



MEMBER DEVELOPMENT PANEL

TUESDAY 15 APRIL 2008

7.30 PM

PANEL AGENDA (STANDARDS)

**COMMITTEE ROOM 3,
HARROW CIVIC CENTRE**

MEMBERSHIP (Quorum 3)

Chair: 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: Paul Gallagher, Democratic Services Officer
Tel: 020 8424 1265 E-mail: paul.gallagher@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 15 APRIL 2008

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.

Enc. 4. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 6 February 2008 be taken as read and signed as a correct record.

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. **Member Development Programme:** (Pages 5 - 10)
Report of the Director of People, Policy and Performance.

Enc. 9. **Protocol for Councillors' Website:** (Pages 11 - 12)
Report of the Standards Committee.

10. **Any Other Business of Importance to be referred to the Chairman:**

AGENDA - PART II - Nil

This page is intentionally left blank

MEMBER DEVELOPMENT PANEL

6 FEBRUARY 2008

Chairman: * Councillor Jean Lammiman

Councillors: * B E Gate Phillip O'Dell
* Mrs Vina Mithani (2)

* Denotes Member present
(2) Denotes category of Reserve Member

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

46. **Attendance by Reserve Members:**

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Paul Osborn	Councillor Vina Mithani

47. **Declarations of Interest:**

RESOLVED: To note the following interest:

<u>Agenda Item</u>	<u>Nature of Interest</u>
8. Member Development Programme	Councillor Jean Lammiman declared a personal interest in the business with Roffey Park Institute.

48. **Arrangement of Agenda:**

RESOLVED: That (1) Any Other Business be added to the agenda after item 8;
(2) that all items be considered with the press and public present.

49. **Minutes:**

RESOLVED: That the minutes of the meeting held on 15 November 2007 be taken as read and signed as correct record.

50. **Public Questions:**

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

51. **Petitions:**

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

52. **Deputations:**

RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

53. **Member Development Programme:**

The panel received the report of the Interim Divisional Director Human Resources and Development, which reviewed the progress of the 2007 Member Development Programme and set out the proposals for the Member Development Programme for 2008 for elected Members. It was reported that attendance at the recent Quarterly Briefing had been low due to clashes with other meetings. Despite this it was noted that the briefing had been useful for both Members and officers. The officer reported that a review would take place at the end of the municipal year to evaluate how successful the process had been.

After a general discussion it was noted that:

- ad-hoc Executive training would be mainstreamed under Member Development;
- DDA training should be mandatory for all Members, in view of the need to respond to changes in Cabinet membership, new legislation and the reviews of acts. It was further suggested that DDA training should be amalgamated into the general Member Development Programme;
- the Communications Team should be advised to consult the calendar produced by Democratic Services to avoid future clashes with mandatory training sessions;
- although the Action Learning Event on 14 December had run smoothly, the scheduled speaker for the next event had withdrawn at the last moment. It was suggested that a system should be put in place to deal with future such occurrences. The Chairman commented that inspirational speakers must be sought to help the Council achieve high levels of performance. A further event was planned and would hopefully be held before the end of April;
- 75 users had registered for E-Learning, although only 4 Members were active. E Learning would prove useful for newly elected Members and new cohorts. Access to the wider Learning Pool had been set up enabling Members to view large amounts of business information. It was suggested that a certificate for the completion of the course would be an incentive for Members to use the system;
- 15 Members had been nominated for the Member Coaching Programme that had been launched on 4 December. The briefing sessions had seen fairly good attendance from seven out of the fifteen. The format of the programme would be '360 degree appraisal', consisting of self analysis followed by assessment feedback from nominated peers/managers, officers and community groups. Difficulties had been experienced with not obtaining responses from the nominees. It was suggested that the context from Symmetry was not particularly clear, with Members unsure why they were nominating. The Chairman commented that this was the reason a pilot scheme was chosen, and in light of such difficulties the programme must not lose focus;
- two mandatory Finance training sessions for Members had been scheduled for March.

54.

Any Other Business:

After a general discussion it was noted that:

- the Chairman commented that the induction for newly elected Members must be prepared for the by-election on 13 March. It was suggested that the most recently elected Member could offer valuable feedback on what parts of the induction were successful;
- the Chairman commented that a code-of-conduct for Blogging should not be drawn up until Members had received adequate training. It was further suggested that Standards refer this matter through Communications and that a connection should be made between themselves and the Director of Legal and Governance. It was noted that Members must be fully equipped to deal with the individual and corporate dangers associated with online content;
- the Chairman presented the Members and officers with the manifesto booklet from the LGIU. This would be investigated by officers and added to the agenda for the next Member Development meeting;
- the Chairman reported that prior to the association with The Roffey Park Institute, The Leadership Centre for Local Government created a programme to establish better working practices between Cabinet and the Corporate Management Team. An additional workshop for Members, and also a separate workshop for officers, had been developed to instruct on how to better organise the management decision process. It was decided that the Executive and Corporate Managers be consulted about how to move forward with these programmes after the conclusion of the partnership with Roffey Park. The output of the joint workshops would be 'retro-fed' into the results from the Roffey Park programme, and then further aligned with the wider work

of the Member Development. The Chairman added that the Chief Executive had confirmed he would take action regarding the above.

RESOLVED: That the report and the comments above be noted.

(Note: The meeting having commenced at 7.35 pm, closed at 8.36 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Chairman

This page is intentionally left blank



Meeting:	Member Development Panel
Date:	15 th April 2008
Subject:	Member development Programme
Key Decision: (Executive-side only)	No
Responsible Officer:	Director, People, Policy and Performance
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	

Section 1 – Summary and Recommendations

This report reviews the progress of the 2007-2008 programmes and sets out the proposals for the member development programme for the remainder of 2008 for elected members. It includes an update since the member Development Panel on the 6th February 2008.

RECOMMENDATIONS:

The Panel is requested to:

Note the progress of the 2008/09 programme and the development activity associated with the development of the programme for 2008/9

REASON: The programme is designed to meet the learning and development needs of elected members in the light of the Comprehensive Performance Assessment and Joint Assessment Review feedback, as part of the improvement plan and performance development.

Section 2 – Report

1. 2007/08 Member Development Plan

The Member Development Strategy and programme is key to achieving the Council's vision and corporate priorities. It aims to build capacity in community leadership, and in leading service improvement. Following an update at the Member Development Panel on 6th February 2008, the five-strand member development programme is on-going and includes the following:

- **Mandatory Training sessions-** to provide members with the awareness and skills to carry out specific statutory duties.
- **Quarterly Briefing sessions-** to provide an opportunity for members and officers to discuss current local issues across the council, the borough and local government. These sessions offer the chance to develop new member/officer relationships and signpost members to further information and support.
- **E-learning modules**
This modern councillor package has been developed by learning pool as support for councillors in their role. There are 20 modules that can be completed electronically by members to offer guidance and answer any questions.
- **1:1 Coaching Sessions**
1:1 coaching sessions in order to identify individual training needs.
- **Action Learning Events** to be scheduled every four months to cover key development needs related to performance, service planning and service delivery.

2. Progress to Date

The following events have taken place since February 2008.

Mandatory Training		
Date	Module	No. Of Attendees
5 th February	Disability Equality Duty (cabinet only)	7
11 th March	Finance training	8
18 th March	Disability Equality Duty	15
26 th March	Finance training	27
Quarterly Briefings		
Date	Agenda	No. Of Attendees
5 th March	<ul style="list-style-type: none"> • Sports and leisure plans for Harrow • Local involvement network for Harrow • A strategic approach to school organisation • Update on key construction projects within Harrow • Update on changes in legislation 	16

Other Activity		
Date	Activity	No. Of Attendees
27 th /29 th February	Member coaching programme (1:1 coaching sessions)	7
11 th /14 th March	Member coaching programme (1:1 coaching sessions)	5

Media Training Workshops

Between December 2007 and February 2008 all Cabinet Members along with the Chief Executive and the Corporate Directors attended a one-day media-training course delivered by professional broadcasters. The training covered skills in communicating key messages via television and radio interviews. Participants were asked to give their own feedback to the company. The response of those who attended the course was overwhelmingly positive. One councillor, for example, has appeared on television several occasions since, while another member found the training very useful as preparation for a subsequent Radio 4 interview.

3. Other Activity for Member Development 2008

Code of conduct training session

A training session will be scheduled in June 2008 to update Members on the new Local Government Act.

Disability Equality Duty training session

This training event was very well received by councillors. Those that were unable to attend expressed their apologies and asked for the opportunity to attend another session. This duty is required by statute to be considered before many decisions are made by the council. There is commitment for all Members to be informed of this important duty and a further session will be scheduled for mid 2008.

Local Development Framework

A training session has been scheduled for the 13th May to inform Members how they can make the most of the LDF and how they can contribute to it.

Members quarterly briefing

The 2nd quarterly briefing of 2008 is scheduled for 11th June 2008. Agenda is TBC.

Action learning events

A programme is being planned to include a half day session on "Achieving High Level Performance" with the inclusion of an inspirational speaker to cover this theme. A number of potential speakers have been short listed to provide an input. These include: Giles Long, former Gold medallist swimmer for the paraplegic Olympics and Aidy Boothroyd Watford Football Club Manager. It is expected this event will take place in May/June depending on the availability of the speaker who is chosen.

Member Coaching Programme

The pilot-coaching programme for members was launched in December 2007 in partnership with the Roffey Park institute. A total of 12 members completed the programme on target by 14th March 2008. Participants completed self-assessment questionnaires and some self-assessment questionnaires were completed on their behalf. Once all were completed, participants took part in a 1:1 coaching session. This was followed by individual feedback, based on the self-assessment and 360 degree peer feedback. This concluded in each Member receiving a follow up

Individual Development Plan (IDP) capturing key Learning and Development needs going forward. Members are now keen to understand how their needs will be met, through, for example, the Member Development Programme and coaching. Roffey Park have been asked to seek participants' views on the effectiveness of the pilot programme. Preliminary feedback has suggested that Members had a good experience and welcomed the opportunity to review their development needs. However it was noted that communication could have been more effective in terms of raising awareness of the programme. The full evaluation report from Roffey Park will identify key development themes, which, after consideration, may be incorporated into the Member Development Programme; individuals' specific needs will also be considered. The next stage and options of how the programme will be implemented will be informed by the evaluation report, and its recommendations which will be available in mid April.

E-Learning Programme

Since the launch of the e-learning service in December 2007, all Councillors have had access as registered users to a range of online courses including IT, Community Leadership and Media Training. A very small number of members have accessed the programme. Further publicity and briefings are planned to further engage members with the service which is available until December 2008.

Scrutiny Member Development Programme 2007/2008

These sessions aimed to reinforce the fundamental principles of scrutiny in Harrow, inform members about the changes in scrutiny and the rationale behind this. They also engage members in exploring ways to take the new look scrutiny forward including issues around work programming. The sessions were well received and sparked open discussions following the scrutiny reconfiguration, facilitated by group work exercises. About half of the member core attended one of these sessions.

Scrutiny subject-specific briefings aimed primarily at all scrutiny councillors and co-optees were detailed in the last report. These briefings and training sessions were more specialised than the generic scrutiny session. The performance and finance session looked to develop some of the key knowledge and skills needed for the new scrutiny sub-committee. The briefing sessions provided an outline of key issues relating to the subject area (local and national policy developments) and sought to develop members' understanding of how the new scrutiny structure could facilitate scrutiny of these policy areas.

Evaluation of the sessions highlighted how valuable members found these sessions with a call for future briefings on subject areas that are relevant.

London Scrutiny Network learning events in 2008, open to all scrutiny councillors:

- 8 April – 'Place shaping' through scrutiny (LB Hillingdon)
- 20 June – Joint authority scrutiny (LB Havering)
- September (date tbc) – Scrutiny of performance management (LB Lambeth)
- November (date tbc) – Scrutinising partnerships (LB Tower Hamlets)

Supporting Councillors: a manifesto for councils

This manifesto has been developed by the Local Government information Unit and outlines practical measures to support councillors. Further information will be tabled at the panel meeting including recommendations for consideration by panel members.

Plans for the member development programme are outlined below

Activity and target audience	Provider	Dates	Cost	Aims
Mandatory training	All members in the target audience are required to attend this training			
HR refresher R&S /D&G HR panel members	Internal Lesley Clarke	TBC	Officer time and admin costs	To ensure panel members are up to date with relevant legislation and practice
Planning – refresher Planning committee members and subs	Internal Frank Stocks	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
Licensing - refresher	Internal Paresh Metha	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
Other learning events	All members are encouraged to attend these sessions			
Scrutiny awayday Scrutiny lead members and vice chairs	Internal Lynne McAdam	2 nd April	Officer time and admin costs	To ensure members are able to adapt to the new role effectively
Training on HARP system (Business Transformation Process) All Members	Contact- Marion Afoakwa	TBC		
The Local Development Framework (LDF)- All Members	Linda Addison Associates Contact is- Claire Codling Planning	13 th May	N/A	How members can make the most of the LDF and how they can contribute to it.
Members quarterly briefings	These events are informal, open to all members and designed to enable members to dip in and out of the session as they wish to			
2 nd Quarter	TBC	11/6/08		
3 rd Quarter	TBC	24/9/08		
4 th Quarter	TBC	10/12/08		
Modern councillors e-learning programme	Short, engaging e-learning modules, lasting around 30 minutes each which members can dip in and out of.			
Publicity campaign highlighting the e-learning package				

Action learning events				
All members	TBC	May/June	External speaker	
All members	TBC	September	External speaker	

Financial Implications

All training costs will be contained within the departments approved budget for 2007/08 and 2008/09. (£50,000)

Section 3 - Statutory Officer Clearance

Name: ...Sheela Thakrar	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 4/4/08		
Name: Helen White	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 4/4/08		

MEMBER DEVELOPMENT PANEL – 15 APRIL 2008

REPORT OF THE STANDARDS COMMITTEE – 17 DECEMBER 2007

PROTOCOL FOR COUNCILLORS' WEBSITE

An officer presented a report of the Director of Business Transformation and Customer Services, which set out proposals for a protocol for Councillors writing information and/or including material on the Internet pages such as web logs or blogs. The Committee was requested to approve the protocol and recommend that Council formally adopt the Protocol for inclusion in the Council's Constitution.

The officer explained that the protocol was based on a series of legislation and advised that a protocol was necessary. One Member expressed the view that Members needed to be properly supported in updating Internet pages. This included support with technical elements.

The Chairman noted that blogs were inherently controversial and suggested the option of a link to the Councillor blog outside the main Harrow Council website. An independent member expressed concern about Part 4D and 4E of the protocol, which he felt could lead to complaints.

In response to questions, the officer confirmed that:

- information regarding Councillors was available on the Harrow Council Website but it was not in an easily accessible format;
- Harrow was moving towards 'lively' web pages and then blogs;
- work would be within the existing Web budget.

An independent member expressed the view that a complete 'commitment sheet' was necessary, to ensure the project was properly funded. The Chairman noted that it was appropriate for the issue of funding to be referred to the relevant Portfolio Holder. Some Members expressed concern over the checking of the Web pages and expressed further concerns about the proposals.

The Director of Legal and Governance Services questioned whether the protocol would be acceptable to Members of the Committee for just the 'lively' web pages. The Chairman expressed the view that the protocol should be re-considered once the web pages were active. The Chairman noted that it would be useful for Members of the Committee to look at the London Borough of Lambeth's Website. One Member expressed the view that the proposed protocol could be built into Members' Code of Conduct training.

RESOLVED: That, in light of the comments made in the preamble above, the protocol not be approved, but should be referred to the Director of Business Transformation and Customer Services and the Member Development Panel for further consideration. That consideration should include whether a better way forward is to have links to external sites for political matters, the practice and experience at Lambeth, funding and training for Councillors.

This page is intentionally left blank