

MEMBER DEVELOPMENT PANEL**4 APRIL 2006**

Chair: * Councillor Ann Groves

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

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES**177. **Attendance by Reserve Members:****RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.178. **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.179. **Arrangement of Agenda:****RESOLVED:** That all items be considered with the press and public present.180. **Minutes:****RESOLVED:** That the minutes of the meeting held on 7 February 2006, having been circulated, be taken as read and signed as a correct record.181. **Public Questions:****RESOLVED:** To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 18.182. **Petitions:****RESOLVED:** To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 15.183. **Deputations:****RESOLVED:** To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 16.184. **Member Induction Progress to April:**

The Panel received a report of the Director of People, Performance and Policy, which invited Members to comment on, and if appropriate, approve the draft outline Member Induction Programme for 2006.

An officer advised that considerable progress on the Member Welcome Pack had been made since the last meeting of the Panel, but that it was still a work in progress.

During the discussion on the Welcome Pack, the following suggestions were made:

- 'Member Welcome Pack' should be added to the spine of the Pack.
- Briefing notes on the Business Transformation Partnership, outside bodies, health and safety, information on recycling and an explanation of how Urban Living worked should also be included.
- Different Directorates should be distinguished by the use of different coloured paper, and further information that had been requested be provided on titled interleaves.
- Page 2 of the Members Handbook gave the impression that much of Members' correspondence would be sent using green bags, whereas it was felt that e-mails were also used.

- Clarification should be provided on abbreviations used, and 'Risk Management' should be referred to as 'Risk Assessment and Management'.
- Extension numbers, direct lines and the main switchboard number should be provided, as well as telephone numbers for different Wards.
- Reference should be made to the Council website and to Harrow People.
- Information should be provided on the link between the Corporate Partnership Assessment and strategic partnership working.

The officer suggested including a 'Frequently Asked Questions' section to provide information requested by Members. In response to the Chair expressing concern over the possibility of Members being overloaded with information, the officer advised that a form on which Members indicated issues about which they wanted further information could be included. Information could also be provided on Members' Induction Welcome Evening.

In relation to the Members' Welcome Evening, the Panel was advised that there would be an exhibition around the Members' Stand, and hosts to accompany Members on the evening. Directors would also be present to provide information, and there would be a Member Development Panel stand, which could help Members decide which training areas they would like to sign up for. Members requested that on the Member Welcome Evening programme, 'I.T. Issues' be referred to as 'I.T. Services'.

Further points were made about the importance of I.T. staff being present on the evening and of Members' groups not being formed on a political basis.

In response to a Member requesting that information be provided on how area services worked, the officer advised that there were already plans to hold briefing sessions with Members regarding this next year.

The Panel discussed the planned Induction DVD and requested that they be provided with a set of questions prior to filming. Members expressed some concern over the organisation of the project, and it was noted that there would not be enough time for all Members to receive a script before their scheduled appointments for filming.

RESOLVED: That (1) the Member Welcome Pack be amended to incorporate the suggestions made by Members, including the provision of additional briefing notes.

(2) the appointments of two Members for the filming of the Induction DVD be cancelled and rescheduled;

(3) a further meeting of the Panel be held on Friday 28 March 2006 at 5pm to view and discuss the Member welcome pack, as it would be available in a more complete form by then.

(Note: The meeting having commenced at 6.00 pm, closed at 7.15 pm)

(Signed) COUNCILLOR ANN GROVES
Chair