8

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Member Development Evaluation of 2003/04 and Requirements for 2004/05

What sessions would you have wished to see organised, which were not?

Responses included:

- Public speaking
- Leadership Training
- Team Working
- Social Services Issues
- Assertiveness Training
- Disability & Equal Opportunity Issues
- Effective Time Management
- Seminar on People First
- School Re-organisation

Other comments to be taken into consideration when planning the Member Development Programme for 2004/05.

A range of responses was received from Members. The following is a brief summary:

- Notes confirming and reminding Members when booked in to a session
- Avoid clashes with Council Meetings
- Avoid clashes Portfolio Holder Briefings
- Avoid changing timetable especially at short notice
- Keep sessions brief to ease pressure on Members time

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Provisional Member Development Programme 2004/05**May**

Area Development in People First	6 May	Michael Hart	CR1&2, 7-9
Housing Strategy	11 May	Rebecca Price	CR1&2, 7-9
Performance Management (for Cabinet)	25 May	Paul Najsarek	CR1&2, 7-9

June

School Admissions Policy	17 June	Madeline Hitchens	
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July

Working with the Media	12 July	Peter Brown	
Waste Management	13 July	Andrew Trehern	
Human Resources Strategy	20 July		

August**September**

Future Role of Local Government	21 Sept	Paul Najsarek	
Licensing	29 Sept	Gareth Llywelyn-Roberts	

October

*Directorate Overview	5 Oct	Exec Director	
Performance Management(non-Cabinet)	20 Oct	Paul Najsarek	

November

Code of Conduct Update	1 Nov	Alison Vydulinska	
*Directorate Overview	16 Nov	Exec Director	

December

Special Educational Needs	14 Dec	Roger Rickman	
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January

Local Government Finance	19 Jan	Myfanwy Barrett	
Children's Green Paper	27 Jan	Paul Clark	

February

Code of Conduct Update	8 Feb	Alison Vydulinska	
Public Speaking	22 Feb	External Speaker	
Public Realm Enforcement	28 Feb	Andrew Trehern	

March

Leadership & Development Prog	1 March	External Speaker	
	3 March	External Speaker	

April

Joint Working with Health	6 April	Nick Georgiou
Area Working/Area Management	28 April	Andrew Trehern

* It is intended to have two Directorate Overview sessions, each session dealing with two of the Directorates.

(Note: There has been a request for training for Members of the Development Control Committee arising from the 'Scott Report,' which will also be included in the Programme.)