

Member Development Panel AGENDA

DATE: Tuesday 1 February 2011

TIME: 7.30 pm

VENUE: Committee Room 5,
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. MINUTES (Pages 1 - 4)

That the minutes of the meeting held on 1 September 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 Executive Procedure Rule 51 (Part 4D of the Constitution).

5. 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).

6. DEPUTATIONS

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

7. REFERENCES FROM COUNCIL AND OTHER COMMITTEES/PANELS (Pages 5 - 6)

Reference from the Standards Committee meeting held on 14 December 2010.

8. INFORMATION REPORT - MEMBER DEVELOPMENT PROGRAMME UPDATE (Pages 7 - 14)

Report of the Divisional Director Human Resources and Development

MEMBER DEVELOPMENT PANEL

MINUTES

1 SEPTEMBER 2010

Chairman: * Councillor Brian Gate

Councillors: * Phillip O'Dell * Jean Lammiman
* Nana Asante (1) * Paul Osborn (1)

* Denotes Member present
(1) Denotes category of Reserve Members

1. Attendance by Reserve Members

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

Ordinary Member

Councillor David Perry
Councillor Yogesh Teli

Reserve Member

Councillor Nana Asante
Councillor Paul Osborn

2. Declarations of Interest

RESOLVED: To note that there were no declarations of interests made.

3. Appointment of Vice-Chairman

Nominations for a Vice-Chairman were received, seconded and voted upon.

RESOLVED: Councillor David Perry be appointed as Vice-Chairman of the Member Development Panel for the 2010/11 Municipal Year.

[Note: Following consideration of this item, Councillor Jean Lammiman and Councillor Paul Osborn left the room at 7.40 pm for the duration of this meeting.]

4. Minutes

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

5. Public Questions, Petitions and Deputations

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

6. INFORMATION REPORT - Member Development Programme Update

The Divisional Director of Human Resources and Development introduced a report that provided an update on the Member Induction Programme events that had taken place since 10 May 2010, and on developments within the Member Development Programme.

He advised that:

- attendance levels for training events that had taken place since May 2010 averaged at approximately 30%;
- a number of initiatives and events funded by the Capital Ambition Member Development Programme had been developed, and were being provided free of charge. Members were encouraged to attend these events and register their interest through the Member Development Co-ordinator;
- the Learning Pool 'Modern Councillor' e-learning site was being further developed. Members of the Panel were invited to be interviewed by Learning Pool on 21 September 2010, to aid with the development;
- an online assessment tool that would enable Members to produce an individual Personal Development Plan (PDP) was being developed in partnership with Brent Council. The tool was based on the IDeA Political Skills Framework and linked with the Learning Pool Modern Councillor e-learning site.

A draft certificate designed with the purpose of providing evidence of the training Councillors had undertaken was circulated at the meeting. Members of the Panel were satisfied with the draft provided.

In response to questions by Members, the Divisional Director advised that:

- clashes between training events and Council meetings often occurred when Member level meetings were rescheduled;

- mandatory training provided for some meetings, such as Licensing Panel would be provided for the pool of Membership agreed at Full Council;
- opportunities for IT training provided by the Harrow Information Technology Services (HITS) would be fully utilised;
- for future Induction Programmes, the management of constituent casework training would take place earlier in the schedule;
- records of Media Relations training for Cabinet Members would be updated to reflect that all Members of the Executive received training;
- a reminder would be sent to all Members to complete and return Induction Evaluations.

RESOLVED: That the update be noted. A summary of the feedback received would be included in a report to the next meeting of the Panel.

(Note: The meeting, having commenced at 7.33 pm, closed at 8.15 pm).

(Signed) COUNCILLOR BRIAN GATE
Chairman

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MEMBER DEVELOPMENT PANEL

1 FEBRUARY 2011

REFERENCE FROM STANDARDS COMMITTEE –14 DECEMBER 2010

Attendance at other Meetings of the Council by Independent Members

At its meeting on 14 December 2010, the Standards Committee gave consideration to the observations of the Committee's Independent Members who had attended a range of Council meetings.

The Chairman reported that the Committee's Independent Members had attended a range of meetings throughout the authority. The report detailed their observations and suggested outcomes

The Chairman reported that generally they were very impressed with the high levels of standards and conduct demonstrated at the meetings they observed. There were only 3 main suggestions, which they considered to be relevant.

The Chairman reported that the first suggestion from the Independent Members referred to reminders being provided to ensure that late reports were attempted to be sent to all Members within a timely manner. Their second suggestion involved encouraging Members to ask detailed and technical questions prior to a meeting, to ensure that full and comprehensive responses was provided by officers at the meeting. Their third suggestion involved providing members of the public more information on how to ask questions and present petitions at Council meetings.

Members of the Committee raised a number of issues which included:

- it would be helpful to have guidance for members of the public on how to ask questions and present petitions at meetings. Members of the public only usually attended meetings if there was an item of interest to them. It was important for residents to be informed of ways that they could lobby the Council, particularly as difficult decisions would have to be made in light of the current economic climate. The role of chairmen and Members was also particularly important to ensure flexibility in public participation at meetings;
- there were concerns about what constituted detailed and technical questions as this was a subjective test. The public perception also had to be taken into account. If questions were asked prior to meetings, it could appear that there were not sufficient relevant questions being asked at meetings. Time-pressures also meant that this would not always be possible.

The Chairman summarised the comments made by Members as follows:

- Recommendation 1 could be agreed if it was re-worded to recognise that there were often occasions when information had to be provided late and a lot of work was performed to ensure that it was reported as soon as possible;

- Recommendation 2 could be referred to the Member Development Panel, as this was a potential training issue;
- There was general agreement on Recommendation 3 with the addition that the leaflet explains generally what the public can do at the meeting and for the future.

The Committee also agreed that, given the proposed changes to the Standards regime, it would not currently be wise at this stage to repeat the project.

RESOLVED: That

- (1) the following suggestions be referred to the Monitoring Officer for actioning:
 - in relation to late reports presented to Member level meetings recognition should be given to Members who have not had the opportunity to previously see and absorb the information;
 - that guidance be provided at all Member-level meetings providing information for members of the public on how to participate at meetings and what can be done for the future.
- (2) **the suggestion of Members being encouraged to give notice of detailed technical questions prior to meetings, to ensure full and comprehensive answers at the meeting, be referred to the Member Development Panel as it potentially involved a training issue.**

FOR CONSIDERATION

Background Documents:

Report considered by Standards Committee - 14 December 2010
Minutes of Standards Committee – 14 December 2010

Contact: Miriam Wearing, Senior Democratic Services Officer
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REPORT FOR: MEMBER DEVELOPMENT PANEL

Date:	1 February 2011
Subject:	INFORMATION REPORT – Member Development Programme Update
Responsible Officer:	Jon Turner, Divisional Director of Human Resources & Development
Exempt:	No
Enclosures:	None

Section 1 – Summary

This report updates the Panel on the Member Development Programme events that have taken place since September 2010 and on the progress of the Member Development Programme.

FOR INFORMATION

Section 2 – Report

2.1 Review of Member Development Induction Programme:

The following events have been updated to reflect the number of Members who attended compared to the number on the Panel.

Training Events and Briefings		
Date	Topics	No. Of Attendees
3 rd June	Planning	12/14 - Mandatory for all Councillors who are on the Planning Committee
8 th June	Media Relations for Cabinet Members	10/10 - Cabinet Members only – Mandatory
15 th June	Licensing	19/30 - Mandatory for all Councillors who are on the Licensing Committee

2.2 Review of Member Development Programme:

The following events have taken place since September 2010

Training Events and Briefings		
Date	Topics	No. Of Attendees
2 nd Sept	IT Training – Word Intro	2/63 - All Members
7 th Sept	IT Training – Word Intro	2/63 - All Members
21 st Sept	Personal Development Plans & Learning Pool	16/63 - All Members
22 nd Sept	IT Training – Word Intermediate/Advanced	4/63 - All Members
30 th Sept	Personnel Appeals Panel	12/20 - Mandatory for all Members who are members of the Personnel Appeals Panel Pool of Members
14 th Oct	Safeguarding Adults & Children	18/63 - All Members
26 th Oct	Licensing – Repeat Session	11/30 - Mandatory for all Members who are on the Licensing Committee
10 th Nov	Planning – Repeat Session	2/14 – Mandatory for all Members who are on the Planning Committee
16 th Nov	Members Quarterly Briefing	28/63 – All Members
25 th Nov	Licensing – Repeat Session	2/30 - Mandatory for all Members who are on the Licensing Committee
30 th Nov	Emergency Planning	7/63 – All Members
6 th Dec	Licensing – Repeat Session	3/30 - Mandatory for all Members who are on the Licensing Committee
7 th Dec	Community Involvement	CANCELLED
9 th Dec	Equality & Diversity	16/50 – Mandatory for all Members who did not attend previous session in June 2010.

2.3 Overall Evaluation of Members Induction Events

Following the Member Development Panel meeting in September, a reminder email was sent out to all Members highlighting the importance of completing and returning the evaluation form by the 17th September.

To date we have received a total of 9/63 completed forms, which have been summarised overleaf.

Event	Very Useful	Useful	Of interest	Not useful	Did not attend	No Feedback	More knowledge/skills required? Yes / No
Members Welcome Evening/Introduction to the Council	5/9	2/9			1/9	1/9	
Working to Achieve Excellence	2/9	3/9		1/9	2/9	1/9	
Borough Tour	3/9	1/9			4/9	1/9	
Introduction to Overview & Scrutiny	2/9	2/9	2/9		2/9	1/9	
Introduction to Ethical Governance & Standards	2/9	2/9	4/9			1/9	
Planning: What a Ward Councillor Needs to Know		2/9	1/9		5/9	1/9	Yes 1/9
Licensing: What a Ward Councillor Needs to Know	2/9	2/9			4/9	1/9	
Using Harrow's IT Facilities	1/9	2/9			5/9	1/9	Yes 1/9
Constitution & Decision Making	2/9	3/9	2/9		1/9	1/9	Yes 1/9
Finance, Governance & Your Role as a Councillor	3/9	3/9			2/9	1/9	Yes 1/9
Freedom of Information and Data Protection	1/9	3/9			4/9	1/9	
Customer Services & Complaints	1/9	2/9			5/9	1/9	
Planning		1/9			7/9	1/9	Yes 2/9
Licensing	1/9	2/9			5/9	1/9	
Chairing Skills & Member Behaviour at Meetings – LGIU		1/9			7/9	1/9	
Relationship with Voluntary & Community Sector		1/9			7/9	1/9	Yes 1/9
Equality and Diversity		1/9	1/9		6/9	1/9	
Corporate Parenting, Looked After Children		3/9			5/9	1/9	Yes 1/9
Introduction to Adults & Housing	2/9	1/9			4/9	2/9	
Introduction & Overview of Local Government Finance	3/9	1/9	1/9		3/9	1/9	Yes 1/9
Council Tax Processes & Procedures	3/9	2/9			3/9	1/9	
Housing Benefit Claim Process	3/9	2/9			3/9	1/9	
Members Quarterly Briefing	2/9	1/9			5/9	1/9	
Introduction & Overview of Local		1/9			7/9	1/9	

Government Finance							
Managing Casework - LGIU	1/9				7/9	1/9	Yes 1/9
<p><u>Any Other Comments:</u> Clash of training sessions with committee meetings. Q & A session with experienced members. Mock council meeting. Tour of Civic Centre. Training on Casework earlier in the programme. Significant saving by holding sessions during the daytime or using experienced Cllrs to train new ones. Sessions proved to be useful and informative. Introduction courses very useful even though an experienced Cllr, continued to learn new information/skills over the induction period. Every single session clashed with other Council meetings – already timetabled, no alternative dates were ever offered. No attempt to compile briefing pack for those unable to attend. Consider distance learning as part of the programme. More and better opportunities for interactive learning. Consolidated certificate for sessions attended.</p>							

2.4 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Aims	Activity and target audience
Overview & Scrutiny Training	31 st January 2011 – Paul Morrison	Committee Room 6 7.00-9.00 pm	Introduction to Scrutiny/Performance & Finance	All Members
Safeguarding Adults	3 rd February 2011 – Seamus Doherty	Committee Room 1 & 2 7.00-9.00 pm	Safeguarding Adults – Repeat Session	All Members
Members Quarterly Briefing	23 rd February 2011 – Various Officers	Committee Room 1 & 2 7.00-9.00 pm	To be confirmed	All Members
Safeguarding Children & Corporate Parenting	9 th March 2011 – Betty Lynch & Andreas Kyriacou	Members Lounge 7.00-9.00 pm	Safeguarding Children – Repeat Session Corporate Parenting -	All Members

2.5 Member requests for IT Training

Following a request from a number of Members expressing an interest in gaining IT skills in Microsoft Word and Excel, several dates were scheduled during September.

A total of 8 Councillors in total, attended the training over the 3 planned sessions of Microsoft Word at Introduction, Intermediate & Advanced level.

With regard to offering Members spare places on staff IT training, our IT

department have confirmed that this would not be a problem, and they would do this free of charge, however they emphasised the importance of the following:

- i) Commitment of Members to attend once they had been allocated a place.
- ii) Members would need to ensure they attended courses at the correct level e.g. basic, intermediate or advanced, and that they did not impact on the pace of the training, as other attendees would be paying for the session.
- iii) The arrangement would be subject to review, particularly due to the Capita transfer in November.

2.5.1 Update on IT Training

The transfer of the Harrow of IT service to Capita took place on the 24th November. Going forwards Members who wish to attend any IT training would be subject to a charge of £50/£100 per person per session.

2.6 Members Political Skills Framework Online Self Assessment Tool

Following the launch of the Political Skills Framework Online Self Assessment Tool in September, a follow up email was sent out to all Members advising them of the 1-2-1 coaching sessions that were being held in the Members Library during early October.

The purpose of the coaching session was to assist Members through the assessment, which took approx 20 minutes to complete.

So far we have produced and handed out flyers at the Quarterly Briefings to capture Members who have not logged onto the Modern Councillor site, we have also sent emails advising Members that they can arrange to have a coaching session in order to complete the assessment.

To date only 8 Members have completed the online self-assessment these have been evaluated and as a result training needs for those Members have been identified and we are in the process of securing a training provider to deliver the session to Members in the New Year.

To be able to deliver a bespoke and tailored development programme for all Members based on their needs and requirements it is essential that more Members complete this assessment.

Therefore, we seek the Panels advice and support to improve the numbers of Members completing the online assessment and assist us in developing a Member Development Programme that is Member led.

2.7 Update on Portfolio Holder Funding for External Events

Portfolio Holder training for matters within their Portfolio is to be paid for by the appropriate directorate.

Training for Portfolio Holder responsibilities does not come out of the Member Development fund but directly out of the relevant directorate's budget. This has been agreed with Mike Lockwood and communicated to all Corporate Directors.

Portfolio Holders should go directly to their Corporate Directors and ask them directly, whilst also notifying the Member Development Officer of which courses they are attending, so we can update Members training records.

2.8 1-2-1 Sessions with Senior Officers

Newly elected Members have been invited to attend a 1-2-1 session with Senior Officers to discuss individual development requirements and to meet with Elaine McEachron (Member Development Manager) & Pauline Ferris (Democratic Services Manager).

The aim of the session is to develop the Member Development Programme to become more Member led, so that Members will decide what training they require in order to develop their roles and responsibilities as Councillors.

2.9 Mandatory Training:

Licensing – All Members of the Licensing Committee have completed their training within 6 months from the date of their appointment. Four sessions were held to get all 30 Members fully trained.

Planning – All Members of the Planning Committee have completed their training within 6 months from the date of their appointment. Two sessions were held to get all 14 Members fully trained.

Personnel Appeals Panel – To date 12 out of 20 Members have completed the Personnel Appeals training. A repeat session is currently being planned to take place in February 2011 to capture the remaining 8 Members.

Safeguarding Adults & Children – The Safeguarding session took place on the 14th October. Feedback from Members was that both subject matters Safeguarding Adults & Safeguarding Children were too long and complex to cover in one session and suggested they should be separate sessions and to include Corporate Parenting with Safeguarding Children.

We have taken Members feedback into account and organised separate dates for the Safeguarding sessions:

Seamus Doherty will be delivering the **Safeguarding Adults** session on the **3rd February 2011**.

Betty Lynch will be delivering the **Safeguarding Children's** session along with Andreas Kyriacou who will be delivering **Corporate Parenting** on the **9th March 2011**.

2.10 Overview & Scrutiny

Following previous clashes with Scrutiny & Member Development training events, it was agreed by both the Scrutiny & Member Development Officers to take a co-ordinated approach, with Scrutiny providing the lead and Member Development providing the administration support and co-ordination of future Overview & Scrutiny training events.

2.11 Member Development Training Dates in Calendar of Meetings

Due to difficulties in the past in arranging Member Development Training events which sometimes clashed with committee meetings, and Members other commitments, consideration was given to setting aside one day each month in the Calendar of Meetings dedicated to Members Training events. These dates were in addition to the dates already set-aside for the Quarterly Briefings.

It is envisaged that this way Members would have up to one years' notice of training dates as the Corporate Calendar is published annually. It is hoped that this would greatly assist Members in their diary planning for 2011-2012.

After discussions with the Chair of the Member Development Panel, Cllr. Brian Gate, an email was sent out to the Group Leaders, Deputy Leaders and Members of the Member Development Panel on the 2nd December 2010, requesting their agreement to the proposal in principle. The response received was that Members of the Panel were happy to follow this approach.

The dates have since been added into the Calendar of Meetings for the Municipal Year 2011/12, and the document was circulated to All Members on the 10th December 2010.

2.12 Capital Ambition Events for 2011

A number of initiatives and events for 2011, funded by Capital Ambition have been developed and are being provided free of charge to All Members.

Shared Services Event for Members on Monday 7th February - 6.00 - 8.30 pm in Central London.

Budget Scrutiny: The Role of Scrutiny in a time of cuts on Monday 21st February – all day event – Hounslow Civic Centre.

The Role of the Civic Head and Team on Thursday 10th March – all day event – Prospero House, Borough High Street, SE1 1GA.

Members are to 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.

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: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 22 December 2010		

Section 6 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director Human Resources & Development
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DD 0208 424 1225

Background Papers: None