



# STANDARDS COMMITTEE

**TUESDAY 9 JUNE 2009**

**7.30 PM**

**COMMITTEE AGENDA**

**COMMITTEE ROOM 5,  
HARROW CIVIC CENTRE**

**MEMBERSHIP (Quorum 2 Councillors and 1 Independent Person)**

**Chairman: TO BE APPOINTED**

**Councillors:**

Husain Akhtar  
Mrs Lurline Champagne  
Joyce Nickolay  
Mark Versallion

B E Gate  
Asad Omar

**Independent Persons:**

The Right Revd Peter Broadbent  
Ms Sheila Darr  
Dr John Kirkland  
Mr Mohammad Rizvi

**Reserve Members:**

1. Paul Osborn
2. Tom Weiss
3. Jeremy Zeid
4. Mrs Vina Mithani

1. Mitzi Green
2. Phillip O'Dell
3. -

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

**Contact: Claire Vincent, Senior Professional - Democratic Services  
Tel: 020 8424 1637 E-mail: [claire.vincent@harrow.gov.uk](mailto:claire.vincent@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**

**STANDARDS COMMITTEE**

**TUESDAY 9 JUNE 2009**

**AGENDA - PART I**

1. **Appointment of Chairman:**

Further to the re-establishment of this Committee at the Annual Council meeting on 7 May 2009, the Committee is asked to appoint a Chairman for the Municipal Year 2009/10.

2. **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.

3. **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.

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

To appoint a Vice-Chairman of the Committee for the Municipal Year 2009/10.

Enc. 5. **Minutes:** (Pages 1 - 4)

That the minutes of the meeting held on 17 March 2009 be taken as read and signed as a correct record.

6. **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).

7. **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).

8. **Deputations:**  
To receive deputations (if any) under the provisions of Committee Procedure Rule 17 (Part 4B of the Constitution).
- Enc. 9. **Protocol for Councillors - Website Facilities:** (Pages 5 - 8)  
Report of the Director of Business Transformation and Customer Service.
- Enc. 10. **Member Development - Future Operating Arrangements:** (Pages 9 - 18)  
Report of the Director of Legal and Governance Services.
- Enc. 11. **Establishment of Sub-Committees for 2009/10:** (Pages 19 - 20)  
To consider the establishment of and appointment of Members to the Sub-Committees of this Committee for the Municipal Year 2009/10.

**AGENDA - PART II - NIL**

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## REPORT OF STANDARDS COMMITTEE

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### MEETING HELD ON 17 MARCH 2009

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Chairman: \* The Right Revd Peter Broadbent

Councillors: \* Husain Akhtar \* Jean Lammiman  
\* Mrs Lurline Champagnie \* Joyce Nickolay  
\* B E Gate \* Asad Omar

Independent Persons: \* Ms Sheila Darr \* Dr J Kirkland  
† Mr Mohammad Rizvi

\* Denotes Member present  
† Denotes apologies received

[Note: Councillor Jeremy Zeid also attended this meeting to speak on the items indicated at Minutes 109 and 111 below].

#### **PART I - RECOMMENDATIONS**

##### **RECOMMENDATION I - Monitoring Officer - Annual Report 2008/09**

The Committee received the Monitoring Officer's annual report for the period May 2008 to March 2009. The report set out the number of complaints against Members considered under the local assessment framework, provided an update on the registering of interests and gifts and hospitality, and outlined a proposed work programme for the Committee for 2009/10.

With regard to the complaints received against Members of Council, Members queried the source of the complaints, in terms of whether they had been received from other Members, officers or the public. It was advised that this information could be provided. It was also advised, in response to Members' queries, that the report had only been submitted to this Committee. Members were of the view that the report merited wider consideration and that it should therefore be referred to full Council, having been amended to include further information on the source of complaints.

It was noted that, while the report referred to training on the Code of Conduct, there was a full Member development programme which included training on other statutory duties, as set out in Harrow's "The Modern Councillor" Professional Development Programme for Elected Members and overseen by the Member Development Panel. The work of the Panel, which was a subsidiary body of this Committee, was not reported elsewhere. It was therefore agreed that reference to the Member Development programme also be inserted into the report, prior to its submission to Council.

The Committee considered its draft work programme for 2009/10. It was noted that it was proposed to draw up a number of new protocols, and officers advised that these related to issues that had been the subject of Member queries. Members also recalled that the Committee had previously considered a draft protocol for Councillors writing and/or publishing material on the internet, including blogs; it was agreed to request an update on this in 2009/10. There was some discussion of the duties on Members with regard to the Data Protection Act and it was agreed that this should also be included in the Committee's work programme, as should the Member Development Programme for 2009/10.

The Committee, having agreed the work programme as now amended,

**Resolved to RECOMMEND:** (to Council)

That the annual report of the Monitoring Officer for 2008/09, as amended, be noted.

(See also Minute 109).

**PART II - MINUTES**103. **Attendance by Reserve Members:**

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

104. **Declarations of Interest:**

Councillor Jean Lammiman declared a personal interest in agenda item 9, "Standards Board for England – Case Report Summary". Accordingly, she would participate in the discussion and any decision on this item.

**RESOLVED:** That the above declaration of interest be noted.

105. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 4 December 2008 be taken as read and signed as a correct record.

106. **Public Questions:**

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

107. **Petitions:**

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

108. **Deputations:**

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

109. **Monitoring Officer - Annual Report 2008/09:**

Further to Recommendation I above, it was

**RESOLVED:** That (1) the report be noted;

(2) the proposed work programme for 2009/10, as now amended, be agreed.

110. **Exclusion of the Press and Public:**

**RESOLVED:** That the press and public be excluded from the meeting for the following item for the reasons set out below:

<u>Item</u>	<u>Title</u>	<u>Reason</u>
9.	Standards Board for England – Case Report Summary	The report contained exempt information under paragraphs 1 and 2 of Part I of Schedule 12A to the Local Government Act 1972, in that it contained information relating to any individual and which was likely to reveal the identity of an individual.

111. **Standards Board for England - Case Report Summary:**

The Committee considered a confidential report of the Director of Legal and Governance Services, regarding referrals from the Assessment Sub-Committee to the Standards Board for England (SBE).

Ms Belinda Shaw, an SBE Investigator, was in attendance at the meeting. She detailed the circumstances in which it was appropriate for cases to be referred to the SBE, and the process the SBE went through in undertaking an investigation. Issues determining whether a case should be referred included the number and status of Members involved, the seriousness of the complaint such as a matter under police investigation, a substantial governance dysfunction, and unresolved legal issues where a national ruling would be helpful. The vast majority of cases referred to the SBE were being referred appropriately. The SBE considered that the local assessment regime was working extremely well and had found the standard of assessment to be high.

Members asked a number of detailed questions relating to the local assessment of complaints. There was concern that Members were not informed that they were the subject of a complaint until after it had been assessed, and there was also a related issue with respect to Assessment Sub-Committee members not being able to disclose any information about cases. It was noted that the Committee could review the procedures for the assessment of complaints, if required.

Members also expressed concern that, with the turnover of Councillors arising from the elections in 2010, there would be a loss of knowledge and experience in relation to the assessment of complaints. It was noted that there was a need to ensure that the local assessment framework was adequately covered as part of new Members' induction.

On behalf of the Committee, the Chairman thanked Ms Shaw for her attendance, and stated that he considered that the discussion had been very useful.

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

(See also Minute 104).

(Note: The meeting, having commenced at 7.33 pm, closed at 9.12 pm).

(Signed) THE RIGHT REVD PETER BROADBENT  
Chairman

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Meeting:	Standards Committee
Date:	9 June 2009
Subject:	Protocol For Councillors – Website Facilities
Responsible Officer:	Carol Cutler – Director Business Transformation and Customer Services
Portfolio Holder:	Councillor Paul Osborn, Portfolio Holder Performance, Communication and Corporate Services
Exempt:	No
Enclosures:	None

### **Section 1 – Summary and Recommendations**

This report sets out revised proposals for councillors writing information and/or including material on the Internet pages web logs or blogs.

#### **Recommendations:**

The Committee is requested to:

- (i) Note the report;
- (ii) Agree that a report on the proposal for training for Members on the use of web resources be submitted to a future meeting of the Member Development Panel

## Section 2 – Report

### Background

A report was previously brought to the Standards Committee on 17<sup>th</sup> December 2007. This report proposed that the Council adopt a protocol governing web content for Councillors on the Harrow website and that Members be given the opportunity to create a page on the Council website. Following discussions at the Committee, this approach was revised. The Committee further recommended that the matter be referred to the Director of Business transformation and Customer Services and the Member Development Panel for further consideration, and 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.

### Current Situation

There is currently a page on each Member of the Council on the website generated automatically from the Council's Committee system, modern.gov. The information contained on these pages is the following:

- Contact information
- Attendance record/declarations and register of interest
- Responsibilities
- Committee appointments
- Appointments to outside bodies
- Additional information (normally just date of when first elected)

In addition, one Councillor links to their own website and one Councillor had previously linked to their blog.

The table below highlights the information a selection of other London Councils have on their websites about their Councillors:

Borough	Information
Barnet	The Leader of the Council has a blog and uses a Twitter feed
Brent	Same information as Harrow
Camden	Same information as Harrow
Ealing	Same information as Harrow
H+F	Same information as Harrow
Hounslow	Same information as Harrow
Islington	Same information as Harrow
Lambeth	Each Member has a page to put up information about themselves. These are generally static pages. Members can also link to their local party websites.
Westminster	Same information as Harrow

## **Proposal**

We would like to formalise proposals to give Members the opportunity to make more information available to constituents via the website. This would provide Members the opportunity to communicate with their constituents via an additional channel while also offering further facilities from the Council website. As the table above shows, it would offer a functionality that most other London boroughs do not.

Rather than provide additional pages on the Council website, a link to external resources that the Member requests would be provided. It is envisaged that the external resources will range from linking to the local constituency websites, to linking to blogs to linking to any other web spaces (eg personal websites). Members will be responsible for the content of these sites.

To enable Members to take advantage of this, training sessions on the use of web resources will be provided. This would include an introduction to the web and its uses, together with training on the use of resources such as Twitter, Word Press (blogging website) and page creation sites, such as MySpace. Details of this training will be submitted to a future meeting of the Member Development Panel for consideration. This training could be delivered by existing internal resource at no additional cost.

## **Legal Implications**

Under section 2 of the Local Government Act 1986 the Council shall not publish or arrange for the publication of any material which appears to be designed to affect public support for a political party. Members are required to comply with the Code of Conduct and the Local Authority Code of Practice on Publicity.

If a link is to be provided from Members page on the Council's website to their individual website/blogs, a clear disclaimer must be included that neither the linked site nor the contents of that site is endorsed by the Council. In addition, it will be necessary to remove links to all external sites during the pre-election period.

## **Financial Implications**

There are no financial implications associated with this report. There is no additional cost in terms of maintenance and licences in implementing this decision.

## **Risk Management Implications**

There are no risk management implications

### Section 3 - Statutory Officer Clearance

Name:....Sheela Thackrar	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: ...29/5/09		
Name: .....Jessica Farmer	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: ...29/5/09.....		

### Section 4 - Contact Details and Background Papers

Contact: Ben Jones, Project Manager (Customer Services and Business Transformation, 020 8736 6781)

Background Papers: Standards Committee Report, 17<sup>th</sup> December 2007

If appropriate, does the report include the following considerations?

1.	Consultation	NO
2.	Corporate Priorities	NO



Meeting:	STANDARDS COMMITTEE
Date:	9 June 2009
Subject:	<b>Member Development – Future Operating Arrangements</b>
Responsible Officer:	Hugh Peart
Portfolio Holder:	Councillor David Ashton
Exempt:	No
Enclosures:	Appendix A – Agenda Layout Appendix B – Member Development Policy

## Section 1 – Summary and Recommendations

This report proposes a change in the operating arrangements for the Member Development Panel to recognise the Council's stated commitment to gain a Member Development Charter and to continue to seek to enhance the opportunities available to Members.

**Recommendation:** That

- (1) The Council's ambition to gain a Member Development Charter be welcomed and endorsed.
- (2) the Member Development Panel be redesignated a Cabinet Advisory Panel, reporting to the Leader of the Council (Councillor David Ashton) as part of his portfolio for Strategy, Partnership and Finance.
- (3) Subject to the agreement of Cabinet at (4) below the Committee agree to nominate an Independent Member to serve as co-optee to the Panel;
- (4) Cabinet be requested to establish the Panel as an Advisory Panel with the addition to its membership of a co-opted Independent Member of Standards Committee.

(5) the Terms of Reference and membership of the Panel be agreed at Cabinet as part of the future operating arrangements.

## **Section 2 – Report**

### **1. Background**

- 1.1 The Member Development Panel has always been a sub-committee of the Standards Committee, given its responsibility for training in terms of Member Protocols, Codes of Conduct and statutory functions. However, the increasing focus of the Panel has been around individual Member Development and ensuring that training events are targeted to enable Members to continue to develop and enhance the discharge of their role.
- 1.2 The Council, on 7<sup>th</sup> May 2009, agreed a commitment to seek a Member Development Charter and will shortly be inspected in this regard (copy attached). Member Development as an individual function sits within the Portfolio of the current Leader of the Council, who is necessarily responsible for spending and continuing development in this area. A copy of the recently agreed Policy is attached for information at Appendix B.
- 1.3 Individual Member Development is complimented by the ongoing mandatory training that is undertaken under the auspices of the Standards Committee and it would seem opportune if the two areas worked together more closely in terms of achieving a more integrated overall training programme for Members.

### **2. Future Operation**

- 2.1 It is therefore proposed that the Member Development Panel should be redesignated a Cabinet Advisory Panel, within the Portfolio of the Leader (Councillor David Ashton) which will expedite the process for arranging high quality Member training activities in line with the Council's ambitions.
- 2.2 The agenda for the Member Development Panel would be divided to deal separately with specific individual Member Development and matters relating to Codes of Conduct / Protocols (see attached proposed example). This will ensure the differing roles the Panel fulfils are fully reflected in terms of onward approvals and reporting.
- 2.3 To retain the link and importance of the various protocols / Codes of Conduct and mandatory training areas for which the Council, through the Standards Committee, is responsible, it is proposed that one of the independent members of Standards Committee should sit as a co-opted Member on the Panel.
- 2.4 The terms of reference to be recommended to the Cabinet are proposed to remain unchanged.

### **3. Legal Implications**

- 3.1 These are contained in the body of the report.

#### 4. Financial Implications

- 4.1 Any costs relating to this matter will be met from within the provision for Member Development Programme Budget

### Section 3 - Statutory Officer Clearance

Name: Sheela Thakrar	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 29.5.09		
Name: Jessica Farmer	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 27.5.09		

### Section 4 - Contact Details and Background Papers

Contact: Pauline Ferris, Senior Professional Democratic Services,  
tel: 020 8424 1269, e-mail: pauline.ferris@harrow.gov.uk

Background Papers  
None



# MEMBER DEVELOPMENT ADVISORY PANEL

?????DAY ? ????? 2009  
7.30 PM

PANEL AGENDA (CABINET)

COMMITTEE ROOM  
HARROW CIVIC CENTRE

**MEMBERSHIP (Quorum 3)**

**Chair: Councillor Jean Lammiman**

**Councillors:**

**Paul Osborn**

**B E Gate  
Phillip O'Dell**

**Co-optee (Independent Member of Standards Committee: ??????????)**

**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**



## **HARROW COUNCIL**

### **MEMBER DEVELOPMENT ADVISORY PANEL**

#### **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 Panel;
- (b) all other Members present.

3. **Minutes:** (Pages)

That the minutes of the meeting held on ?? 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 Committee Procedure Rule 19 (Part 4B of the Constitution).

5. **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).

6. **Deputations:**

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

**MEMBER DEVELOPMENT (CABINET)**

7. **Member Development Programme Update:** (Pages)
8. **Individual Training Packages??:** (Pages)

**CODES & PROTOCOLS (STANDARDS)**

9. **Planning Code of Conduct:** (Pages)
10. **Protocol - ???????????:** (Pages)

**AGENDA - PART II - NIL**

## Harrow Council Policy for Member Development

### 1.0 Introduction

This policy set out the plans and structures in place to ensure that elected members have access to ongoing professional development based on the identified needs of specialist groups (Committees) and individuals. The policy takes into account the diversity within the borough, the profile of members and the range of their development needs.

### 1.1 Scope

The policy covers all elected members who serve the four year term and includes all members elected through by elections during term. It covers all members across all political parties and independents. The policy also makes reference to council officers and voluntary and community sector partners who have a role in supporting member development. (hereafter referred to as the Third Sector)

### 1.2 Review

The policy is subject to approval and review on a four yearly basis by the Member Development Panel. Programme is subject to ongoing monitoring by the Panel and an annual review supported by the HRD team.

### 2.0 Aims and Objectives of Member Development at Harrow Council.

The policy aims to provide an entitlement to professional development for members and ensure they receive continuous updating on the key legislative and political skills frameworks that impinge on the day to day work of members.

Implementation of an annual Modern Councillor Member Development programme should enable members to:

- 2.1 increase the capacity of individual members in line with Harrow Council's strategy
- 2.2 gain the skills and knowledge required to increase the capacity of the council to implement the corporate improvement plan to attain and retain excellent status
- 2.3 engage with the implementation of the corporate values – CREATE (see Appendix attached)
- 2.4 review their own performance
- 2.5 improve and further develop political skills
- 2.6 participate in a development programme to meet identified needs
- 2.7 increase their understanding of the framework of local government and the impact of national government
- 2.8 develop a range of organisational and management skills to support them in their role e.g. presentation, casework, IT skills
- 2.9 recognise the changing legislative framework in which the council operates

### **3.0 The Key Principles and Processes to Support Member Development**

#### **3.1 Management by Members**

All matters relating to member development will be managed and co-ordinated by the Member Development Panel that meets four times a year. Reports on progress shall be presented to the Standards Committee by the Chairman of the Panel.

#### **3.2 Named Officer with Job Description**

A named officer will have responsibility for Member Development and ensure that professional learning and development advice and support is provided to members in developing policy and direction; they will also co-ordinate administrative support. References to the roles of assigned officers servicing member development will be detailed in their job descriptions.

#### **3.3 Identification of Development Needs**

The council will use a range of methods for the identification of the personal and professional development needs of members. The methods include:

##### **3.4 Annual Training Needs Analysis**

A survey sent out to all members on annual basis incorporating questionnaire items on legislative training requirements, mandatory knowledge and a range of personal and professional needs aligned to the IDeA Political Skills Framework

##### **3.5 Coaching and mentoring**

Delivered by external consultants as part of a two year programme open to all members allowing 360 degree feedback and an in-depth assessment of learning needs and preferences.

##### **3.6 Post learning event feedback questionnaires**

These include an item on future training needs so that members can record their additional requirements on an ongoing basis throughout the year.

##### **3.7 Informal Discussions with Senior Officers**

As part of day to day liaison with officers, Committee Chairman and Portfolio Holders may identify emerging needs resulting from legislative changes and other developments affecting the council and the responsibilities of councillors.

##### **3.8 Co-ordination of Training Needs**

All needs identified, including those relating to committee work, will be collated by officers supporting member development (see 3.2 above) and managed in conjunction with the Member Development Panel.

### **4.0 Programme Planning, Delivery and Evaluation**

Access to internal and external programmes is provided for all members. Attendance at external fee based events are agreed for individual members through officers in conjunction with representatives on the Member Development Panel.

4.1 Delivery methods will employ a wide range of learning strategies to ensure that the preferred learning styles of individual members are addressed as far as possible. These will include: round table discussions through quarterly briefings, action learning events, coaching and mentoring, e-learning and intranet based updates, specialist workshops, seminars and external conferences.

4.2 Evaluation of programmes will be based on the comprehensive process used for council employees. This incorporates after event feedback questionnaires and Focus group sessions. The combined learning evaluation and log is completed by members after each development session asks individuals to evaluate personal, council wide and community benefits of the training.

## **5.0 Equalities, Work-Life Balance and Community Engagement**

### **5.1 Equality and Diversity**

- 5.2 The council applies the Harrow equalities policy to both members and officers. One consequence is that there should not be any physical, social, religious or cultural barriers to members who wish to take up development opportunities.
- 5.3 Opportunities for members to benefit from learning and development activities will be available regardless of members' physical circumstances, ethnicity, race, gender, sexuality, age or religion.
- 5.4 Availability and timing of development activities will take account of members' family, caring and work responsibilities and ensure a positive approach to work-life balance is promoted. Where appropriate and necessary, development sessions will be made available to members on a one-to-one basis.

## **6.0 Community Leadership and Links to the Third Sector**

- 6.1 Development opportunities for members shall include activities that promote community engagement and leadership, work-life balance and positive citizenship.
- 6.2.1 Member development programme will include input from representatives of the Third Sector, for example, affiliates of Harrow Association for Voluntary Services (HAVS). Where appropriate and useful, staff and HAVS volunteers from the Third Sector will be invited to participate in member development sessions.

## **7.0 Publicity and Engagement with Members**

- 7.1 An annual Modern Councillor Professional Development Programme will be produced annually supplemented by monthly bulletins. Dates for development events run in-house will be added to the Democratic Services and Corporate Calendar.
- 7.2 The annual Modern Councillor Brochure will be also be available on the Intranet along with a regularly updated web page on Member Development, providing links to an e-learning programme and an online events calendar.

## **8.0 Contacts**

- 8.1 Members will have access to a named officer responsible for member development and dedicated email enquiry mailbox. Contact details will be published in the Modern Councillor Brochure and in regular email and postal bulletins.

Draft tabled at the Member Development Panel 7<sup>th</sup> April 2009. See Minutes for actions agreed.

Ken Howgill  
Project Lead – Member Development Charter

### 1. Harrow Council's Values

It is expected that all officers and council members will engage with and promote the council's Values:

#### CREATE

**Customer First** - we are focused and invested in improving the lives of our customers, going the extra mile to resolve their issues and empowering them to take responsibility for their own decisions.

**Respect** – so we treat each other with courtesy and regard, earning respect through working with others to engender trust.

**Engaged Communication** – that's why we listen *Actively* placing a premium on engaging in conversations that bring people together, allows curiosity and interest in areas other than their own.

**Actively 'One Council'** - we collaborate not blame, because we believe the '*sum of the parts*' is more powerful than its individual parts.

**Taking responsibility** – We always deliver what we say we will, empowering and challenging each other to enhance performance and behaviour.

**Energise and Improve** – while distinguishing ourselves by taking actions that innovate and improve.

### 2. Learning Evaluation Cycle

The methodology for monitoring and evaluating the member development programme is aligned to the council's corporate strategy for the evaluation of Learning and Development. See diagram attached

### 3. Statement of Commitment for Members, Officers and Stakeholders to Member Development

#### Members

It is recognized that elected members have a wide range of demands on their time in terms of other work, voluntary commitments, membership and representation on other bodies and council business.

Within this context, and recognizing other demands, It is expected that all members will make a commitment to their own personal and professional development whilst serving as a councilor and engage with the programme developed by Member Development Panel colleagues. Members are also expected to share any learning and areas of good practice with member colleagues, particularly where the council has funded attendance at external events.

#### Officers

All officers whose work involves liaison with members will ensure that they communicate any discussion on the training of councilors to the appropriate lead officer responsible for Member Development and/or the Chairman of the Member Development Panel. All officers will follow the council's staff code of conduct in all of dealings with members.

#### Contribution of Stakeholders including the Third Sector

Through regular inputs into the programme and in attending appropriate development events it is recognised that representatives from the Third Sector and other stakeholders will provide members with up to date information on activities relevant to the council.

**STANDARDS PANELS**

**MEMBER DEVELOPMENT PANEL (4)  
(Non-Proportional)**

*To be appointed only subject to the Committee not agreeing this to be established as a Cabinet Panel in June 2009.*

	<b><u>Conservative</u></b>	<b><u>Labour</u></b>
	(2)	(2)
<b><u>I.</u></b> <b><u>Members</u></b>	Jean Lammiman Paul Osborn	B E Gate Phillip O'Dell
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>	1. Mrs Myra Michael 2. Mrs Vina Mithani	1. Keeki Thammaiah 2. David Perry

**ASSESSMENT AND REVIEW SUB-COMMITTEES (3) – (Pool of Members)  
(Non-Proportional)**

(To be selected from the following nominees)

	<b><u>Independent Persons</u></b>	<b><u>Conservative</u></b>	<b><u>Labour</u></b>
	(1) Chairman	(1)	(1)
<b><u>I.</u></b> <b><u>Members</u></b>	Rev Peter Broadbent Sheila Darr John Kirkland Mohammad Rizvi	Husain Akhtar Mrs Lurline Champagnie Joyce Nickolay Mark Versallion	B E Gate Asad Omar
<b><u>II.</u></b> <b><u>Reserve</u></b> <b><u>Members</u></b>		1. Paul Osborn 2. Tom Weiss 3. Jeremy Zeid 4. Vina Mithani	1. Mitzi Green 2. Phillip O'Dell

**Membership Rules**

- (1) The membership of the Standards Committee - Assessment and Review Sub-Committees will be three persons (comprising one Independent Persons and one Elected Member from each of the main political parties, within the Standards Committee Membership);
- (2) the quorum for the Sub-Committees is 3
- (3) the Sub-Committees shall be chaired by the Independent Person;
- (4) Members attending a Panel be required to vote on a local determination and not be permitted to abstain.

## HEARING SUB-COMMITTEE (5) – POOL OF MEMBERS (Non-Proportional)

(To be selected from the following nominees)

<u>Independent Persons</u>	<u>Conservative</u>	<u>Labour</u>
<b>(3) Chairman + 2 Independent Members from the Pool</b>	<b>(1)</b>	<b>(1)</b>

### I. Members

Rev Peter Broadbent  
Sheila Darr  
John Kirkland  
Mohammad Rizvi

Husain Akhtar  
Mrs Lurline Champagnie  
Joyce Nickolay  
Mark Versallion

B E Gate  
Asad Omar

### II. Reserve Members

1. Paul Osborn  
2. Tom Weiss  
3. Jeremy Zeid  
4. Mrs Vina Mithani

1. Mitzi Green  
2. Phillip O'Dell

### Membership Rules

- (1) The membership of the Standards Committee Hearing Sub-Committee, to hear local determinations will be five persons (comprising three Independent Persons and one Elected Member from each of the main political parties, within the Standards Committee Membership);
- (2) the quorum for the Sub-Committee hearing a local determination is 3, including at least two of the Independent Persons;
- (3) the Sub-Committee hearing a local determination be chaired by one of the Independent Persons;
- (4) the Independent Person to fulfil the function in (3) be appointed by the Standards Committee;
- (5) Members attending the Sub-Committee be required to vote on a local determination and not be permitted to abstain.