



MEMBER DEVELOPMENT PANEL

WEDNESDAY 6 FEBRUARY 2008

7.30 PM

PANEL AGENDA (STANDARDS)

COMMITTEE ROOM 6,
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

WEDNESDAY 6 FEBRUARY 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 - 2)

That the minutes of the meeting held on 15 November 2007 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 3 - 10)

Report of the Director of People, Policy and Performance.

AGENDA - PART II - Nil

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MEMBER DEVELOPMENT PANEL

15 NOVEMBER 2007

Chairman: * Councillor Jean Lammiman

Councillors: B E Gate * Paul Osborn
* Phillip O'Dell

* Denotes Member present

PART I - RECOMMENDATIONS - NIL

PART II - MINUTES

35. **Appointment of Chairman:**

RESOLVED: To note the appointment, at the Standards Committee meeting held on 7 September 2007, of Councillor Jean Lammiman as Chairman of the Panel for the remainder of the Municipal Year 2007/2008.

36. **Attendance by Reserve Members:**

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

37. **Declarations of Interest:**

RESOLVED: To note that following interest:

<u>Agenda Item</u>	<u>Nature of Interest</u>
11. Member Development Programme Progress 2007 and Planning 2008	Councillor Jean Lammiman declared a personal interest in the business with Roffey Park Institute.

38. **Arrangement of Agenda:**

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

39. **Appointment of Vice-Chairman:**

RESOLVED: To note the appointment of Councillor B E Gate as the Vice-Chairman of the Panel for the remainder of the Municipal Year 2007/2008

40. **Minutes:**

RESOLVED: That the minutes of the meeting held on 17 April 2007 be taken as read and signed as a correct record.

41. **Public Questions:**

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

42. **Petitions:**

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

43. **Deputations:**

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

44. **Terms of Reference:**

RESOLVED: That the terms of reference be noted.

45. **Member Development Programme Progress 2007 and Planning 2008:**

The Panel received a report of the Interim Divisional Director Human Resources and Development, which outlined the progress of the 2007 Member Development Programme and set out proposals for the 2008 programme. Attendance at the

quarterly briefing sessions had been low, although those who had attended found them worthwhile. The officer reported that Members' individual needs would be addressed by "one-to-one" sessions. Feedback on the action learning sessions had been positive.

A Member expressed concern that training for Cabinet Members including mandatory training on finance for all members had still not taken place. Members advocated a cohesive approach to training, with leadership development as an integral part of the Member Development Programme, to be presented to the Panel and reported as a standing item. An officer reported that all the strands would be pulled together and set out strategically. Officers agreed to aim to provide mandatory financial training for Members in time for the next budget making process.

Members requested that officers aimed to book an inspirational or provocative guest-speaker for an action learning session to be held before the end of the municipal year.

The officer reported that the issue of "one-to-one" training sessions for members was being taken forward with Roffey Park Institute and that a pilot session had already been organised for 15 Councillors. The Chief Executive and Leader of the Council had been involved in this process, and it was planned to use the National Political Skills framework as a basis. Members would be briefed on this process at the briefing being held on 4 December, and it was hoped that a report would be prepared in time for the next Standards Committee meeting.

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

(Note: The meeting having commenced at 7.36 pm, closed at 8.25 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Chairman



Meeting:	Member Development Panel
Date:	6 th February 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 member development programme and sets out the proposals for the member development programme for 2008 for elected members. It includes an update since the member Development Panel on the 15th November 2007.

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, and to building capacity in community leadership, and in leading service improvement. Following the Member Development Panel 15th November 2007 a five-strand member development programme was approved, to include 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.
- **Action Learning Events** to be scheduled every four months to cover key Development needs related to performance, service planning and service Delivery
- **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 question.
- **1:1 Coaching Sessions**
1:1 coaching sessions in order to identify individual training needs analysis.

2. Progress to Date

The following events have taken place since November 2007

Quarterly Briefings

On the 4th December 2007 members had the opportunity to meet with officers to discuss the following:

- External Funding
- Staff absence /wellbeing
- Strategic housing
- E-learning
- Introduction to Comprehensive Area Assessment
- 1:1 coaching

Due to the Idea peer review commencing the same week, turn out was low with only 7 members attending.

E-Learning

On the 4th December members had the opportunity to meet with a representative from Learning Pool to receive more information about the modern councillor e-learning package.

Action Learning Event

As part of the London Scrutiny Network learning events, on 14th December members had the opportunity to attend an event on 'Councillor Call for Action and the New Legislation' hosted by the London Borough of Merton.

Member Coaching Programme

After various consultations, following the Member Development Panel on the 15th November, it was agreed that the one to one coaching would be launched at the Member Briefing 4th December 2007 and take the following format:

- A pilot Member Coaching Programme would initially be run for cross section of 15 members.
- The programme would be developed in line with the IDeA Core skills framework for Councillors
- The programme would be strategically linked to the council's vision and other Leadership programmes
- Each political leader will nominate members to take part in the pilot programme – consideration will be given to gender, ethnicity, role, responsibility and experience.
- The following profile for nominated members has been agreed and is recommended as 9 Conservative, 5 Labour, 1 Liberal Democrat
- The full 360 degree appraisal model will apply to include self, peer/manager, officer (directors and Heads of Service only) and community group assessment

On 15th January a briefing session was held for the members involved in the pilot member Coaching programme to provide them with further information about the wider programme including the one to one coaching and feedback. The session was attended by 7 members, half of the total on the pilot.

To date, 14 members have been put forward by their leaders to take part in the Member coaching Programme.

- 9 Conservative members
- 5 Labour members
- 1 Liberal Democrat allocated (offer declined)

The coaching programme is to move forward in the following sequence:

- 1.Members to complete and return self -assessment forms- **6th February 2008**
- 2.Members to Par take in a 1:1 coaching session with Roffey Park-**13th–29th February 2008**
- 3.Members to receive individual feedback based on self-assesment and 1:1 coaching session- **March 2008**

3.Other Activity for Member Development 2008

One to one coaching

Once all self-assessments and development plans are completed Harrow will work in conjunction with The Roffey Park Institute to devise an appropriate development plan for councillors 08/09.

Finance training

As requested by the member development panel two finance training sessions have been scheduled for March 2008, to be delivered by Myfanwy Barrett, Corporate Director of Finance.

Mandatory Training

A Mandatory training programme for 2008 is currently being confirmed. Please refer to table below.

Quarterly Briefings

The 1st Quarterly Briefing of 2008 is scheduled to take place on 5th March 2008. Agenda to include:

- Future sports and leisure plans for Harrow
- Local Involvement Network for Harrow
- The role of the Human Resources Development Team
- A Strategic Approach to School Organisation

E-Learning

A Modern councillor information pack has been sent to councillors containing username, password and information on the Modern Councillor modules. This service will be ongoing and members' progress will be evaluated periodically. Another drop in session has been scheduled on 31st January to provide members with more information.

Leadership Programme for the executive

A verbal update on this programme will be provided at the panel.

Scrutiny Member Development Programme 2008

- Generic Scrutiny Training Session on 30 January 2008 for all councillors. This is a repeat of the first session held in October when 23 councillors attended.
- Scrutiny subject-specific briefing on health issues on 4 February 2008 for all scrutiny councillors. A similar event to the briefing on children's issues which was held in October and 19 councillors/co-optees attended.
- The IDeA's National Councillor Mentoring Programme – places for scrutiny councillors funded by Capital Ambition. This work focuses on role mentoring work with a small group of councillors and uses an accredited peer councillor mentor with an action-learning approach. In Harrow, it is aimed at scrutiny leads and the vice-chairs of Overview & Scrutiny and Performance & Finance committees.
- London Scrutiny Network learning events in 2008, open to all scrutiny councillors:
 - 28 February – Raising the profile of scrutiny through budget scrutiny (hosted by LB Hounslow)
 - 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)

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	Internal Frank Stocks	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice

committee members and subs				
Licensing - refresher	Internal Paresh Metha	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
The Disability Equality Duty (DED)- Cabinet members	Internal Mike Howes	5 th Feb 7pm-8.30pm	Officer time and admin costs	To inform members of the impact the DED has on the local authority it regards to decision-making.
The Disability Equality Duty (DED)- All members	Internal Mike Howes	TBC	Officer time and admin costs	To inform members of the impact the DED has on the local authority it regards to decision-making.
Finance All members	Internal Myfanwy Barrett	11 th March 7-8pm 26 th March 7-8pm	Officer time and admin costs	To ensure all members understand the local government financial framework and how the council finances function
Other learning events		All members are encouraged to attend these sessions		
Generic Scrutiny Session	Nahreen Matlib	30 th January 7-8.30pm	Officer time and admin costs	To reinforce fundamental principles/changes of scrutiny in Harrow
Scrutiny awayday Scrutiny lead members and vice chairs	Internal Lynne McAdam	April TBC	Officer time and admin costs	To ensure members are able to adapt to the new role effectively
Specific briefing on health issues	Nahreen Matlib / Harrow PCT	4 th February 7-9pm	Officer time and admin costs	To outline the national/regional policy context and local developments/priorities
Personnel Appeal Panel	Lesley Clarke	April	Officer time and admin costs	
The Local Development Framework (LDF)- All Members	Linda Addison Associates Contact is- Claire Codling Planning	25 th February 6.30pm - 9pm	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		
1 st Quarter	<ul style="list-style-type: none"> • Future sports and leisure plans for Harrow • Local Involvement Network for Harrow • The role of the Human Resources Development Team • A Strategic Approach to School Organisation 	5/3/08	Officer time and admin costs	Designed to encourage members to discuss current issues, develop effective member/officer relationships and signpost further information and support
2 nd Quarter	TBC	4/6/08		
3 rd Quarter	TBC	3/9/08		
4 th Quarter	TBC	3/12/08		
Modern councillors e-learning programme		Short, engaging e-learning modules, lasting around 30 minutes each which members can dip in and out of.		
Drop in session	Maggie Rees	31 st January	£1480 + officer time	To answer any queries members have about the Modern Councillor e-learning package.
Action learning events				
All members	TBC	April	External speaker	
All members	TBC	August	External speaker	

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

Section 3 - Statutory Officer Clearance

Name: ...Barry Evans	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 23/01/08		
	_____	On behalf of the

Name: Hugh Peart



Monitoring Officer

Date: 23/01/08

Section 4 - Contact Details and Background Papers

Contact: Maggie Rees, Interim Learning and Development Manager, 0208 424 1130

Background Papers: Member Development Panel Report November 2007

If appropriate, does the report include the following considerations?

1.	Consultation	
2.	Corporate Priorities	