

## MEMBER DEVELOPMENT PANEL

8 NOVEMBER 2005

Chair: \* Councillor Ann Groves

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

\* Denotes Member present

**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**156. **Attendance by Reserve Members:**

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

157. **Declarations of Interest:**

**RESOLVED:** To note that there were no declarations of personal or prejudicial interests made by Members of the Panel arising from the business transacted at this meeting.

158. **Arrangement of Agenda:**

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

159. **Minutes:**

**RESOLVED:** That (1) the minutes of the meeting held on 8 February 2005, having been circulated, be taken as read and signed as a correct record;

(2) the signing of the minutes of the meeting held on 14 September 2005 be deferred until printed in the next Council Bound Minute Volume.

160. **Public Questions:**

**RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.

161. **Petitions:**

**RESOLVED:** To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.

162. **Deputations:**

**RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 16.

163. **Member Induction 2006:**

The Panel considered a report of the Director of People, Performance and Policy which provided Members with a draft outline programme for Member Induction in 2006 for their comment. An updated version of Appendix A to the report was tabled. An officer informed the Panel that the draft programme would be considered at the Corporate Management Team meeting and Members requested that they be informed if any subsequent amendments were made.

Members were requested to comment on the proposal to produce a DVD as part of the Member Induction Pack. Members wanted the DVD to be included in the Welcome Pack and also put on the website and intranet. Members requested that the DVD focus specifically on the aims and objectives that had already been agreed by the Panel, and that it should be a resource for newly elected Members and targeted at this audience rather than outside organisations. The DVD would need to include the level of detail necessary for a newly elected Member. Concerns were raised about budgetary implications should the DVD be used as a general resource and it was suggested that anyone who wished to receive a copy of the DVD who was not a newly elected Member would have to pay for it.

Members discussed the content of the Draft Outline Member Induction Programme. The following issues were raised regarding the Welcome Night on 8 May 2006:

#### Who's Who

It was reported that this would provide an opportunity for Directors to introduce themselves, both verbally on the night and in written form in the Welcome Pack. The Directorates would also have stands and there would be an introduction in the Council Chamber and small workshops. A Member commented that there should be displays on the Business Transformation Partnership, the Scrutiny function and Communication. Members suggested that the welcome in the Council Chamber take place at 7.30pm, and that the evening start at 6.30pm, from which time Members could have their photographs taken and robes collected in order to reduce the queues later in the evening.

#### Structure of Council

An officer explained that it was important for Members to be informed on the decision-making structure as well as the organisational structure.

#### Communications (internal and external)

An officer explained that it was important to explain how the Council would communicate with Members and how Members should respond to telephone calls. A Member suggested that officers from IT be present to provide information on the use of the intranet and email.

#### Councillor/Officer Role

It was suggested that this session include advice on responsibilities and behaviour of Councillors and therefore should be Member-led. It was suggested that a 'buddy system' whereby Directors and Officers would assist new Members could be set up.

The following issues were raised regarding the 'Getting to Know Your Borough' week:

#### Tours

An officer advised that the tours being offered were primarily for newly-elected Members but that all Members would be welcome. A Member commented that the Borough tours should include outlying offices. A Member who had been on the HITS Tour recommended this tour but commented that numbers should be limited to a maximum of five people at any one time.

#### Signage

Members commented that signage in the Civic Centre was insufficient and asked an officer to inform the Corporate Management Team meeting that the Panel would strongly endorse corporate signage.

#### Harrow Tourism

A Member asked that information be provided in the Welcome Pack on Harrow Tourism, the One Stop Shop and Travel Harrow.

The following issues were raised regarding the 'You, the Council and Community' week:

#### Dates

It was explained that there was flexibility within the programme to move sessions and Members suggested having a Welcome Week rather than Welcome Night to enable some sessions and tours to take place in the first week when Members would have less commitments on their time. It was suggested that an evening tour of the Borough take place in the week commencing 8 May 2006.

#### Introduction to Scrutiny

A Member asked that this title be changed to 'The Role of Scrutiny'.

#### Representative Role

An officer explained that this session would focus on what representing Members should and should not do.

#### Diversity/Community Engagement

Members asked that the two components of this title be separated.

In response to a Member's question as to where Corporate Governance would be featured in the programme, an officer explained that it would be included in a number of the sessions. Members suggested that there could be a display which would explain how Corporate Governance affected Members.

The Panel discussed the Directorate/Service Overviews that were planned and Members asked that there be an intensive session on what each directorate did, to provide Members and officers with an opportunity to meet. It was agreed that this should take the form of an open day where Members could visit each of the four directorates in one day and then have a more detailed session later in the year. This would also be an opportunity for directors to showcase their directorates and provide practice for the CPA.

Member training between May and September 2006 was discussed and an officer suggested that there be a short interim Licensing Panel and Development Control Committee Training as soon as possible after May 2006. Members would then be given a timescale in which they would have to undergo mandatory training sessions. An officer reported that the Panel could review the timescale for training and suggest which should be mandatory. Members commented that mandatory training requirements needed to be reasonable to ensure enforceability. A Member suggested that the Scrutiny training required careful consideration as scrutiny Members would come into direct contact with members of the public. It was emphasised that due to the time commitment required, Members should only sit on one Scrutiny Sub-Committee initially.

**RESOLVED:** That (1) any changes made at CMT be reported back to Panel Members;

(2) in the event that any issues were raised regarding the changes, a meeting of the Panel be convened;

(3) officers provide a more detailed plan at the next meeting of the Panel.

164. **Mandatory Member Training:**

An officer advised that the report had not been provided as the responses required from Members had been given at a previous meeting.

**RESOLVED:** That the Panel receive a further report on Mandatory Member Training at its next meeting.

165. **Any Other Business:**

The Chair reported that, following a request that elected Members not on the Licensing Panel receive training, an officer had obtained information from an outside organisation on Elected Members Guidance on the Licensing Act 2003.

In response to a Member's concern about the Member Development budget, an officer explained that there was not a problem and the figures would be reported to the Panel at the next meeting.

Panel Members expressed concern that the next timetabled meeting was not until February 2006.

**RESOLVED:** That (1) subject to recommendation by officers and the agreement of the Panel, the Elected Member Guidance on the Licensing Act 2003 information be sent to all Members of Council;

(2) the Panel be provided with the Member Development budget figures at its next meeting;

(3) the next meeting of the panel take place on a date in January 2006 to be agreed.

(Note: The meeting having commenced at 5.30 pm, closed at 7.07 pm)

(Signed) COUNCILLOR ANN GROVES  
Chair