

# Member Development Panel AGENDA

**DATE:** Wednesday 30 March 2011

**TIME:** 7.30 pm

**VENUE:** Committee Room  
Harrow Civic Centre

## **MEMBERSHIP** (Quorum 3)

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**Chairman:** Councillor Brian Gate

**Councillors:**

Phillip O'Dell  
David Perry

Jean Lammiman  
Yogesh Teli

## **Reserve Members:**

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

1. Paul Osborn
2. Stephen Greek

**Contact:** Manize Talukdar, Acting Democratic Services Officer  
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## **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 February 2011 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. INFORMATION REPORT: MEMBER DEVELOPMENT PROGRAMME UPDATE (Pages 5 - 10)**

Report of the Divisional Director Human Resources and Development.

## **AGENDA - PART II - NIL**

# MEMBER DEVELOPMENT PANEL

## MINUTES

### 1 FEBRUARY 2011

**Chairman:** \* Councillor Brian Gate

**Councillors:** \* Jean Lammiman \* David Perry  
\* Phillip O'Dell \* Yogesh Teli

\* Denotes Member present

#### 7. Attendance by Reserve Members

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

#### 8. Declarations of Interest

**RESOLVED:** To note that the following personal interest was declared:

Agenda Item 7: References from Council and other Committees/Panels -  
Reference from the Standards Committee

Councillor Brian Gate declared that he was a Member of the Standards Committee. He would remain in the room whilst the matter was considered and voted upon.

#### 9. Minutes

**RESOLVED:** That the minutes of the meeting held on 20 September 2010 be taken as read and signed as a correct record.

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

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

## **RESOLVED ITEMS**

### **11. References from Council and Other Committees/Panels**

Members of the Panel considered a reference from the Standards Committee meeting, which detailed the Committees Independent Members observations of a range of Council meetings that they had attended.

Members discussed that:

- it would be an ideal opportunity to gauge feedback from newly elected Members on the positives and negatives of their experiences thus far;
- encouraging pre-meeting briefings with officers and Members would help to address the key points within reports prior to the meeting, and ensure comprehensive responses from officers during the meeting;
- incorporating a frequently asked questions database into the new IT system would create a source for Councillors to refer to. This would prevent questions or information being duplicated, resulting in more time for informed debate at meetings;
- less formal means of communication between Members and officers should be encouraged;
- structure diagrams, such as for the Council's decision-making process, would promote greater understating among Members and the public.

**RESOLVED:** That

- (1) the reference be received and noted;
- (2) officers provide a progress report on the suggestion of developing structure diagrams to a future meeting of the Panel;
- (3) the feasibility of incorporating a question and answer database into the new IT system be explored.

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

An officer introduced a report which provided an update on the Member Development Programme events that had taken place since September 2010, and on the progress of the Member Development Programme.

The officer advised that:

- training for the pool of Members on the Licensing and Planning Committees had now been completed;

- an additional training session for the Personnel Appeals Panel Members had been scheduled for March. This would bring the completion rate to 75%;
- 34 Members were required to complete Equality & Diversity training;
- 9 Members had completed and returned the Member induction evaluation forms. Feedback from these Members was positive;
- a Member Development webpage would be launched on the Council's intranet in February. This webpage included information that enabled Members to tailor the Development Programme to their specific needs. Members were pleased with screenshots of the webpage that were circulated at the meeting.

In response to questions, officers advised that;

- Chief Whips and Group Leaders would be informed of Members who had attended training events;
- 8 Members had used the online assessment tool;
- the possibility of creating a personalised calendar of all events for Members to help identify skills gaps, would be considered;
- commissioning the Local Government Information Unit think tank to engage with Members and residents at all levels, would be investigated;
- meetings had been held with the newly elected Members to highlight the strengths and weaknesses throughout their induction period. Data from these meetings would be collated and fed back to a future meeting of the Panel;
- a procedure note for Council meetings had been created and was now in place;
- establishing a 'Buddy' system for new Members would be explored;
- for future induction programmes, prioritising training on the management of constituents' casework would be considered;
- sharing the resources for training events with neighbouring boroughs would be investigated.

**RESOLVED:** That

- (1) the report be noted;
- (2) Chief Whips and Group Leaders be informed of Members who had attended training events;

- (3) creating a personalised calendar of all events be investigated;
- (4) feedback from meetings with newly elected Members be presented to a future meeting of the Panel;
- (5) a 'Buddy' system for new Members be explored.

(Note: The meeting, having commenced at 7.31 pm, closed at 8.55 pm).

(Signed) COUNCILLOR BRIAN GATE  
Chairman

**REPORT FOR: MEMBER DEVELOPMENT  
PANEL**

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**Date:** 30 March 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 1 February 2011 and on the progress of the Member Development Programme.

**FOR INFORMATION**

**Section 2 – Report**

**2.1 Review of Member Development Programme**

The following events have taken place since January 2011:

<b>Training Events and Briefings</b>		
<b>Date</b>	<b>Topics</b>	<b>No. Of Attendees</b>
31 January 2011	Introduction to Scrutiny/Performance & Finance	<b>12/63</b> - All Members
3 February 2011	Safeguarding Adults (repeat training)	<b>11/63</b> – Members who have not attended previous sessions
23 February 2011	Members' Quarterly Briefing (the work of Registration Services; Decentralisation & the Localism Bill)	<b>23/63</b> - All Members
28 February 2011	Overview & Scrutiny: Community Engagement	<b>14/63</b> - All Members
9 March 2011	Safeguarding Children & Corporate Parenting (repeat training)	<b>15/63</b> - Members who have not attended previous sessions
14 March 2011	Personnel Appeals Panel (repeat training)	<b>4/20</b> - <b>Mandatory</b> for all Members who are members of the Personnel Appeals Panel Pool of Members and have not attended previous sessions

## 2.2 Overall Evaluation of Members Training Events Since January 2011

Evaluation forms completed by Members after each training session have been summarised below:

<b>Event</b>	<b>Very Useful</b>	<b>Fairly Useful</b>	<b>Not useful</b>	<b>Did not attend</b>	<b>No Feedback</b>	<b>More knowledge/skills required? Yes / No</b>
Introduction to Scrutiny/Performance & Finance	4/12	8/12	-	51	-	Yes 5/12
Safeguarding Adults (repeat training)	10/11	-	-	52	1/11	Yes 6/11
Members' Quarterly Briefing (the work of Registration Services;	7/23	8/23	1/23	40	7/23	Yes 11/23



Decentralisation & the Localism Bill)						
Overview & Scrutiny: Community Engagement	7/12	3/12	2/12	49	-	Yes 2/14
Safeguarding Children & Corporate Parenting	11/15	2/15	2/15	48	-	Yes 4/15
Personnel Appeals Panel (repeat training)	2/4	1/4	-	-	1/4	No
<b>Any Other Comments:</b>						
<p><b>Overview and Scrutiny – Performance &amp; Finance:</b> would like actual budgets to look at</p> <p><b>Repeat Safeguarding Children &amp; Corporate Parenting:</b> offer twice yearly training and make it compulsory for all councillors</p> <p><b>O&amp;S: Community Engagement:</b> topic too big to be covered in 1 session</p> <p><b>Decentralisation &amp; Localism Bill –</b> would require further frequent update briefings</p> <p><b>Safeguarding Adults:</b> Member would like to accompany carers &amp; officers on site visits</p>						

### 2.3 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Activity and target audience
Equality Impact Assessment: Cabinet Only	Thursday 24 <sup>th</sup> March 2011 Mohammed Ilyas	Committee Room 6 6.00 – 9.00 pm	Cabinet Members Only
TBC	To be cancelled		
Equalities & Diversity	Wednesday 1 <sup>st</sup> June 2011 Mohammed Ilyas	Committee Room 1 & 2 7.00 pm	Members who have not attended previous sessions
Members' Quarterly Briefing	Thursday 30 <sup>th</sup> June 2011 TBC	Committee Room 1 & 2 7.00 pm	All Members
TBC	Thursday 28 <sup>th</sup> July 2011 TBC	Committee Room 1 & 2 7.00 pm	
TBC	Thursday 15 <sup>th</sup> September 2011 TBC	Committee Room 1 & 2 7.00 pm	

Equalities & Diversity	Thursday 6 <sup>th</sup> October 2011  Mohammed Ilyas	Committee Room 1 & 2  7.00 pm	Members who have not attended previous sessions
Members' Quarterly Briefing	Tuesday 25 <sup>th</sup> October 2011  TBC	Committee Room 1 & 2  7.00 pm	All Members
Community Involvement	Tuesday 29 <sup>th</sup> November 2011  Desiree Mahoney	Members Lounge  7.00 pm	All Members
Role of a Member During a Major Incident	Thursday 8 <sup>th</sup> December 2011  Kan Grover	Members Lounge  7.00 pm	All Members
TBC	Monday 30 <sup>th</sup> January 2012  TBC	Committee Room 1 & 2  7.00 pm	
TBC	Wednesday 15 <sup>th</sup> February 2012 TBC	Committee Room 1 & 2  7.00 pm	
Members' Quarterly Briefing	Monday 27 <sup>th</sup> February 2012  TBC	Committee Room 1 & 2  7.00 pm	All Members
TBC	Wednesday 28 <sup>th</sup> March  TBC	Committee Room 1 & 2  7.00 pm	
TBC	Wednesday 25 <sup>th</sup> April  TBC	Committee Room 1 & 2  7.00 pm	

#### 2.4 Member requests for IT Training

Some Members have requested Citrix training, which is currently being arranged.

## **2.5 Members' Political Skills Framework Online Self Assessment Tool**

To date only 8 Members have completed the Political Skills Framework Online Self Assessment modules and a reminder was sent to all Members on 15 March 2011, emphasising the fact that completion of the modules by Members will enable us to assess and plan Members' future learning and development needs.

## **2.6 1-2-1 Sessions with Senior Officers**

To date 11 new Members have attended 1-2-1 sessions with Pauline Ferris and Elaine McEachron.

## **2.7 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 7<sup>th</sup> February - 6.00 - 8.30 pm in Central London.

***Budget Scrutiny: The Role of Scrutiny in a time of cuts*** on Monday 21<sup>st</sup> February, all day event, Hounslow Civic Centre – attended by 1 Member.

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

***Sharing Services II*** - on Thursday 10<sup>th</sup> March focussing on how the quality and value of provision to Children & Young People can be improved by working together – Layden House, 76 – 86 Turnmill Street, London EC1M 5LG.

## **2.8 Other Free Training Events**

***CREES Energy Efficiency Training*** on 16 March – all day event - The Brewery, 52 Chiswell Street, City of London EC1Y 4SD – 2 Members registered to date.

***The National Children and Adult Services Conference and exhibition*** on 19 to 21 October 2011 – at the International Convention Centre (ICC) London ExCel.

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: 18 March 2011		

## **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)  
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**Background Papers:** None