

Member Development Panel AGENDA

DATE: Wednesday 1 September 2010

TIME: 7.30 pm

VENUE: Committee Room 6,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Brian Gate

Councillors:

Phillip O'Dell
David Perry

Jean Lammiman
Yogesh Teli

Reserve Members:

1. Nana Asante
2. Mitzi Green
3. Bill Phillips

1. Paul Osborn
2. Stephen Greek

Contact: Mark Doherty, Acting Democratic Services Officer
Tel: 020 8416 8050 E-mail: 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. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Member Development Panel for the Municipal Year 2010/11.

4. MINUTES (Pages 1 - 4)

That the minutes of the meeting held on 7 April 2010 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 Executive Procedure Rule 51 (Part 4D of the Constitution).

6. PETITIONS

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Executive Procedure Rule 49 (Part 4D of the Constitution).

7. DEPUTATIONS

To receive deputations (if any) under the provisions of Executive Procedure Rule 50 (Part 4D of the Constitution).

8. INFORMATION REPORT - MEMBER DEVELOPMENT PROGRAMME UPDATE (Pages 5 - 16)

Report of the Divisional Director Human Resources and Development.

MEMBER DEVELOPMENT PANEL MINUTES

7 APRIL 2010

Chairman: * Councillor Yogesh Teli

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

* Denotes Member present
† Denotes Apologies Received

112. Attendance by Reserve Members

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

113. Declarations of Interest

RESOLVED: That no declarations of interest were made.

114. Minutes

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

115. Public Questions, Petitions and Deputations

RESOLVED: To note that no public questions were put or petitions or deputations received at this meeting.

RESOLVED ITEMS

116. INFORMATION REPORT - Member Development Programme Update

The Divisional Director Human Resources and Development, introduced a report which provided an update on Member Development activities that had taken place since 11 February 2010.

A discussion took place regarding the attendance of the Safeguarding Children & Adults event held on 17 February 2010. The Divisional Director advised that a joint briefing for the Political Groups would be arranged to accommodate Members who had not attended the initial session.

The Divisional Director provided the Panel with feedback from the Member Development Evaluation Focus Group, held on 22 March 2010. He advised that feedback was positive, and requested the Panel to consider the Action Points arising from the Focus Group.

In response to questions by Members of the Panel, the Divisional Director and the Democratic and Electoral Services Manager advised that:

- Chief Whips of the Political Groups would be informed of Members' who had not attended training events;
- throughout the 2010/11 Municipal Year, new Members would have the opportunity to enrol on the e-learning, which would include self-assessment and potentially 360 degree appraisal tool kits;
- a list outlining mandatory Member activities was currently being drafted and would be circulated. There was an intention that it would be implemented after the local election following consultation with the Chairman of the Member Development Panel and the approval of the Standards Committee;

The Divisional Director provided the Panel with a final draft of the Members' Induction Welcome Evening Programme, and welcomed feedback from the Panel.

In response to questions, the Divisional Director and the Democratic and Electoral Services Manager advised that:

- 'Modern Councillor' branding would be included in the Members' Induction Programme;
- 'Dates For Your Diary' would specify if events were targeted towards all or new Members;
- the Members' Induction Welcome Evening timetable, and Dates For Your Diary for the first three weeks following the election, would be sent to all nominated candidates;

- Members who were unable to attend training events would receive an electronic version of the workshop. Sessions that were not well attended would be revisited later in the year;
- any reference to 'GroupWise Email System' within the Induction Programme would be removed, and replaced with 'Email';
- the Democratic and Electoral Services Manager would be available on the Members' Induction evening to answer any questions.

RESOLVED: That the update be noted.

117. Vote of Thanks

Members' thanked officers for the Induction Programme and for their contributions towards the Member Development Panel.

The Portfolio Holder for Community and Cultural Services, and former Chairman of the Panel, expressed her sincere appreciation to the Divisional Director Human Resources and Development for his work towards the success of the Members Development Programme.

RESOLVED: That the item be noted.

(Note: The meeting, having commenced at 7.35 pm, closed at 8.43 pm).

(Signed) COUNCILLOR YOGESH TELI
Chairman

This page is intentionally left blank

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 1 September 2010

Subject: INFORMATION REPORT – Member Development Programme Update

Responsible Officer: Jon Turner, Divisional Director Human Resources & Development

Exempt: No

Enclosures: Appendix 1 - Member Induction Evaluation
Appendix 2 - Draft Member Development Checklist

Section 1 – Summary

This report updates the Panel on the Member Induction Programme events that have taken place since 10 May 2010 and on developments in the wider Member Development Programme.

FOR INFORMATION

Section 2 – Report

2.1 Review of Member Development Induction Programme:

The following events have taken place since 10th May 2010

Training Events and Briefings		
Date	Topics	No. Of Attendees
10 th May	Members Welcome Evening	60/63 All Members
12 th May	Working to Achieve Excellence	41/63 All Members
16 th May	Borough Tour	20/63 All Members in particular New Members
17 th May	Introduction to Overview & Scrutiny	33/63 All Members in particular New Members & Co-optees of O&S
17 th May	Introduction to Ethical Governance & Standards	38/63 All Members & Independent Members
18 th May	Planning & Licensing – What a Ward Councillor Should Know	24/63 New Members
19 th May & 20 th May & 15 th July	Using Harrow's IT Facilities	14 /63 New Members
20 th May	Finance, Governance & Your Role as a Councillor.	32/63 All Members in particular New Members
	Constitution & Decision Making	28/63 All Members in particular New Members
25 th May	Annual Council	All Members
1 st June	Freedom of Information & Data Protection	16/63 All Members
2 nd June	Customer Services and Complaints	12/63 All Members
3 rd June	Planning	20/63 All Members – Mandatory
8 th June	Media Relations for Cabinet Members	9/10 Cabinet Members only – Mandatory
15 th June	Licensing	16/63 All Members – Mandatory
22 nd June	Chairing Skills & Member Behaviour at Meetings	10/63 All Members
22 nd June	Relationship with Voluntary & Community	3/63 All Members

	Sector	
23 rd June	Equality & Diversity	13/63 All Members – Mandatory
30 th June	Corporate Parenting, Looked After Children & Safeguarding	21/63 All Members – Mandatory
1 st July	Introduction to Adults & Housing	8/63 All Members
6 th July	Introduction & Overview of Local Government Finance	10/63 All Members
13 th July	Council Tax Processes/Procedures & Housing Benefit Claim Process	13/63 All Members
21 st July	Members Quarterly Briefing	12/63 All Members
22 nd July	Introduction & Overview of Local Government Finance	4/63 All Members
28 th July	Managing Casework	All Members
29 th July	Media Relations for Members	All Members

We will complete an overall evaluation of the Members Induction Events Programme at the end of July. A copy of the evaluation form is attached at **Appendix 1**

2.2 Capital Ambition Member Development Programme

A number of initiatives and events funded by Capital Ambition have been developed and are provided free of charge.

Members have been sent emails notifying them of the events taking place and to contact the Member Development Co-ordinator who will make all the necessary arrangements on their behalf.

To date only a few Members have shown any interest in attending these free sessions.

Members will be reminded that all bookings for training events including the free events funded by Capital Ambition must be done through the Member Development Co-ordinator so that we can record and report on Members attendance.

2.3 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Aims	Activity and target audience
Personnel Appeals Panel Training	30 th September 2010 – Lesley Clarke & Linda Cohen	CR 6 6.30-9.00 pm	Update on knowledge needed to sit on Personal Appeal Panels	Mandatory for all Councillors who are members of the Personnel Appeals Panel Pool of Members.
Community Involvement	7 th December 2010 – Desiree Mahoney	Members Lounge 7.30 pm	To raise awareness and importance of involving wider groups of people in decisions, services and design	All Members

2.4 Member requests for IT Training

A number of Members expressed an interest in gaining IT skills in Microsoft Word and Excel. An email was sent out to all Members asking them to express which areas they were interested in receiving training together with the level of training required. Members were also requested to advise of any specific elements that they wanted to see included in either of the courses.

Dates are currently being set up with the training company for delivery of these sessions during September.

2.5 Members Political Skills Framework (PSF) Update

In partnership with Brent Council we are developing an on line self assessment tool for Members based on the IDeA political skills framework and linking to the Learning Pool member content site. The tool will enable members to produce an individual Personal Development Plan (PDP) including development recommendations for each core skills.

As the self assessment tool is based on the Political Skills Framework we have reviewed the member TNA process and have amended the TNA form into a checklist. The draft checklist is attached at **Appendix 2**.

The new checklist covers the following:

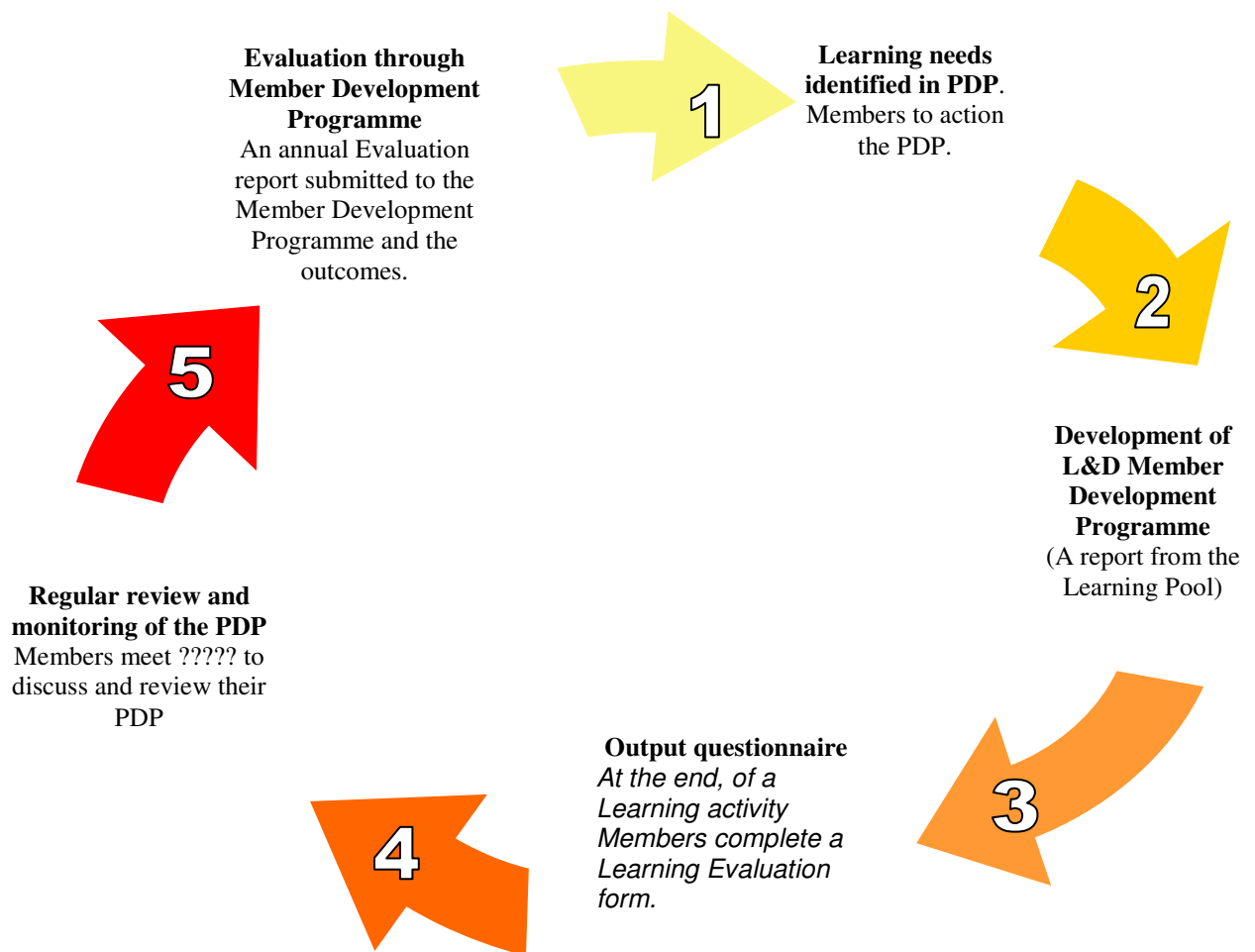
- Learning Preferences
- Best time to attend L&D event.
- Managing your role as a Modern Councillor
- IT skills for the Modern Councillor

- Other specialist skills –Members will be asked to identify their development needs with regard to this on an ongoing basis. We understand the Scrutiny Members have requested this.

We have not included the Interpersonal skills and Community Leadership as these will be covered within the self assessment against the Political Skills Framework.

The Panel’s views are sought on the draft process for the review of the PDP for Members.

L&D Evaluation process



The self assessment tool will be launched on 21st September and we will be seeking volunteers to pilot it and provide feedback.

2.6 Redevelopment of Modern Councillor Learning Pool site

Learning Pool are redeveloping this site and have requested volunteers from Members who would be prepared to be interviewed by Breda Doherty from the Learning Pool for this new site. Breda will be in Harrow on the 21st September to launch the Political Skills Framework.

2.7 Member Development Certificates

The panel has previously discussed the provision of a certificate for members to evidence the training and development that they have undertaken. Work has commenced on designing a certificate, which will be tabled at the Panel's meeting and the Panel's views are sought on the draft certificate.

Section 3 – Further Information

None

Section 4 – Financial Implications

Funding for the member development activities and events in this report is within the current budget provision

Section 5 – Corporate Priorities

N/A

Name: Jennifer Hydari



on behalf of the
Chief Financial Officer

Date: 04 August 2010

Section 6 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director Human Resources & Development
Email: jon.turner@harrow.gov.uk
DD 0208 424 1225

Background Papers:

None

Appendix 1. Evaluation of the Member Development Induction Programme 2010

Please reflect upon all of the Induction sessions you have attended so far and indicate:

- Sessions you find the most useful
- Sessions where you feel you require more knowledge / skills

Event	Date	Very Useful	Useful	Of interest	Not useful	Did not attend	More knowledge/skills required? Yes / No
Members Welcome Evening/Introduction to the Council	10 th May						
Working to Achieve Excellence	12 th May						
Borough Tour	16 th May						
Introduction to Overview & Scrutiny	17 th May						
Introduction to Ethical Governance & Standards	17 th May						
Planning: What a Ward Councillor Needs to Know	18 th May						
Licensing: What a Ward Councillor Needs to Know	18 th May						
Using Harrow's IT Facilities	19 th May, 20 th May & 15 th July						
Constitution & Decision Making	20 th May						
Finance, Governance & Your Role as a Councillor	20 th May						
Freedom of Information and Data Protection	1 st June						
Customer Services & Complaints	2 nd June						
Planning	3 rd June						
Licensing	15 th June						
Chairing Skills & Member Behaviour at Meetings – LGIU	22 nd June						
Relationship with Voluntary &	22 nd June						

Community Sector							
Equality and Diversity	23rd June						
Corporate Parenting, Looked After Children	30 th June						
Introduction to Adults & Housing	1 st July						
Introduction & Overview of Local Government Finance	6 th & 22 nd July						
Council Tax Processes & Procedures	13 th July						
Housing Benefit Claim Process	13 th July						
Members Quarterly Briefing	21 st July						
Introduction & Overview of Local Government Finance	22 nd July						
Managing Casework - LGIU	28 th July						

Any Other Comments:

Thank you for your time.

Please return via email to anita.patel-keegel@harrow.gov.uk or by post to the Member Development Co-ordinator, Room 137, Electoral Services, 1st Floor. Civic 1.

APPENDIX 2

Member Development Needs Checklist

To enable us to design Harrow's Modern Councillor Member Development Programme to meet your needs we need your help in completing and returning this checklist.

The information from the checklist will be collated and used to plan our forthcoming programme of learning and development activities and events. Individual checklists will be kept confidential and will not be used for any other purpose.

Personal Profile

Name

Experience as a councillor (no. of years) 2010? Yes/No	New member
---	-------------------

Areas of experience (Please include any community roles before being elected as a councillor and any relevant skills/knowledge from employment).

Section 1 Learning Preferences

Please indicate your preferred method for learning new knowledge/skills:

Please tick all that apply to you. **Provide two ticks to the one method you prefer the most.**

Method	Tick if preferred	Method	Tick if preferred
Formal presentations/briefings		Interactive DVD	
Group discussion		Listening to Audio CD / Tape	

Small group tasks / discussion		Reading and Note Taking	
Internet & e-learning		1:1 Mentoring with an expert	
Watching DVDs/Videos		Shadowing officer/other member	

**When is the best time for you to attend learning and development events?
Please tick all that apply.**

Breakfast	
Daytime morning	
Daytime afternoon	
Lunch times	
Evenings	
Saturdays	

Skills/Knowledge - Checklist of Needs

Generic Skills

Section 2 Managing your Role as a Modern Councillor

Area of Knowledge/Skills required	If Yes please indicate
Time management	
Managing casework	
Report writing	
Letter writing	
Speed reading	
Writing Newsletters	
Handling the Media	
Negotiating and influencing skills	
Presentation skills	
Group Facilitation	
Advocacy work within the community	
Identifying and co-ordinating community resources	

Section 3 IT Skills for the Modern Councillor

Area of Knowledge/Skills required	If Yes please indicate
Word processing (Using Word)	
Spreadsheets (Using Excel)	
Presentations (Using Powerpoint)	
Using the Internet	
Using the Harrow Intranet	
Using email - Groupwise	
Using web based email (e.g. Google mail,	

This page is intentionally left blank