



MEMBER DEVELOPMENT PANEL

TUESDAY 17 APRIL 2007

6.00 PM

PANEL AGENDA (STANDARDS)

**COMMITTEE ROOM 3
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chairman: Councillor Jean Lammiman

Councillors:

Paul Osborn

**B E Gate
Phillip O'Dell**

Reserve Members:

1. Mrs Myra Michael
2. Mrs Vina Mithani

1. Keeki Thammaiah
2. David Perry

**Issued by the Democratic Services Section,
Legal and Governance Services Department**

**Contact: Frouke de Vries, Democratic Services Officer
Tel: 020 8424 1785 E-mail: frouke.devries@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

TUESDAY 17 APRIL 2007

AGENDA - PART I

1. **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) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2. **Declarations of Interest:**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

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 Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

4. **Minutes:**

That the minutes of the meetings held on 13 September and 16 November 2006 be taken as read and signed as a correct record.

[Note: The 13 September and 16 November 2006 minutes are published on the Council's intranet and website].

5. **Public Questions:**

To receive questions (if any) from local residents or organisations under the provisions of Committee Procedure Rule 19 (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 16 (Part 4B of the Constitution).

7. **Deputations:**
To receive deputations (if any) under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).

Enc. 8. **References from Other Committees/Panels:**

(a) Final Report of the Light Touch Review of the Education of Looked After Children – Reference from the Children and Young People Scrutiny Sub-Committee Meeting held on 18 October 2006 (Pages 1 - 2)

(b) Review of Whistleblowing Policy - Reference from the Standards Committee Meeting held on 5 December 2006 (Pages 3 - 4)

(c) Question and Answer Session with the Portfolio Holder for People First – Children’s Services and the Portfolio Holder for Legal Services - Reference from the Children and Young People Scrutiny Sub-Committee Meeting held on 9 January 2007 (Pages 5 - 6)

Enc. 9. **Member Development Programme 2007:** (Pages 7 - 12)
Report of the Director of People, Policy and Performance.

AGENDA - PART II - NIL

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LONDON BOROUGH OF HARROW

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17 APRIL 2007

Reference from the Meeting of the Children and Young People Scrutiny Sub-Committee meeting held on 18 October 2006: Final Report of the Light Touch Review of the Education of Looked After Children

1. The Sub-Committee received a report of the Director of People, Performance and Policy, alongside a verbal report of the Chairman of the Review Group, on the findings of the review of the education of Looked after Children.
2. Members commended the work of the Review Group and its report. However, concern was expressed at the projected cost of an event being held to reward Looked after Children (LAC) that had emerged during the Review. Members urged that this costing be explored further. Members were also of the view that all Members should be trained on corporate parenting.
3. Members requested that Recommendation 5 of the report be placed before Recommendation 4, as it linked with Recommendation 3.

RESOLVED: That (1) the final report of the light touch review of education of Looked after Children be noted;

(2) the findings and recommendations of the light touch review, as set out in the review report, be endorsed;

(3) the report be forwarded to Cabinet for consideration at the next meeting;

(4) the Corporate Parenting Group be requested to ensure that every Member of the Council attends as many as possible Looked after Children events per year to ensure they remain in touch with looked after children and young people and fulfil their responsibilities as corporate parents;

(5) the Member Development Panel be requested to organise a seminar on corporate parenting for the current intake of Members, and consider the valuable input that the Corporate Parenting Group could play in this training;

(6) the Director of Children's Services be requested to prepare a plan of action resulting from the light touch review and report back to the Sub-Committee, at its meeting on 13 February 2007, when the relevant Portfolio Holder would also be invited to attend to participate on this matter.

FOR CONSIDERATION

Background Papers: Minutes of the Children and Young People Scrutiny Sub-Committee on 18 October 2006 and the Report of the Director of People,

Performance and Policy: Final Report of the Light Touch Review of the Education of Looked After Children

Contact:

Zoe Crane

Democratic Service Officer

020 8424 1883

zoe.crane@harrow.gov.uk

LONDON BOROUGH OF HARROW

MEMBER DEVELOPMENT PANEL

6 FEBRUARY 2007

Reference from the Standards Committee Meeting of 5 December 2006
Review of Whistleblowing Policy

1. At the meeting of the Standards Committee held on 5 December 2006, Members considered a report of the Head of Human Resources, entitled "Review of Whistleblowing Policy", which detailed the progress in with revising the Whistleblowing Policy.

Members were informed that the draft policy now included improved guidance on the whistleblowing procedure and how workers could raise a concern. A flowchart with a list of regulatory bodies who could assist had been appended to the draft to assist an employee, if they were unsatisfied with the outcome or felt that the matter was outside the Authority's jurisdiction. The draft policy was currently subject to consultation, which had a deadline of 12 December 2006 for comments. The result of the consultation would be reported to a future meeting and once approved, the policy would be placed on the intranet.

2. The Committee **RESOLVED:** That

(1) A Reference on the Whistleblowing Policy be made to the Member Development Panel, for consideration to incorporate the Policy into the Members training;

(2) the progress on the review of the Whistleblowing Policy be noted.

FOR CONSIDERATION

Background documents:

1. Report submitted to the Standards Committee meeting held on 5 December 2006.
2. Minutes of the Standards Committee meeting held on 5 December 2006.

Contact:

Michelle Fernandes, Room 143, Democratic Services, Civic 1.
Direct Dial: 020 8424 1542
E-mail: michelle.fernandes@harrow.gov.uk

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LONDON BOROUGH OF HARROW

MEMBER DEVELOPMENT PANEL

17 APRIL 2007

Reference from the Meeting of the Children and Young People Scrutiny Sub-Committee meeting held on 9 January 2007: Question and Answer Session with the Portfolio Holder for People First – Children’s Services and the Portfolio Holder for Legal Services

Extract from Minute 37

Question 8: *What is the Council doing, and in partnership with other agencies, to deter anti-social behaviour especially after the school day and on the way home? Please note the impact of free bus passes for school children.*

1. The Portfolio Holder for People First – Children’s Services responded as follows:
 - A wide range of programmes were provided within the Borough for young people, to encourage them to participate in positive activities and avoid anti-social behaviour. These included after school clubs, sports activities (Kickz project, Canons Cricket academy and basketball), youth clubs (residential and outreach projects), and Connexions funded activities (through Positive Activities for Young People - PAYP - funding). Young people were also encouraged to participate in decision making through the Youth Council, Youth Question Time, Student Advisory Group and Operation Empower;
 - The extended schools agenda also meant that schools were looking for ways to provide opportunities for further involvement of all ages beyond the school day. The Safer Harrow Community officers worked closely with a number of schools and were present at school gates to deter anti social behaviour, and promote positive citizenship;
 - When local residents expressed concern about the large number of young people gathering in Boxtree Park (Harrow Weald) over the summer holidays, the youth service used this opportunity to use outreach youth workers in the park to deliver a six week series of activities, culminating in a youth-led fun day attracting up to 150 local teenagers (aged 13-19);
 - During Junior Citizens week, the Watford Football Club manager spoke to children about what footballers ate and the importance of exercise. He was seen as a positive role model for the children;
 - Young people had expressed the view that CCTV did not have an impact on their fear of crime. There would be a Member Development event on 6 February 2007 to look at the fear of crime.

2. In response to a supplemental question about anti-social behaviour at the bus station and members of the public being prevented from using buses by school children with free bus passes, it was explained that steps taken would be to address this matter.

The Council was working with the police to reduce anti-social behaviour at Harrow's travel hubs, a three year programme was in place to educate young children, Headteachers of the pupils involved in anti-social behaviour were working together to agree a strategy, after school activities had reduced the number of children leaving school at the same time and the links between community police and schools would benefit young people and the community.

3. The Portfolio Holder for Legal Services and Issues Facing Young People explained that young people had also raised concern about the level of policing at the bus station.

RESOLVED: That (1) the above responses be noted;

(2) Members receive responses to the questions, which were not answered during the meeting due to the time constraint, together with responses to any supplemental questions;

(3) the Sub-Committee receive, at the next meeting, the results from the recent survey of water provision in schools;

(4) the School Meals Improvement Strategy and provision for pupils on the Autistic Spectrum be added to the Work Programme;

(5) the Member Development Panel be made aware of the discussions on anti-social behaviour in the bus station.

FOR CONSIDERATION

Background Papers: Minutes of the Children and Young People Scrutiny Sub-Committee on 9 January 2007.

Contact:

Zoe Crane

Democratic Service Officer

020 8424 1883

zoe.crane@harrow.gov.uk



Meeting:	Member Development Panel
Date:	17 th April 2007
Subject:	Member Development Programme 2007
Key Decision:	No
Responsible Officer:	Paul Najsarek, Director, People, Policy and Performance
Portfolio Holder:	Cllr Jean Lammiman, Chair, Member Development Panel Cllr David Ashton, Deputy Leader and Portfolio Holder, Business Development
Exempt:	No
Enclosures:	List all documents attached, which include information relevant to the report

SECTION 1 – SUMMARY AND RECOMMENDATIONS

This report sets out the proposals for the member development programme for 2007 for elected members.

RECOMMENDATIONS:

The Panel is requested to:
Approve the member development programme for 2007

REASON: The programme is designed to meet the learning and development needs of elected members in light of CPA and JAR feedback, as part of the improvement plan and performance improvement.

SECTION 2 - REPORT

There is a need to provide continued support for elected members in order to meet council priorities in the delivery of excellent services for local people. Following the May 2006 elections the following activity has taken place:

- May 2006 a full member induction was conducted
- May 2006 statutory training for members begins
- September 2006 Member development strategy and programme 2006 – 2010 approved
- November 2006 Comprehensive Performance Assessment identifies the need to develop leadership capacity at member level
- February 2007 first Action Learning Event held for members “How can you reassure people and reduce the fear of crime”

The Council is committed to achieving the following corporate priorities as per the Corporate Plan 2006-09. The 2007 programme is integral to meeting these priorities:

- Making Harrow safe, sound and supportive
- Getting Harrow Moving
- Protecting our precious environment
- Tackling waste & giving real value for money
- Empowering Harrow youth
- Giving more choice in sport, leisure & amenities

A structured approach to member development is a key component in the CPA and in achieving the corporate plan. In order to maximise the effectiveness of member's time it is recommended that member development and briefing events are co-ordinated by the learning and development team. Therefore the 2007 member development programme is structured as follows:

- Mandatory Training sessions to provide members with training around statutory activity and scheduled as required
- Quarterly Briefings to update members on topical issues and activities across the council, the borough and local government
- Action Learning Events scheduled every three months to cover key development needs related to performance, service planning and service delivery (pilot completed February 2007)

2007 Member Development Programme

The 2007 topics are proposed as follows, and approval is sought from the member development panel:

- Mandatory training
 - 30th May Code of Conduct, Committee Room 1&2, 7pm to 9pm
 - 25th June Code of Conduct, Committee Room 1&2, 7pm to 9pm
 - 28th June Disciplinary & Grievance, Committee Room 1&2, 7pm to 9pm
 - 11th July Planning – Telephone Masts, Committee Room 6, 7pm to 9pm
 - 23rd July Planning – Design & Access Statement, Committee Room 1&2, 7pm to 9pm
 - 26th July Licensing, Committee Room 1&2, 7pm to 9pm
 - 31st July Gambling, Committee Room 1&2, 7pm to 9pm

- Quarterly briefing events
 - 19th March, Committee Room 1&2, 6.30pm to 8.30pm, Local Government White Paper
 - 19th June, Committee Room 1&2, 6.30pm to 8.30pm, Property review, economic development strategy and town centre regeneration
 - 11th September, Committee Room 1&2, 6.30pm to 8.30pm, Equality and Diversity
 - 4th December, Committee Room 1&2, 6.30pm to 8.30pm, Children's Act 2004, and 1989 and the reform agenda

- Action learning events
 - Event 1
6 February 2007
So you think you are a good councillor, so how will you reassure people and reduce the fear of crime?

 - Event 2
May/June 2007
Harrow Council Improvement Plan

 - Event 3
October 2007
Community Leadership and delivering services

SECTION 3 - STATUTORY OFFICER CLEARANCE

Chief Finance Officer	<input checked="" type="checkbox"/>	Name: Barry Evans Date: 04/04/07
Monitoring Officer	<input checked="" type="checkbox"/>	Name: Hugh Peart Date: 05/04/07

SECTION 4 - CONTACT DETAILS AND BACKGROUND PAPERS

Contact: Lindsey Kelham, Service Manager Learning and Development, 020 8424 1130

Background Papers:

February 2007 Action Learning Event pilot invite attached

IF APPROPRIATE, does the report include the following considerations?

1.	Consultation	YES
2.	Corporate Priorities	YES
3.	Manifesto Pledge Reference Number	No

So you...

think you are a good councillor?
think you can tackle these issues?
think you can work in partnership?

You are invited to attend the first in a series of interactive member development events in 2007. These facilitated, interactive events will tackle a number of topical, member led issues and will include some of the following activities:

- Open challenge
- Action learning
- Case studies
- Question and answer sessions

You are invited to attend the first event on Tuesday 6th February from 7-9pm in Committee Rooms 1 & 2, Harrow Civic Centre that will focus on answering the following question:

- **How will you reassure people and help reduce the fear of crime?**

To confirm your availability please email Lindsey Kelham, Service Manager, Learning and Development at Lindsey.Kelham@harrow.gov.uk or telephone 020 8424 1130

You will be working with Harrow Council officers, partners and other elected members and you will be getting involved in creating action plans, presenting your case and challenging the thinking. Future events in 2007 will focus on getting answers to questions such as:

- **How will you increase your voter turn out?**
- **How will you engage with young people in employment?**
- **How will you work effectively in partnership with others?**
- **How will you go about tackling recycling complaints?**
- **How will you support and interest people in becoming a councillor?**

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