



MEMBER DEVELOPMENT PANEL

THURSDAY 18 NOVEMBER 2004

6.00 PM

PANEL AGENDA (STANDARDS)

**COMMITTEE ROOM 6
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: Councillor Ann Groves

Councillors:

Marie-Louise Nolan

Jean Lammiman

Miss Lyne

Reserve Members:

1. Lent

2. Omar

3. Thammaiah

1. Myra Michael

2. Vina Mithani

3. Osborn

1. Branch

2. Thornton

**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 18 NOVEMBER 2004

AGENDA - PART I

1. **Appointment of Chair:**

To note the appointment at the meeting of Council on 21 October 2004, of Councillor Ann Groves as Chair of the Panel for the remainder of the Municipal Year 2004/2005.

2. **Attendance by Reserve Members:**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) after notifying the Chair at the start of the meeting.

3. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from all Members present.

4. **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.

5. **Appointment of Vice Chair:**

To appoint a Vice Chair for the Panel for the remainder of the Municipal Year 2004/2005.

6. **Minutes:**

That the minutes of the meeting held on 15 January and 21 April 2004, having been circulated, be taken as read and signed as a correct record.

7. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Committee Procedure Rule 15 (Part 4B of the Constitution).

8. **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).

9. **Deputations:**
To receive deputations (if any) under the provisions of Committee Procedure Rule 16 (Part 4B of the Constitution).

- Enc. 10. **Half Yearly Report:** (Pages 1 - 8)
Report of the Executive Director (Organisational Development).

AGENDA - PART II - NIL

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|-----------------------------------|--|
| Meeting: | Member Development Panel |
| Date: | 18 th November 2004 |
| Subject: | Member Development – half yearly report |
| Key decision: | No |
| Responsible Chief Officer: | Executive Director (Organisational Development) |
| Relevant Portfolio Holder: | Portfolio Holder for Communications, Partnership and Human Resources |
| Status: | Part 1 |
| Ward: | N/A |
| Enclosures: | Appendix A - Evaluation and needs analysis form |

1. Summary/ Reason for urgency (if applicable)

This report provides a review of member development from May – November 2004, summarises the proposed topics to the end of the Municipal Year and the evaluation and needs analysis programme to be undertaken in January 2005.

2. Recommendations

2.1 That the attached evaluation and needs analysis be undertaken in January in preparation for the 2005/06 Municipal year.

2.2 That a revised framework for member development is implemented which moves from an annual to a four yearly cycle.

REASONS:

To ensure the programme meets statutory requirements and individual members needs.

3. Consultation with Ward Councillors

3.1 N/A.

4. Policy Context (including Relevant Previous Decisions)

- 4.1 The annual cycle for member development and the content of the 2004-05 programme was agreed by Member Development Panel at its meeting on 21st April 2004.

5. Relevance to Corporate Priorities

- 5.1 The Council agreed the Improvement Plan for IDeA Review and Comprehensive Performance Assessment in March 2003. Effective Member Development is an integral part of the plan.

6. May – November 2004

- 6.1.1 A new logo for member development was developed and used.
- 6.1.2 A programme for 2004/05 was agreed at the Member Development Panel on 21st April, following consultation with members and Senior Officers. At that meeting, training for Members in Planning and Licensing was also acknowledged as essential, however time-scales for those were not known at that time.
- 6.1.3 The programme has required significant amendment as a result of these statutory and other requirements, and priorities, which have emerged during the year. Changes are to be expected during periods of rapid change for the Council.
- 6.1.4 The experiment to run seminars late in July in order to avoid clashes with other meetings was not successful. Sessions had few nominations and were cancelled.
- 6.1.5 Seminars have been run on: Participatory Budgeting, Community Cohesion, The Future Role of Local Government, Performance Management, the Freedom of Information Act, The Licensing Act 2003, Introduction to the Planning System and Guidance on Ethical Standards, and The Planning & Compulsory Purchase Act. These seminars have been well attended and will be evaluated as part of the planning process for 2005 -06.
- 6.1.6 Several courses have been cancelled to make space for the seminars listed above. These general courses had been requested by members, however, following advertisements, nominations had not been high. By this stage in the four year cycle, Members commitments are substantial, and it proves difficult for members to attend anything other than that which is essential for their role. A four year cycle for Member Development would take this into account
- 6.1.7 In order to provide training to members on the topics from cancelled seminars, a media training pack has been prepared and distributed and up-dates on contacts and services in the directorates are currently being prepared. The Code of Conduct and Special Needs training will be re-scheduled.
- 6.1.8 After some improvement in the later part of 2003-04, there have been a number of clashes of dates during the autumn of 2004. This is to some degree due to the number of unscheduled seminars, which needed to be run during this period. It has proved impossible to avoid dates on which members have other council commitments. However,

there were two occasions when member development sessions were scheduled on the same night. Action is being taken to ensure that co-ordination is improved to prevent this from recurring.

7. November 2004 – April 2005

- 7.1 The proposals for December 2004 – March 2005 will complete the programme identified in April 2004, and include additional seminars requested e.g. on the Freedom of Information Act. Up-dates on the work and contacts for the Directorates will also be included.
- 7.2 The formal evaluation of and planning process for 2005 – 2006 will be conducted during January. The proposed form for members to complete is attached.

8. Finance Observations

- 8.1 There are no additional financial implications as it is intended that any costs will be met from existing resources

9. Legal Observations

- 9.1 There are no legal implications.

10. Background Papers

Member Development Panel minutes 15th January 2004.

Member Development Panel minutes 21st April 2004

Member Development Programme 2004/05

Member Development Revised Programme October – December 2004.

12. Author

Maggie Rees,
Group Manager (Organisational Development)
0208 424 7542

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Member Development Programme

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

Evaluation of Development for 2004/5 Municipal Year to date - please tick relevant boxes

| Session | Attended | Did not attend (please indicate if because of clash) | Met needs | Did not meet needs | Comments (previous comments already noted) |
|-----------------------------------|-----------------|--|------------------|---------------------------|--|
| Community Cohesion (IDEA) | | | | | |
| Future of Local Government (ODPM) | | | | | |
| Performance Management | | | | | |
| Licensing Act 2003 | | | | | |
| Planning Course 1 | | | | | |
| Planning Course 2 | | | | | |
| Media Training Pack | Comments | | | | |
| Freedom of Information Act | | | | | |

Comments on the programme as a whole

Your requirements for Member Development Programme (Municipal Year) 2005/2006

What topics would you find it helpful to cover in briefings in (Municipal Year) 2005/6?

| Topic | Please specify type or level e.g type of legislation, particular council services |
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Other comments to be taken into consideration when planning the Member Development Programme for 2005/6:

Preparations for induction in May 2006

Planning for the induction of new members will take place during the year. Please comment on any aspects of the induction process in 2002 which were particularly successful or need improvement.

Your expertise

What skills, experience or knowledge of your current (or past) roles would be of benefit to new members?

Would you be prepared to share these with new Members?

Yes No

If a mentor programme is established for new members would you be prepared to be a mentor?

Yes No

Thank you for taking the time to complete this questionnaire.

Please return this form by Monday 31st January 2005 to:

Aileen Beaumont
Human Resources & Organisational Effectiveness
West Wing 3rd Floor
Civic Centre

The results of this questionnaire will form the basis of the Member Development Programme (Municipal Year) 2005/06.

Learndirect

An opportunity to improve your computer skills

The Member Development Panel are planning an open day for members who wish to register for access to IT training programmes via Learndirect.

Training programmes are available at a number of centres including the Civic Centre, but you will be able to work on programmes on your lap top or computer at home too.

Training programmes are available at all levels from basic to ICT professional level, and advice and support is available to help you select the right level for you, and provide you with support as you work through the package.

More information on how to find out more and how to register will be publicised in February.