



# MEMBER DEVELOPMENT PANEL

WEDNESDAY 14 SEPTEMBER 2005

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

Paddy Lyne

Reserve Members:

1. Lent  
2. Omar

3. Thammaiah

1. Myra Michael

2. Vina Mithani

3. Osborn

1. Branch

2. Thornton

Issued by the Democratic Services Section,  
Legal Services Department

Contact: Nick Wale, Committee Administrator

Tel: 020 8424 1323 E-mail: [nick.wale@harrow.gov.uk](mailto: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 14 SEPTEMBER 2005**

**AGENDA - PART I**

1. **Appointment of Chair:**

To note the appointment of Councillor Ann Groves at the Standards Committee meeting on 6 June 2005, as Chair of the Panel for the 2005/2006 Municipal Year.

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 2005/2006 Municipal Year.

Enc. 6. **Minutes:** (Pages 1 - 2)

That the notes of the informal meeting on 12 April 2005 be noted.

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 Year Report:** (Pages 3 - 14)  
Report of the Director of People, Performance and Policy.

Enc. 11. **Members Induction 2006:** (Pages 15 - 40)  
Report of the Director of People, Performance and Policy.

12. **References from Council and Other Committees:**

Enc. (a) Reference from the Cabinet meeting held on 23 June 2005 (Pages 41 - 48)

13. **Date of Next Meeting:**  
To rearrange the Panel's meeting on 17 November 2005.

**AGENDA - PART II**

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**MEMBER DEVELOPMENT PANEL**

**12 APRIL 2005**

Chair: \* Councillor Ann Groves

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

\* Denotes Member present

1. **Quorum:**  
Having noted the apologies received from Councillor Lammiman, it was pointed out that the meeting was not quorate. It was therefore agreed to hold an informal discussion on the reports contained within the agenda.
2. **Minutes:**  
Councillor Miss Lyne wished it to be noted that she was unable to attend the previous meeting of the Panel and had sent apologies for absence.
3. **Annual Development Programme:**  
Given that the Panel was required to recommend the Member Development Programme for 2005/2006, it was agreed that the two remaining Members would be sent the programme and the suggested amendments and would be asked to comment.  
  
Members discussed the additions to the programme, outlined in paragraph 6.3 of the officer report. Due to the recent changes in personnel at the Council, it was suggested that Members be provided with a contact list of officers, to include their job and Directorate. Although it was that it would be a working document, Corporate Communications were considered the appropriate division to ensure that the document remained up to date.  
  
The meeting discussed the Urban Design Workshops. Once the programme had been received from the Director of Strategy (Urban Living), it would be forwarded onto Members.  
  
It was suggested that the session on Corporate Governance Framework could be held on 23 November 2005 in exchange with the session on Traffic and Transportation, which would then be held on 15 November 2005. It was also suggested that two 'twilight' sessions on finance could be held in December 2005 in preparation for the budget.  
  
**RESOLVED:** That the Member Development Programme 2005/2006 be sent to Members of the Panel not in attendance, together with the suggested amendments, for comment.
4. **External Courses - Application and Evaluation Form:**  
The meeting agreed to ask to the remaining Members if they wished to make any amendments to the application and evaluation form. As well as consulting the Panel before being 'signed-off' by the Executive Director (Organisational Development), the Chair had also suggested that the relevant Portfolio Holder should be consulted. It was agreed that the form would be used following consultation with Members of the Panel not in attendance at the meeting.  
  
**RESOLVED:** That the application and evaluation form be sent to Members of the Panel not in attendance, for comment.
5. **Next Meeting Date:**  
The meeting noted that the next meeting of the Panel would be held on 14 September 2005.

(Note: The meeting having commenced at 6.15 pm, closed at 6.45 pm)

(Signed) COUNCILLOR ANN GROVES  
Chair

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Meeting:	Member Development Panel
Date:	14 September 2005
Subject:	Half-Year Report
Responsible Officer:	Director of People, Performance and Policy
Contact Officer:	Maggie Rees, Organisational Development Group Manager
Portfolio Holder:	Communications, Partnership and HR
Key Decision:	No
Status:	Public

### **Section 1: Summary**

This report provides a review of the 2005/06 Member Development Programme and summarises the proposed topics to the end of the Municipal Year.

### **Decision Required**

That (1) the report be noted;  
(2) the form attached at Appendix B be used to undertake evaluation and needs analysis in January 2006 in preparation for the 2006/07 Municipal Year.

### **Reason for report**

To provide the Panel with an update on the 2005/06 Member Development Programme.

### **Benefits**

Effective member development will assist to create a true learning organisation and a more business like organisation.

## **Cost of Proposals**

There are no additional financial implications and any costs will be met from existing resources.

## **Risks**

None associated with this report.

## **Implications if recommendations rejected**

N/A

## **Section 2: Report**

### Brief History

At its informal meeting on 12 April 2005, the Member Development Panel endorsed the content for the 2005/06 programme. The programme has since been slightly amended and several further amendments are proposed for the autumn. Generally, clashes with committee meetings have been avoided, which is reflected by the positive attendance levels.

At present seminars have been run on;

- Waste Management
- Local Government Finance
- People First and Urban Living Area Working
- Licensing

These seminars have been well attended and will be included as part of the evaluation for the 2005/06 programme and planning process for the induction and programme in 2006/07.

The seminar on Disciplinary and Grievance Appeals has been postponed from 26 July 2005 to 13 September 2005 in order to coincide with a scheduled Personnel Appeals Panel on 22 September. The Special Education Needs seminar has been moved to 19 September 2005. Further changes include a Code of Conduct seminar on 15 November 2005. A number of other seminars are also scheduled to occur during early 2006, including Finance, the Race Equality Scheme, Health and Safety, Corporate Governance Framework and Community Safety (revised programme set out in Appendix A).

### Options considered

N/A



### Consultation

Members and officers views were sought as part of the original process for co-ordinating the 2005/06 programme.

### Financial Implications

As set out in the 'Cost of Proposals' section.

### Legal Implications

No legal comments.

### Equalities Impact

Members are now requested to inform the co-ordinator of specific requirements at the time of booking the session and arrangements are made. A session is planned in the programme to brief members on diversity and the race equality scheme

## **Section 3: Supporting Information/ Background Documents**

Appendix A            Revised Member Development Programme 2005/06

Appendix B            2005/06 Evaluation Form

### Background papers that are available on request:

Minutes of the Member Development Panel, 8 February 2005

Notes of the informal meeting of the Member Development Panel, 12 April 2005

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## Programme 2005/2006

September 2005			
<b>13 September 2005</b>  <b>7.00 – 9.00</b>  <b>CR 6</b>	<b>Disciplinary and Grievance Appeals Procedures</b>	For all Members (targeted particularly at those on the Personnel Appeal Panel)	<b>Speaker:</b>  <b>Jon Turner</b>  <b>Jill Travers</b>
<b>19 September 2005</b>  <b>7.00 – 9.00</b>  <b>CR 6</b>	<b>Special Educational Needs</b>	For all Members	<b>Speaker:</b>  <b>Roger Rickman</b>
October 2005			
<b>27<sup>th</sup> October</b>  <b>7.00 - 9.00</b>  <b>CR 5</b>	<b>Diversity and race equality scheme</b>	For all Members	<b>Speakers:</b>  <b>Jon Turner</b>

<b>November 2005</b>			
<b>15<sup>th</sup> November</b>	<b>Code of Conduct</b>	For all members	<b>External Speaker</b>
<b>7.00 - 9.00</b>			
<b>CR 5</b>			

*Additional sessions are being planned . Possible dates are outlined below, you may want to pencil them pencil in your diaries in good time*

**23<sup>rd</sup> November 2005**

**18<sup>th</sup> January 2006**

**14<sup>th</sup> February 2006**

**27<sup>th</sup> March 2006**

*Other development activity*

**New member induction**

Much of the activity in the next six months will concern the development of the induction programme for members following the May election. All members will be asked for their views on the programme for 2006.

**e-learning**

There are a series of e-learning packages designed primarily for staff on the intranet which may be of interest to members, for example:

- Welcome to Harrow Council
- Introduction to the network
- Diversity Solution
- Data Protection

The intranet address for e-learning is:

[http://aplaws1/content/organisational\\_development/virtual-learning-resource-centre.jsp?q11n.enc=UTF-8](http://aplaws1/content/organisational_development/virtual-learning-resource-centre.jsp?q11n.enc=UTF-8)



The dates in the programme have been arranged to avoid clashes with the Council diary. However, meeting dates change and it is not always possible to re-arrange member development sessions accordingly.

Further sessions on specialist topics will be arranged throughout the year and be publicised through e-mail and paper updates to this programme.

**It is helpful for ordering refreshments if you let us know that you will be attending a session.**

If you have queries about the programme content please contact Maggie Rees on 0208 424 7542 [maggie.rees@harrow.gov.uk](mailto:maggie.rees@harrow.gov.uk) or Aileen Beaumont on 0208 424 5669 [aileen.beaumont@harrow.gov.uk](mailto:aileen.beaumont@harrow.gov.uk) or contact the internal speakers directly.

### External courses and conferences

There are some limited funds set aside for members who need to attend external courses and conferences. There is an application form attached.

If you identify a course or conference which you feel is particularly useful for your role as a Council member and where the information from the course would be of benefit to other Council members, please complete an application form form and send it to the Organisational development department.

The OD department is building a data base of effective external training providers which will be placed on the member development site on the intranet.

**Evaluation of Member Development Programme – Municipal Year 2005/2006**

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

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

**Evaluation of Programme for 2005/06 Municipal Year to date - please tick relevant boxes if you took part in the activity (NB further activities have been planned for the remainder of the Municipal Year)**

<b>Session</b>	<b>Took part</b>	<b>Met needs</b>	<b>Did not meet needs</b>	<b>Comments</b> (previous comments already noted) please indicate if you did not attend because of a clash with other meetings (If so was it council or outside body?)
Waste Management 9 June 2005				
Local Government Finance 19 July 2005				
Disciplinary/Grievance Appeals 13 September 2005				
SEN – recent developments 19 September 2005				
Diversity and Race Equality Scheme 27 October 2005				
Code of Conduct 15 November 2005				
Corporate Governance Framework				
Health and Safety 23 November 2005				

**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.**

## Member Induction

Members are invited to make comments/recommendations to assist in the planning for the Members Induction Programme in May 2006. For example, which aspects of the 2002 Induction were most effective? What has been your overall impression of the previous induction and subsequent Member Development programmes?

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## Member Development Needs 2006 >

Please let us have your requirements for the Member Development Programme (Municipal Year) 2006/07.

The following briefings have been proposed for the Members Induction programme (Municipal Year 2006/07). Please indicate if you would wish to attend a session if available

Topic	Please tick
Chairing Meetings	
Public speaking	
Members Constituency Role	
Role of Democratic Services/Corporate Governance	
Area Working in People First	
Urban Living Services	
Performance Management	
Freedom of Information	
Ethical Standards	
Harrow Strategic Partnership	
Government Policy for Local Government	
<b>What other development activities would you wish to see organised for members</b>	
Mentoring – by an experienced member, or by an external mentor	
Specific to a committee or panel	



Other - of general interest to all members	
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**Your expertise**  
What skills, experience or knowledge of your current (or past) roles would be of benefit to others?

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Would you be prepared to share these with other less experienced Members?

Yes  No

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

**Thank you for taking the time to complete this questionnaire.**

**Please return this form by Friday 17<sup>th</sup> March 2006 to:**

Nick Wale (Committee Administrator)  
Legal Services  
Democratic Services  
First Floor  
Room 143  
Civic Centre

**The results of this questionnaire will form the basis of the Member Development Programme (Municipal Year) 2006/07.**

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Meeting:	Member Development Panel
Date:	14 September 2005
Subject:	Members Induction 2006
Responsible Officer:	Director of People, Performance and Policy
Contact Officer:	Maggie Rees, Organisational Development Group Manager
Portfolio Holder:	Communications, Partnership and HR
Key Decision:	No
Status:	Public

### **Section 1: Summary**

#### **Decision Required**

- That (1) the Panel note the report;
- (2) Members are invited to advise the officer working group on the content and format of the induction programme;
- (3) Members are asked to comment and make suggestions on the 'Who's Who' guide attached at Appendix B; and
- (4) Members are asked to comment and make suggestions on the Draft Members Handbook attached at Appendix C.

#### **Reason for report**

To brief Members on the preparations for the Member Induction Programme and to invite comments on the content and format of the induction programme.

#### **Benefits**

By recommending compulsory training the Council would facilitate a more efficient decision-making process.

To ensure that Member induction is a Member-led process.

## Cost of Proposals

Additional Officer time, production of materials and costs of events themselves are estimated at £30,000. These costs would be equally spread over two financial years. Costs incurred in 2005/06 can be contained within the estimates for the year. Costs for 2006/7 would be included in the proposals for the budget for 2006/7.

## Risks

None associated with this report

## Implications if recommendations rejected

N/A

## Section 2: Report

### Background

A programme of induction activities was provided for Members for the first time following the 2002 elections. The programme was well received and recognised to be a major step forward in member development, but evaluations highlighted a number of areas for improvement.

### Initial Preparations

Initial preparation has begun on the Members Induction Programme, which will follow the Borough Elections in May 2006. The programme will aim to provide new and existing Members with the skills and knowledge required for their representative, scrutiny, specialist and executive roles.

An officer from Democratic Services has been seconded to the Organisational Development team on a part-time basis for a three month period to co-ordinate the preparations.

### Topics for the programme

The 2002 induction programme and the subsequent Member Development Programme for 2002/03 included a series of seminars/briefings. A list of those seminar subjects is attached at Appendix A.

Directors have been asked to suggest seminar subjects for inclusion in the 2006 induction and the subsequent 2006/07 programme. The responses to date are also attached at Appendix A.

### Who's Who Guide to Harrow Council

At the meeting on 8 February 2005, the Panel discussed the inclusion of a 'Who's Who' guide to the Council in the induction pack for 2006. A draft version of part of the Business Development directorate is attached at Appendix B.

A working group of officers is being established to develop plans for the induction programme, under the direction of the Member Development Panel. Officers from OD, Corporate Governance, HITS, and Scrutiny will be involved in the group. The Working Group will be writing to Members to ask for suggestions of subjects in the induction programme and the 2006/07 programme.

### Training: Compulsory, Highly Recommended & Recommended for Development Purposes

Cabinet at its meeting on 23 June 2005, asked the Member Development Panel to consider which member development should be compulsory for which Members. The Panel may wish to consider member development activities under three categories: compulsory, highly recommended and recommended for development purposes.

Currently, training for the Development Control Committee is compulsory for all Members (and Reserves) of the Committee, as agreed at the Council meeting on 21 October 2004. It is also the Council's practice that all Members of the Licensing Panel attend training before serving on a Panel. Members are also encouraged to attend training on the Code of Conduct, although this is not mandatory.

Highly recommended training activities might include:

- planning training for all Members
- licensing training for all Members
- local government finance
- Freedom of Information
- Health and Safety
- Representing the Council on an outside body
- Personnel Appeals Panel (for Members of the Panel)
- Social Services Appeals Panel (for Members of the Panel)

Members should be encouraged to take part in all other training and development activities at every opportunity for their own development purposes.

Creative approaches to compulsory training will need to be developed if the Council wishes to ensure smooth business operations at the start of the Municipal year. A more detailed review of which training should be compulsory for Members will be considered at the Panel's next meeting in November 2005.

### Options considered

N/A

### Candidate Training

The Panel's views are sought on providing candidates with an introduction to the Council prior to the election in May. This could involve briefings on the functions of a Local Authority and the Councillors role within the organisation. This might include a session/display for candidates, which would provide a practical example of how to deal with the paperwork that a Member is likely to receive. The Group Offices have indicated that candidates will be selected by the New Year.

### A welcome evening for all Councillors

The welcome evening in 2002 was appreciated, however, Members felt that there were too many activities taking place at one time and a tighter structure to such an event would improve the experience. Another option might be a series of events in the two weeks following the election.

### Consultation

Directors have been asked to suggest subjects for briefings/seminars as part of the induction programme. Members will also be contacted to suggest subjects that should be included in the induction programme.

### Financial Implications

As set out in the 'Cost of Proposals' section.

### Legal Implications

No legal comments.

### Equalities Impact

An impact assessment will be conducted by the working group as part of the planning for the induction programme.

## **Section 3: Supporting Information/ Background Documents**

### Appendices

Appendix A	List of Seminar Subjects/Events
Appendix B	Who's Who Guide to Harrow Council
Appendix C	Draft Members Handbook May 2006

### List of Seminar Subjects/Events

The following list includes the events and seminars that formed part of the 2002 Induction Programme:

- Welcome Evening
- Tour of the Borough/Civic Centre
- Councillors Code of Conduct
- Planning
- Scrutiny/backbenchers
- IT Update
- Members role as a Ward Councillor
- Managing paperwork
- Local Government Finance
- Local Government Legislation
- The Harrow Partnership
- Representing the Council on an Outside Body
- Housing and Environmental Health Services
- Charing Meetings

Directors have been asked to suggest further subjects and the responses received to date are listed below:

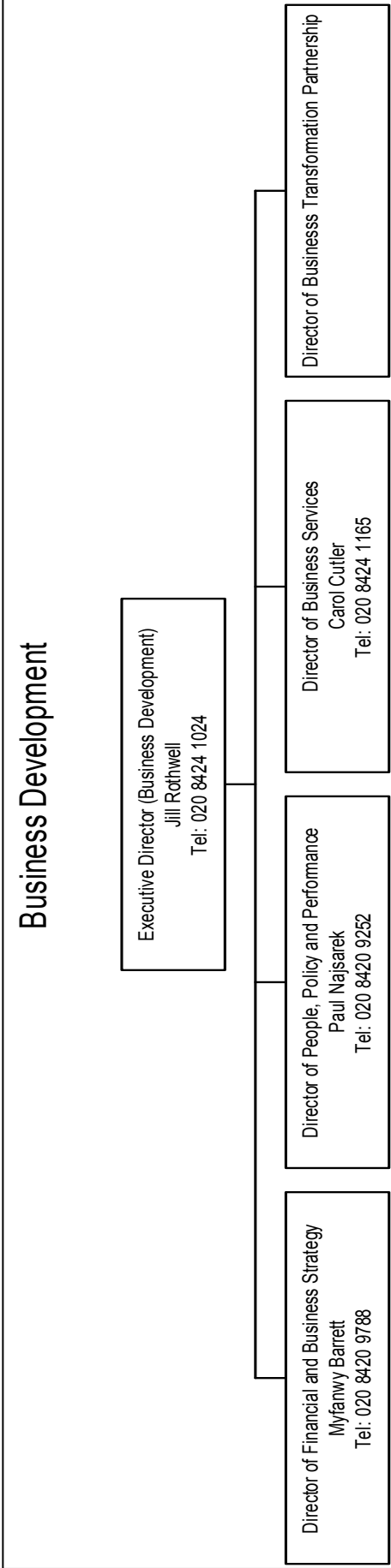
- Role of the Audit Committee (for Committee Members)
- Charing Meetings
- Public speaking
- Members Constituency Role
- Role of Democratic Services/Corporate Governance
- Area Working in People First
- Urban Living Services
- Performance Management
- Freedom of Information
- Ethical Standards
- Harrow Strategic Partnership
- Government Policy for Local Government

Other possible subjects include:

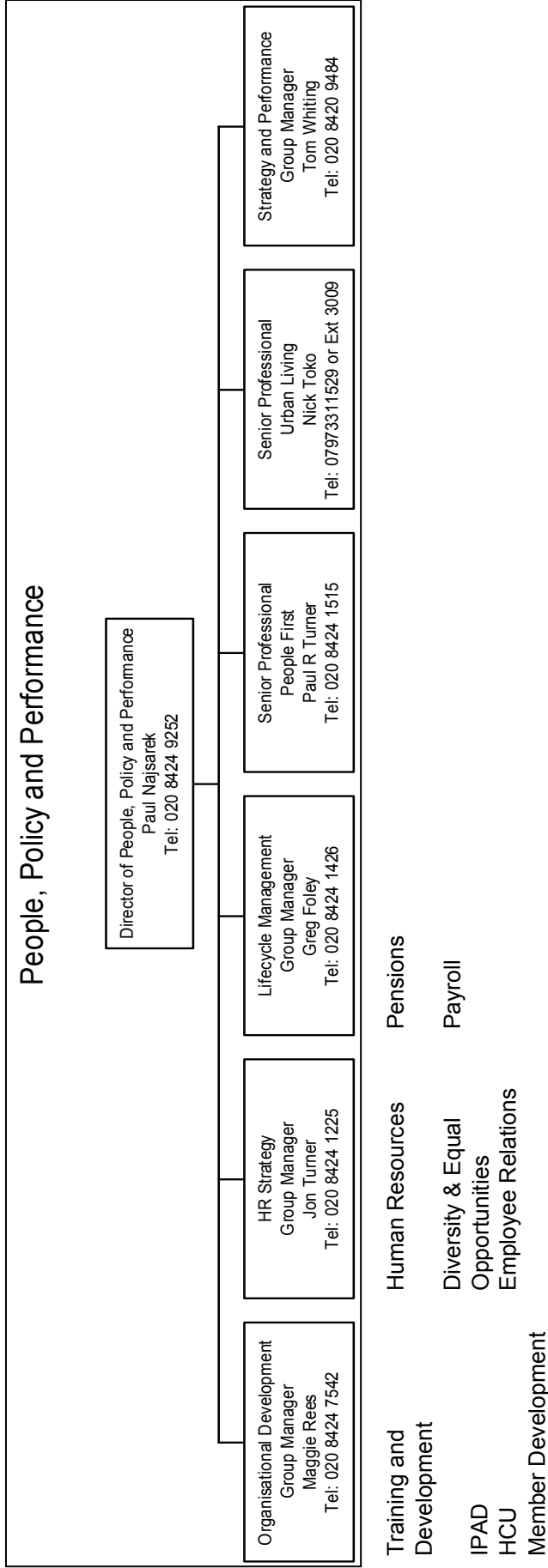
- Licensing training
- Personnel Appeal Panel Training
- Directorate Overviews
- Work-life balance
- Executive Member Training
- Leadership in the Community
- Business Transformation Partnership
- Risk Management

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**MEMBERS HANDBOOK**

**MAY 2006**

## INTRODUCTION

The aim of this booklet is to provide an overview of the administrative arrangements designed to help you fulfil your role as a Councillor. It cannot hope to give you the answer to every question you may have, but if you feel we have missed something important please let us know so that we can include it in the next edition of this booklet.

## SECRETARIAL SUPPORT

The political Group Offices are located on the first floor of the Civic Centre. The Group offices provide the following support to Members:

- Typing, faxing and photocopying
- Receiving incoming telephone calls on behalf of Councillors
- Initiating correspondence on behalf of Councillors

There is also a photocopying machine in room 135 on the first floor for Members to use for Council business. This machine operates by keying in a code number. The respective party codes may be obtained from the group secretariats.

By law, secretarial services, photocopying, telephones and other resources must not be used for work of a party political nature. The service is not provided for any form of Ward, Party work or electioneering or on behalf of any other body.

### GROUP OFFICE CONTACT NUMBERS:

**Conservative Group Office**, Room 107, Civic Centre

Tel: 020 8424 1236 (or x2236), 020 8424 1942 (or x2942), 020 8424 1852 (or x2852)

**Labour Group Office**, Room 102 Civic Centre

Tel: 020 8424 1897 (or x2897), 020 8424 1337 (or x2337)

**Liberal Democrat Group Office**, Room 112 Civic Centre

Tel: 020 8424 1998 (or x2998), 020 8424 1404 (or x2404)

## MAIL BOXES

Democratic Services provide, for those Councillors who need it, a black secure mailbox for the delivery of Council mail. If you would like to use this facility please phone Linda Bradford/Angela Pedersen in Democratic Services on 020 8424 1263/1277 who will arrange for you to have a mailbox installed.

## COUNCILLORS POST/GREEN POSTAL BAGS

Democratic Services will provide you with three Green Postal Bags for the delivery and return of any Council mail to and from your home address.

Council mail may also be posted through the letterbox at the **First Floor Reception** at any time. Please keep all three Green Bags in circulation, as using envelopes can be costly.

Delivery of Council mail will be by Council courier in the 'green bag' three times per week, on **Tuesday AM, Thursday AM and Friday PM**. All Council Committee papers and other correspondence to Members are sent through this system. Post is also distributed at Council/Committee meetings. The Green Bag may also be used by Members to return mail to the Council. Additional deliveries may be arranged where necessary (Your Group Office can provide a charge code for this service). The green bags are often very bulky and if as a result the mail cannot be posted a green slip will be posted indicating the mail will be returned to the Civic Centre and sent out on the next delivery day. On Fridays undelivered mail will be left at main reception for collection by the relevant Councillor.

### **CONFIDENTIAL PAPERS/RECYCLING WASTE**

Democratic Services provide a collection service for all waste Agenda/Council papers and will issue you with white confidential waste bags as required. When the bag is full please inform Linda Bradford or Angela Pedersen in Democratic Services on 020 8424 1263/1277, who will arrange for its collection during a mail delivery.

Brown recycling sacks are also provided in all Group Offices for recycling non-confidential paper.

### **FEMALE MEMBERS CLOAKROOM FACILITIES**

There is a Lady Members Cloakroom facility on the first floor with a digital keypad security lock. The code for the keypad is C1627. Twenty lockers can be found within the washroom and to obtain your locker key please contact Linda Bradford/Angela Pedersen at the First Floor Reception.

### **MEMBERS' LIBRARY**

There is a small library for Members' use situated on the First Floor, Civic Centre, Room 114. Documents for **viewing only** are kept and must not be removed from the library. Democratic Services also have a range of monthly Journals. A desk and telephone (ext. 2931) are also provided for your use.

### **MEMBERS' PARTICULARS**

Upon your election you will be given a yellow form headed **Members' Particulars**. This form is **Urgent** and should be completed and returned in full immediately to Linda Bradford/Angela Pedersen in Democratic Services (First floor reception). The information on this form is used to complete the Democratic Services database for

address labels and contact lists for Council officers and members of the public. Please remember to tell us if any of these details change.

You will also receive two forms that are urgently required by the Council Payroll Office so that you can be paid your allowances. The two forms are a request for your personal details, including banking details and a P46 form to be completed for the Tax Office. Please return both of these forms to Payroll Office (3<sup>rd</sup> Floor South Wing, Civic Centre) as soon as you can.

## **ID CARDS/CAR PARKING PASSES/ACCESS CONTROL CARDS**

Two passes, one for access to the Civic Centre offices and one to gain entry to a Car Park, will be issued at the 'Members' Welcome Evening. Alternatively, they can be issued via your Group Office.

## **MEMBERS' ALLOWANCES**

The Council adopts a Scheme for the payment of allowances to Councillors each year before 31st March. The Scheme may be changed at any time. (See the full Members' Allowances Scheme in Part 6 of the Constitution for current rates of allowances.)

All Councillors are paid a Basic Allowance, which includes an amount calculated to cover in-borough travel. Those Councillors with particular additional responsibilities (e.g. Chairs of Committees, Portfolio Holders) also receive a Special Responsibility Allowance. After you have completed the relevant forms, these allowances will be paid automatically without a claim being made. Councillors may forgo their allowances. If you wish to forgo your allowances, please contact Kate Boulter (Democratic Services, 020 8424 1269) for an 'opt out' form.

If you have to travel outside the borough on Council business, you can claim for travel and subsistence (see the full Members' Allowances Scheme in Part 6 of the Constitution for approved duties).

Councillors with dependent relatives may also claim for the costs of requiring a hired in alternative carer. The allowance is subject to a maximum level and is not payable if the alternative carer is a member of your family. (See the full Members' Allowances Scheme in Part 6 of the Constitution for approved duties for which allowances can be claimed) An example form and conditions are included at the end of this pack.

Claim forms for travel and subsistence and the Carers allowances are available from **Kate Boulter, Democratic Services Room 139 or Tel: 020 8424 1269 (or x2269).**

If you need to claim for one of these allowances, do so promptly and in any event within 2 months of the duty for which the allowance is being claimed. The timetable for submission of claims is as follows:



<b>CLAIMS PERIOD</b>	<b>CLAIM FORMS TO BE RETURNED TO CORPORATE SERVICES BY</b>
MAY	To be confirmed
JUNE	To be confirmed
JULY	To be confirmed
AUGUST	To be confirmed
SEPTEMBER	To be confirmed
OCTOBER	To be confirmed
NOVEMBER	To be confirmed
DECEMBER	To be confirmed
JANUARY	To be confirmed
FEBRUARY	To be confirmed
MARCH	To be confirmed
APRIL	To be confirmed

Note: Basic and In-Borough Travel and Subsistence Allowances, together with any payment for a Special Responsibility Allowance is paid currently without any requirement to claim.

You will be paid your allowances by credit transfer direct to your bank account on 25<sup>th</sup> of each month or the preceding working day if this falls on a weekend or bank holiday. A payslip will be delivered to you via the Councillors' post system before payday.

## **YOUR RIGHTS AND RESPONSIBILITIES AS A MEMBER**

As a Councillor you have many rights (for example, to information) and responsibilities (for example, to declare your interests). Information about these issues can be found as follows:

<b>Information about.....</b>	<b>Where can I find it?</b>
Access to Information/Agendas and reports	Council Constitution Part 4 and special briefings/guidance notes (how to request a particular agenda is covered later in this guide)
Members' Interests/Register of Interests	Information pack issued with induction material
Code of Conduct	Constitution and guidance from the standards committee
Procedures at Meetings	Constitution Part 4
Dispensations	Guidance from the Standards Committee

## **DEALING WITH THE MEDIA**

The Council's Communications Unit deals with media queries relating to the Council. If an enquiry requires a comment/statement from a Member or Portfolio Holder a Communications Officer will contact the Member concerned. Any media queries that have political connotations will be referred directly to the relevant group office.

## **REFRESHMENTS**

Tea and coffee is provided at approximately 9.00pm for Councillors at evening Council, Cabinet and Development Control meetings (but not generally at subsidiary body meetings e.g. Panels, etc). In addition, Councillors can order a cold meal if coming to a meeting straight from work (you will have to pay for this). Details of this service are available from the Catering Manager (020 8424 1062 or Ext. 2062).

## **IT EQUIPMENT AND TELEPHONES**

A guide to the availability and rules relating to Councillors use of Council provided IT equipment and telephones will be provided to you separately.

## **WARD SURGERIES**

Ward surgeries are arranged by your political party.

## **USE OF COUNCIL ROOMS**

There are six Committee Rooms that can be booked by Councillors without charge, but **only** for meetings for business directly related to their work as a Councillor. Room bookings for party political meetings must be handled through the political group office. Room bookings for private purposes can be made and will be charged at the usual rate. Further details on room bookings and the associated costs are available

from Linda Bradford/Angela Pedersen in Democratic Services on 020 8424 1263/1277.

## **COMPLAINTS PROCEDURES**

All Departments operate their own complaints procedures. Whilst the procedures are similar the nature of the services being dealt with are very varied and some require slightly different arrangements. The relevant Director or Head of Service can provide further information.

## **THE DEMOCRATIC SERVICES SECTION**

The Democratic Services Section is part of the Legal Services Department. The section provides an effective system of administration to assist the making and implementation of decisions by the Council, Cabinet and other Committees and Panels through the preparation and despatch of agendas and the minuting of meetings. It is the section's responsibility to ensure that all decisions of the Council, Executive and associated bodies are accurately recorded and published and that the officers responsible are advised of the action required to be implemented.

The list of Democratic Services officers set out below shows who you should contact for further information about a particular Member level body. For assistance on any query about Council, Executive or Committee procedures, standing orders or the law relating to local authority meetings, please feel free to contact the relevant Democratic Services officer. An organisation chart for the Section is also attached (to follow).

## **TIMETABLING OF MEETINGS**

A function of the Corporate Governance section is to arrange the scheduling of Member level meetings. Before the beginning of each Municipal Year, Cabinet approves a calendar of meetings for the forthcoming Municipal Year. It is inevitable that dates of meetings will sometimes have to be changed. As there are often more meetings than dates available there are frequently two or more meetings taking place on the same evening. While efforts are made to avoid Councillors being "double booked", this does sometimes occur where memberships overlap. To help deal with this, reserve Councillors are appointed for all committee meetings, except Cabinet (see Procedure rules for Committees in Part 4 of the Constitution).

The timetable seeks to avoid meetings being held on a Friday and on days on which religious festivals may obviate a Member's attendance.

## **DISTRIBUTION OF AGENDAS**

Agendas for Committees will automatically be sent to all the members of that Committee. A Councillor may receive agenda papers for meetings for which he or she is not a member. Soon after the membership of all Member level bodies has been determined by Council and Cabinet, a questionnaire will be given to all Councillors asking them to indicate which papers they would like to receive. Some restraint is requested not just because of cost but also because you may find you cannot read it all. The request can be changed at any time by telling a member of the Democratic

Services Section. All agendas and minutes will also be available on the Council's intranet and internet sites.

A weekly list of all meetings is sent to all Members at the end of the preceding week. This will be inclusive of all formal Member level meetings. It also enables Members to know of those meetings that meet on an ad hoc basis and for which there is no programme of dates.

Preparation of agendas and despatch of reports are co-ordinated by the Democratic Services Section. In accordance with statutory requirements, all agendas for meetings open to the public will be circulated at least 5 clear working days before a meeting. Supplemental agendas may be issued after that date.

## **MINUTES/DECISION NOTES**

Officers in Democratic Services prepare minutes of all Member-level meetings. No transcript of the deliberations of meetings is taken. The primary purpose of the minutes is to record the decisions taken. A brief preamble is usually all that accompanies the recorded decision.

The results of votes taken are not recorded but any Councillor wishing to have a record in the formal minutes of his or her decision can request this. A request for such a record to be noted in the minutes must be made at the time that the decision is made.

Draft minutes are shown to the Chair for information. The Director of Legal Services retains responsibility for their accuracy.

Where the power to take the decision rests with the parent body, then the Committee or subsidiary body will make a recommendation to that body. This will normally be accompanied by a longer and more comprehensive preamble to assist the parent body to consider the recommendation. Recommendations to a parent body are always set out in the first part of the minutes and are followed by the minutes.

The Minutes of Council and Committees are published on a monthly basis in the 'Council, Cabinet and Committee Minutes Volume,' which is circulated to all Members.

Decisions made at Cabinet meetings and by individual portfolio holders will be published when appropriate, to allow the effective operation of the call-in procedure (see Part 4F of the Constitution).

A minor correction to the minutes, if not contentious, can be agreed by the committee/panel at the next meeting.

## **DECLARATIONS OF INTEREST AT MEETINGS**

Your Standards Pack sets out your responsibilities in relation to your Standards of behaviour and when you must declare an interest. If you have to declare an interest at a meeting, you should first declare whether it is a personal or prejudicial interest and then declare the nature of that interest so that both can be recorded in the minutes.

This list is subject to change during May/June 2006

<b>DEMOCRATIC SERVICES OFFICER CONTACT FOR THE COUNCIL'S MEMBER LEVEL COMMITTEES</b>
--

<b>1. COUNCIL</b>	
<b>2. CABINET</b>	
<p>Best Value Advisory Panel          Better Government for Older People Panel          Budget Review Working Group          Education Admissions and Awards Advisory Panel          Grants Advisory Panel          Harrow Business Consultative Panel          Housing Improvement Options Advisory Panel          New Harrow Project Panel          Publications Advisory Panel          South Harrow Study Panel          Strategic Planning Advisory Panel          Supporting People Panel          Town Centre Project Panel          Traffic Advisory Panel          Wealdstone Regeneration Panel</p>	
<b>3. CONSULTATIVE FORUMS</b>	
<p>Community Consultative Forum          Education Consultative Forum          Employees' Consultative Forum          Harrow Admissions Forum          Tenants' and Leaseholders' Consultative Forum</p>	
<b>4. AUDIT COMMITTEE</b>	
<b>5. DEVELOPMENT CONTROL COMMITTEE</b>	
<b>6. LICENSING AND GENERAL PURPOSES COMMITTEE</b>	
<p>Chief Officer Appointments Panel          Early Retirement Sub-Committee          Education Awards Appeals Panel          Licensing Panel          NNDR Discretionary Rate Relief Appeals Panel          Pension Fund Investments Panel          Personnel Appeals Panel          Social Services Appeals Panel</p>	

<b>7. OVERVIEW AND SCRUTINY COMMITTEE</b>	
Environment and Economy Scrutiny Sub-Committee Health and Social Care Scrutiny Sub-Committee Lifelong Learning Scrutiny Sub-Committee Strengthening Communities Scrutiny Sub-Committee Call-in Sub-Committee	
<b>8. SCHOOL ORGANISATION COMMITTEE</b>	
<b>9. STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION</b>	
<b>10. STANDARDS COMMITTEE</b>	
Member Development Panel	
<b>11. MISCELLANEOUS</b>	
Education Appeals Panel Harrow on the Hill Forum Harrow Strategic Partnership Board Harrow Strategic Partnership Executive Harrow Town Centre Steering Group Open Budget Steering Group Trading Standards Consortium Harrow Police and Community Consultative Group Independent Custody Visitors Panel	

## KEY

<b><u>DEMOCRATIC SERVICES OFFICERS</u></b>	
Claire Vincent Democratic and Practice Manager Room 115a	Tel: 020 8424 1637 Email: <a href="mailto:claire.vincent@harrow.gov.uk">claire.vincent@harrow.gov.uk</a>
Alison Brooker Room 147	Tel: 020 8424 1266 Email: <a href="mailto:alison.brooker@harrow.gov.uk">alison.brooker@harrow.gov.uk</a>
Michelle Fernandes Room 143	Tel: 020 8424 1542 Email: <a href="mailto:michelle.fernandes@harrow.gov.uk">michelle.fernandes@harrow.gov.uk</a>
Daksha Ghelani Room 145	Tel: 020 8424 1881 Email: <a href="mailto:daksha.ghelani@harrow.gov.uk">daksha.ghelani@harrow.gov.uk</a>
Kate Boulter Room 139	Tel: 020 8424 1269 Email: <a href="mailto:kate.boulter@harrow.gov.uk">kate.boulter@harrow.gov.uk</a>
Laura Kell Room 143	Tel: 020 8424 1265 Email: <a href="mailto:laura.kell@harrow.gov.uk">laura.kell@harrow.gov.uk</a>
Zoe Crane Room 139	Tel: 020 8424 1883 Email: <a href="mailto:zoe.crane@harrow.gov.uk">zoe.crane@harrow.gov.uk</a>
Nick Wale Room 143	Tel: 020 8424 1323 Email: <a href="mailto:nick.wale@harrow.gov.uk">nick.wale@harrow.gov.uk</a>
Sam Challis Room 145	Tel: 020 8424 1785 Email: <a href="mailto:sam.challis@harrow.gov.uk">sam.challis@harrow.gov.uk</a>
James Chamberlain Room 139	Tel: 020 8424 1264 Email: <a href="mailto:james.chamberlain@harrow.gov.uk">james.chamberlain@harrow.gov.uk</a>
<b><u>Administration</u> (Education Appeals/Members' Post Dispatch)</b>	
Linda Bradford First floor reception	Tel: 020 8424 1263 Email: <a href="mailto:linda.bradford@harrow.gov.uk">linda.bradford@harrow.gov.uk</a>
Angela Pedersen First floor reception	Tel: 020 8424 1277 Email: <a href="mailto:angela.pederson@harrow.gov.uk">angela.pederson@harrow.gov.uk</a>





**LONDON BOROUGH OF HARROW**

**APPLICATION FOR CARERS' ALLOWANCE**

COUNCILLOR..... Name of Dependent(s) ..... Relationship to Dependent(s) .....

Duty	Date	Length of Duty (To nearest ½ hour)	Meeting of Unpredictable Length <i>(If note 3 overleaf applies, please state carer's contracted hours; for daytime quasi-judicial meeting state officer's estimate of length)</i>	Number of Hours Claimed	Amount Claimed £	Is Claim for Specialist/ Professional Care Yes/No	Signature of Carer Confirming Details of Care Provided & Receipt of Payment Indicated
<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div>							

**Declaration:** I have read the Conditions of the Scheme printed on the reverse of this form and declare that to enable me to perform the above Approved Duty/Duties it was necessary to provide care for the dependent relative(s) named.

**Signed** ..... **Date** .....

**[An invoice is also needed to claim for specialist, professional care.]**

**This form, duly signed should be sent to Lorna Pitt, Corporate & IT Services, Room L28.**



## **CONDITIONS FOR THE OPERATION OF THE CARERS' ALLOWANCE SCHEME**

1. The allowance shall be payable only for the following approved duties.
  - A meeting of the executive.
  - A meeting of the committee of the executive.
  - A meeting of the authority.
  - A meeting of a committee or sub-committee of the authority.
  - A meeting of some other body to which the authority make appointments or nominations, or
  - A meeting of a committee or sub-committee of a body to which the authority make appointments or nominations.
  - A meeting which has both been authorised by the authority, a committee, or sub-committee of the authority or a joint committee of the authority and one or more other authorities, or a sub-committee of a joint committee and to which representatives of more than one political group have been invited (if the authority is divided into several political groups) or to which two or more councillors have been invited (if the authority is not divided into political groups).
  - A meeting of a local authority association of which the authority is a member.
  - Duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
  - Duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises.
  - Duties undertaken on behalf of the authority in connection with arrangements made by the authority for the attendance of pupils at a school approved for the purposes of section 342 of the Education Act 1996.
2. (i) The maximum basic rate of payment to be £2.50 per half hour for the duration of the approved duty being the duration of the meeting and the Members' reasonable travelling time, together with the carers' reasonable travelling time [except where the employment of a professional carer is required for a specialist need in which case (ii) below applies].

- (ii) Where a professional carer is required to meet a specialist need (e.g., a nurse for an elderly person) then actual costs will be paid **on receipt of an invoice.**
  - 3. Where the length of a meeting cannot be predicted and payment to the carer is necessarily contractually committed, payment of up to four hours will be made. (For small quasi-judicial bodies, payment of up to eight hours for daytime meetings, based upon the lead officer's estimation of the time required for the meeting, will be made).
  - 4. In addition, the reasonable travelling expenses of the person taking care of the dependent shall be reimbursed either at the appropriate public transport rate or, in cases of urgency or where no public transport is available, the amount of any taxi fare actually paid.
  - 5. The allowance is not to be paid where the carer is a member of the Member's household.
  - 6. Members are required to specify the name of and their relationship to the dependent and **a receipt** confirming that the carer has received the payment **must be submitted.**
- (Incorporated into Members' Allowance Scheme 10.5.2001).

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**LONDON BOROUGH OF HARROW**

**MEMBER DEVELOPMENT PANEL**

**14 SEPTEMBER 2005**

**Member Training: Reference from Cabinet Meeting held on 23 June 2005**

The Director of Financial and Business Strategy introduced the report attached at Appendix 1 and also referred to the reference from the Audit Committee (Appendix 2 refers).

Members were in agreement that whilst training should be available to all Members of the Council, it need not be mandatory except in respect of the quasi-judicial bodies such as the Development Control Committee and the Licensing Panel. A Member pointed out that it was also essential for officers to present reports in lay person language and that this would become even more challenging following the May 2006 local elections which might bring in new Councillors.

The Portfolio Holder for Communications, Partnership and Human Resources, in her capacity as a Member of the Member Development Panel, explained why it would be difficult to make training compulsory. She informed Members that the Member Development Panel would be preparing a full programme of training for Members.

**RESOLVED:** (1) To note the reference from the Audit Committee;

(2) that the reference be submitted to the Member Development Panel for consideration.

**Reason for Decision:** To improve governance arrangements.

**FOR CONSIDERATION**

**Background Papers**

1. Minutes of Cabinet meeting held on 23 June 2005

2. Report of the Director of the Director of Financial and Business Strategy considered by Cabinet on 23 June 2005. Reference from the Audit Committee considered by Cabinet on 23 June 2005.

Contact: Daksha Ghelani, Democratic Services, Legal Services Division.  
Tel: (Direct Line) 020 8424 1881. E-mail: [daksha.ghelani@harrow.gov.uk](mailto:daksha.ghelani@harrow.gov.uk)





## APPENDIX 1

Meeting:	Cabinet
Date:	23 June 2005
Subject:	Reference from Audit Committee on Member training
Responsible Officer:	Director of Financial and Business Strategy
Contact Officer:	Myfanwy Barrett
Portfolio Holder:	Sanjay Dighe
Key Decision:	No
Status:	Part 1

### **Section 1: Summary**

#### **Decision Required**

1. To note the reference from the Audit Committee.
2. That the Reference from the Audit Committee be submitted to the Member Development Panel for consideration.

#### **Reason for report**

Requested by Audit Committee

#### **Benefits**

Improved governance arrangements.

## **Cost of Proposals**

Small costs associated with additional training for Members.

## **Risks**

Training becomes too onerous.

## **Implications if recommendations rejected**

Views of Audit Committee will not have been supported by Cabinet.

## **Section 2: Report**

### **Brief History**

1. At its meeting on 10 May the Audit Committee considered a report on Corporate Governance. The report (Appendix 1) highlighted “The Good Governance Standard for Public Services.”
2. This report aimed to
  - Set out the Council’s governance framework using the six core principles established in the new standard
  - Identify progress made in 2004/05
  - Explain the relationship between the framework and the Statement on Internal Control
  - Update the Committee on progress against areas identified in the 2003/04 Statement of Internal Control
  - Outline the proposals for future work
3. The new standards includes a reference to:

“Making sure that Councillors have the skills, knowledge and experience they need to perform well “
4. The Audit Committee discussed this issue and reflected on the current Member Development Programme. It was noted that at present there is compulsory training for members of the Development Control Committee and there has been specific training for licensing. However, membership of other committees is not dependent on undertaking training.
5. With this in mind Audit Committee framed the reference to Cabinet as attached at Appendix 2. Their aim was to secure the support of all three party groups.

Options considered

N/A

Consultation

N/A

Financial Implications

No significant financial implications.

Legal Implications

Appointments to individual committees are made by each political party. In the circumstances, co-operation of the parties is required to ensure that members are fully trained before attending these committees.

Equalities Impact

No direct impact.

**Section 3: Supporting Information/Background Documents**

Appendices

Appendix 1 – Report considered by the Audit Committee (circulated in the Cabinet Supporting Documents Pack)

Appendix 2 – Reference from Audit Committee

**LONDON BOROUGH OF HARROW**

**CABINET**

**23 JUNE 2005**

**Reference from the Meeting of the Audit Committee held on 10 May 2005: Corporate Governance.**

1. At its meeting on 10 May 2005, the Audit Committee received a report of the Director of Corporate Governance which updated the Committee on the Council's governance framework.
2. Following discussion, it was agreed that a reference be made to the Cabinet asking that the Cabinet consider that the mandatory training provided to Members of the Development Control Committee and Licensing Panel be rolled out to all committees. All Members who wished to sit on committees should be required to participate in compulsory training about the committees' activities. The training scheme could be implemented after the local elections in 2006. The Committee hoped that all three parties could agree the initiative.
3. **RESOLVED:** the Cabinet be asked to consider that all Council Members receive compulsory training regarding the activities of a body prior to taking up service and that this be implemented after the elections in 2006

**FOR CONSIDERATION**

Background Papers: Minute 46 of the Audit Committee's meeting on 10 May 2005

Contact: Gertrud Malmersjo, Democratic Services, Tel: 020 8424 1785

## APPENDIX 2

### LONDON BOROUGH OF HARROW

#### CABINET

23 JUNE 2005

#### Reference from the Meeting of the Audit Committee held on 10 May 2005: Corporate Governance.

1. At its meeting on 10 May 2005, the Audit Committee received a report of the Director of Corporate Governance which updated the Committee on the Council's governance framework.
2. Following discussion, it was agreed that a reference be made to the Cabinet asking that the Cabinet consider that the mandatory training provided to Members of the Development Control Committee and Licensing Panel be rolled out to all committees. All Members who wished to sit on committees should be required to participate in compulsory training about the committees' activities. The training scheme could be implemented after the local elections in 2006. The Committee hoped that all three parties could agree the initiative.
3. **RESOLVED:** the Cabinet be asked to consider that all Council Members receive compulsory training regarding the activities of a body prior to taking up service and that this be implemented after the elections in 2006

#### **FOR CONSIDERATION**

Background Papers: Minute 46 of the Audit Committee's meeting on 10 May 2005

Contact: Gertrud Malmersjo, Democratic Services, Tel: 020 8424 1785

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