

Member Development Panel AGENDA

DATE: Monday 22 February 2010

TIME: 7.30 pm

VENUE: Committee Room 3,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Yogesh Teli

Councillors:

Jean Lammiman
Paul Osborn

B E Gate
Phillip O'Dell

Reserve Members:

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

1. David Perry
2. Ms Nana Asante

Contact: Mark Doherty, Acting Democratic Services Officer
Tel: 020 8416 8050 E-mail: mark.doherty@harrow.gov.uk

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 7 January 2010 be taken as read and signed as a correct record.

4. PUBLIC QUESTIONS

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

5. PETITIONS

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

6. DEPUTATIONS

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

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

Report of the Divisional Director Human Resources and Development.

8. PLANNING FOR 2010 MEMBER INDUCTION UPDATE

Verbal update of the Project Manager Member Development.

AGENDA - PART II - NIL

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MEMBER DEVELOPMENT PANEL

MINUTES

7 JANUARY 2010

Chairman: * Councillor Yogesh Teli

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

* Denotes Member present
† Denotes apologies received

100 Attendance by Reserve Members

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

101 Declarations of Interest

RESOLVED: To note that no declarations of interest were made at this meeting.

102 Minutes

RESOLVED: That the minutes of the meeting held on 7 April 2009 be taken as read and signed as a correct record.

103 Public Questions, Petitions and Deputations

To note that no public questions were put or petitions or deputations received at this meeting under the provisions of Committee Procedure Rules 19, 16 and 17 respectively.

RECOMMENDED ITEM

104 Member Development Programme Update

The Panel received a report of the Divisional Director Human Resources and Development, which reviewed the progress in delivery of the current Member Development Programme, and outlined the forthcoming events for the remainder of the 2009/10 Municipal year.

An officer provided an update on recent staffing changes within the Human Resources and Development team. He advised that following the departure of a lead officer responsible for Member Development, a new member of staff had joined the team in a consultancy capacity. Members expressed their sincere thanks and appreciation for all the work previously done by the departing officer.

The officer advised the Panel that Harrow Council had been awarded the Member Development Charter for demonstrating good practice in Member Development, and advised that an option for the future was to seek Charter Plus status.

The officer reported that it was not his intention to abandon the 360 degree appraisals, and added that feedback from those who had used the development tool had been encouraging. Members added that 360 degree appraisals had been worthwhile as they highlighted areas for improvement and aided those with more experience to refresh and build on their existing skill set. In response to a question, the officer stated that Members would be required to have at least one year's experience in order to benefit from using 360 degree appraisals.

It was noted that the Member Development Programme had been costed through the Roffey Park Institute, an organisation whose mission was to develop people and organisations to their full potential. Members suggested that a 'learning contract' could be devised for Members to agree to be part of a professional learning process and commit to Member Development. The officer stated that a contract was something that could be looked at.

A Member suggested the possibility of introducing Podcasts as a way of posting Member Level meetings on the internet. Members were of the view that Podcasts would help those with disabilities, link better with the community and get more people involved. A Member stated that the benefits of introducing this initiative would need to outweigh the cost implications.

A discussion took place around the number of Members who had attended Member Development activities and whether more could be done to ensure that Members attend training events relevant to them. A Member stated that to be able to identify which Members had not attended training, evidence would be needed. He added that by using this evidence, discussions could take place amongst Members, which could help identify the reasons why attendance was low. The officer advised that he would contact Group

Leaders and work closely with them to ensure that every effort was being made to increase the level of attendance.

In discussing how administrative staff advertised training events, the officer suggested that a protocol be drawn up which clearly set out the roles and duties of the Member Development administrative staff, so that Councillors and staff were fully aware of each others responsibilities. Members agreed that this was a good suggestion, with the Chairman adding that this protocol should be included in the new Members' induction pack.

The officer invited Members of the Panel to suggest topics for inclusion in the next Members' Quarterly Briefing, which would be issued in March 2010. He confirmed that he would remind staff to invite those from the voluntary sector. Topics that were suggested by Members included:

- what candidates in the election can and cannot do, and who to contact for advice;
- a question and answer session with a polling clerk.

A Member stated that if the Members' Quarterly Briefing included topics on the forthcoming election more people were likely to attend.

A discussion took place around particular ways of rewarding Councillors for their attendance and contribution to the Member Development Programme. Members suggested that those who had undertaken a certain amount of learning development could receive an accredited certificate for their contributions. Members added that this certificate could be transferable to their Curriculum Vitae (C.V). It was agreed that a yearly certificate could be awarded to Members who had demonstrated a level of dedication to the Member Development Programme, and that the information relating to the award of certificates would be incorporated in the induction pack. The officer agreed to send the design for the certificate electronically to the Panel for approval.

Resolved to RECOMMEND: (to the Portfolio Holder)

That

- (1) the report be noted;
- (2) the proposed amendments to the 2009/10 programme be agreed.

RESOLVED ITEM

105 INFORMATION REPORT - Planning for 2010 Member Induction Update

An officer introduced a report of the Divisional Director Human Resources and Development, which outlined the proposals for the 2010 Member Induction Programme. A Member proposed the possibility that there could be two levels of induction offered, a level for newly inducted Members and a more advanced level for Cabinet and the new opposition. He added that it was essential to induct as early as possible. The Member also recommended that Charing Skills, scheduled in the Member Induction for September, October or November 2010, be brought forward to June 2010.

Members voiced concerns that the planned induction took an integrated approach, adding that it was essential to make use of active learning sets.

A Member stated that he felt more interaction was needed between Portfolio Holders and Scrutiny Performance Lead Members. He added that it would be appropriate for discussion to be held with Scrutiny officers on this matter.

In relation to a question on delivery methods of training, an officer proposed that a diagram be drawn up which showed new Members where to go and who to see if they had any issues. An officer added that a draft diagram was being worked on, and would be presented to the Panel for feedback.

Members discussed the possibility of introducing assessments for Members in areas such as Licensing. A Member felt it was essential that the possibility of assessments was considered, particularly in relation to Licensing Panels, Planning Committees and Personnel Appeals. He felt that these tests would be beneficial in testing Members understanding and identify new training needs.

In relation to the Induction Pack, a Member suggested that Member Development Programme should form part of the presentation at the Members' Open Evening. The Chairman also stated that new Members should be informed of the responsibility to reach the Charter Plus standard.

In response to a request the Divisional Director Human Resources and Development, undertook to ensure that all candidates were informed of the key member induction dates in the Council's Calendar.

RESOLVED: That the report be noted.

(Note: The meeting, having commenced at 7.30 pm, closed at 9.14 pm).

(Signed) COUNCILLOR YOGESH TELI
Chairman

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date of Meeting: 22 February 2010

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

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

Exempt: No

Enclosures: None

Section 1 – Summary

This report sets out the current 2009/10 Member Development Programme and outlines the forthcoming events for the remainder of the financial year.

FOR INFORMATION

Section 2 – Report

Review of Member Development Activities since January 2010

The following events have taken place since 12th January 2010.

Training Events and Briefings		
Date	Topics	No. Of Attendees
12 th January	Cabinet Briefing	8/9 – Cabinet
4 th February	Grants Advisory Panel	5/5 – Mandatory repeated for Members unable to attend previous session
9 th February	Youth Participation & Voices Training	3/63 – All Members
17 th February	Safeguarding Children & Adults	TBA - Members unable to attend previous sessions

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

Attendance information for Member Development Activities prior to September 2009 was circulated to the Member Development Panel as requested at the previous meeting.

Members Quarterly Briefings

Following a topic request from Members on Roles of Cllrs/Candidates in Elections, Legal Services have agreed to host a table at the Members Quarterly Briefing.

The following tables will also be present at the last of the Quarterly Briefings for this municipal year which takes place on Thursday 4th March.

- Legal – What happens during a local election and rules surrounding candidates
- Emergency Planning – Disaster Recovery, Business Continuity
- Voluntary Sector – Harrow Healthy Living Centre

Members requested that we extend to voluntary sector partners invitations to participate as delegates at other Member Dev events. Details of scheduled events for the remainder of the year were sent out to Julia Mayo to distribute amongst the Voluntary Sector partners.

Safeguarding Children & Adults

A final repeat training session took place on the 17th February for Councillors who had not previously attended 'Safeguarding'.

Following a request from the member Development Panel, officers notified Group Leaders and Whips of the members who had not yet attended so they could be reminded of the importance of attending this final session.

Section 3 – Further Information

Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Aims	Activity and target audience
Cabinet Briefing	23 rd February 2010 – Alex Dewsnap	CR 5 5.00-5.30 pm	Update on progress with Performance Management	Cabinet Members
Members Quarterly Briefing	4 th March 2010 - Various	CR 1 & 2 6.30-8.30 pm	To enable Members to discuss current issues with officers.	All Members
Evaluation Focus Group	22 nd March 2010 – James Rose	CR 1 & 2 6.30-7.30 pm	To evaluate/feedback on the Member Development Programme	All Members
Cabinet Briefing	23 rd March 2010 – Jon Turner	CR 5 5.00-5.30 pm	Review the proposed Member Induction Programme	Cabinet Members

Section 4 – Financial Implications

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

Section 5 – Corporate Priorities

The Member Development Programme supports skills and capacity building for elected members who set the Council's vision and Corporate Priority.

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 12 February 2010		

Section 6 - Contact Details

Contact: Jon Turner, Divisional Director HR&D, 020 8424 1225

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