

# Member Development Panel AGENDA

**DATE:** Wednesday 7 April 2010

**TIME:** 7.30 pm

**VENUE:** Committee Room 3,  
Harrow Civic Centre

## **MEMBERSHIP** (Quorum 3)

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**Chairman:** Councillor Yogesh Teli

**Councillors:**

Jean Lammiman  
Paul Osborn

B E Gate  
Phillip O'Dell

## **Reserve Members:**

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1. Mrs Myra Michael
2. Mrs Vina Mithani
3. Husain Akhtar

1. David Perry
2. Ms Nana Asante

**Contact:** Mark Doherty, Acting Democratic Services Officer  
Tel: 020 8416 8050 E-mail: [mark.doherty@harrow.gov.uk](mailto:mark.doherty@harrow.gov.uk)

# **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. MINUTES (Pages 1 - 2)**

That the minutes of the meeting held on 22 February 2010 be taken as read and signed as a correct record.

## **4. PUBLIC QUESTIONS**

To receive questions (if any) from local residents or organisations under the provisions of Advisory Panel and Consultative Forum Procedure Rule 16 (Part 4E of the Constitution).

## **5. PETITIONS**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

## **6. DEPUTATIONS**

To receive deputations (if any) under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

## **7. INFORMATION REPORT - MEMBER DEVELOPMENT PROGRAMME UPDATE (Pages 3 - 6)**

A report of the Divisional Director Human Resources and Development.

# MEMBER DEVELOPMENT PANEL

## MINUTES

### 22 FEBRUARY 2010

**Chairman:** \* Councillor Yogesh Teli

**Councillors:** \* B E Gate † Phillip O'Dell  
\* Jean Lammiman \* Paul Osborn

\* Denotes Member present

† Denotes apologies received

#### 106. Attendance by Reserve Members

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

#### 107. Declarations of Interest

**RESOLVED:** To note that no declarations of interest were made.

#### 108. Minutes

**RESOLVED:** That the minutes of the meeting held on 7 January 2010 be taken as read and signed as a correct record.

#### 109. Public Questions, Petitions and Deputations

**RESOLVED:** To note that no public questions were put or petitions or deputations received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rules 16, 14 and 15 (Part 4E of the Constitution) respectively.

## **RESOLVED ITEMS**

### **110. INFORMATION REPORT - Member Development Programme Update**

The Divisional Director Human Resources and Development introduced a report which set out the Member Development Programme for the remainder of the financial year 2009/10, and outlined forthcoming events.

A discussion took place regarding the lack of attendance at the Safeguarding Children and Adults on 17 February 2010. It was noted that Councillors had been reminded of the importance of attending this event. The Divisional Director undertook to provide the Panel with a list of Councillors who had attended this training event.

The Divisional Director advised Members that evaluation was undertaken through 'feedback' forms and that focus groups were also an effective method to collect feedback.

**RESOLVED:** That

- (1) the report be noted;
- (2) Panel Members be provided with the attendance list of the Safeguarding Children and Adults event, held on 17 February 2010.

### **111. Planning for 2010 Member Induction Update**

The Project Manager Member Development provided an oral report on the progress made towards compiling a Handbook for new Members following the local election in May 2010. He informed the Panel that a substantial amount of material was yet to be included. A draft was circulated at the meeting and the Panel made a series of suggested amendments.

In response to various questions, officers advised that:

- all Candidates for the local election would be made aware of the proposed training events;
- the Handbook would be printed at the end of April 2010.

**RESOLVED:** That the update be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.00 pm).

(Signed) COUNCILLOR YOGESH TELI  
Chairman

**REPORT FOR: MEMBER DEVELOPMENT  
PANEL**

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**Date:** 7 April 2010

**Subject:** INFORMATION REPORT – Member  
Development Programme Update

**Responsible Officer:** Jon Turner Divisional Director Human  
Resources and Development

**Exempt:** No

**Enclosures:** None

**Section 1 – Summary**

This report updates the Panel on Member development activities that have taken place since 11 February 2010 and forthcoming events in the 2009/10 Member Development Programme.

**FOR INFORMATION**

## Section 2 – Report

### 2.1 Review of Member Development Activities since February 2010

The following events have taken place since 11<sup>th</sup> February 2010

Training Events and Briefings		
Date	Topics	No. Of Attendees
17 <sup>th</sup> February	Safeguarding Children & Adults	9 – Mandatory - Members unable to attend previous sessions
22 <sup>nd</sup> February	Transfer & Admission to High School	4/63 – All Members
23 <sup>rd</sup> February	Cabinet Briefing	8/9 – Cabinet Only
4 <sup>th</sup> March	Quarterly Briefing	12/63 – All Members

We are continuing to evaluate each Member Development session by asking Members to complete learning log/evaluation forms. These evaluation forms currently reflect the benefits of learning for personal needs, benefits to the council and the community. We will review this in order to develop a process where Councillor's can predominately reflect upon their learning.

### 2.2 Safeguarding Children & Adults

A total of 54 Members have now attended this training and following a request from the Member Development Panel, the Divisional Director has provided Group Leaders with a list of their Group members who have not attended.

### 2.3 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Aims	Activity and target audience
Evaluation Focus Group	22 <sup>nd</sup> March 2010 – James Rose	CR 1 & 2 6.30-7.30 pm	To evaluate/feedback on the Member Development Programme	All Members
Cabinet Briefing	23 <sup>rd</sup> March 2010 – Jon Turner	CR 5 5.00-5.30 pm	Review the proposed Member Induction Programme	Cabinet Members

## 2.4 Evaluation Focus Group

This is taking place on Monday 22<sup>nd</sup> March and all Members have been reminded of the importance of attending this feedback session. This will allow Members to ensure that the future programme meets the needs of elected members.

## Section 3 – Further Information

None

## Section 4 – Financial Implications

All member development costs have been contained within the assigned budget for 2009/10

## Section 5 – Corporate Priorities

N/A

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 17 March 2010		

## Section 6 - Contact Details and Background Papers

**Contact:** Jon Turner, Divisional Director Human Resources & Development

Email: [jon.turner@harrow.gov.uk](mailto:jon.turner@harrow.gov.uk)

DD 0208 424 1225

### Background Papers:

Previous reports to Member Development Panel

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