

# MEMBER DEVELOPMENT PANEL MINUTES

## 7 DECEMBER 2011

**Chairman:** \* Councillor Phillip O'Dell

**Councillors:** \* Jean Lammiman \* Mrs Rekha Shah  
\* Varsha Parmar \* Yogesh Teli

\* Denotes Member present

### 27. Attendance by Reserve Members

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

### 28. Declarations of Interest

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

### 29. Minutes

**RESOLVED:** That the minutes of the meeting held on 5 October 2011 be taken as read and signed as a correct record.

### 30. Public Questions, Petitions and Deputations

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

## RESOLVED ITEMS

### 31. Information Report: Member Development Programme Update

The Panel received a report of the Divisional Director Human Resources, Development and Shared Services, which provided an update on the Member Development Programme of events that had taken place since the local

election in May 2010 and on the progress of the Member Development Programme in 2011/12.

The Divisional Director tabled a revised timetable of outstanding training so that Members had up-to-date data in consideration of the report. Following comments and questions from Members of the Panel, the Divisional Director advised that:

- officers would explore the possibility of Harrow MENCAP being invited to provide further training for Members in the area of mental health awareness following assessment of the evaluation forms from the MIND training session;
- the Emergency Planning training scheduled for 8 December would include the Stanley Road HSE report;
- the Office for Public Management had been invited to provide training at three sessions in early 2012;
- the Head of Legal Practice would be discussing the Localism Act at the February 2012 Members Quarterly Briefing. Further details about the content of this presentation would be circulated to Panel Members for comment;
- the topic for the April 2012 training session was yet to be confirmed and the Divisional Director requested Members of the Panel to feedback any suggestions for possible topics. He added that alternatively, this slot may be used for IT training.

An officer from Procurement advised Members about the Procurement briefing scheduled for February 2012. He stated that:

- over the past year, the Council had identified savings in the area of procurement, specifically within the supply chain;
- training was offered to officers to enhance their knowledge and understanding of this area and Members may also benefit from similar training;
- the training would cover the supply market and internal commercial management.

The Divisional Director added that just over a third of Members had completed the online IT training needs analysis. The analysis had indicated that most Members' training needs were at an intermediate level and that a number of Members had indicated that they required coaching in specific areas such as PowerPoint. The Divisional Director advised that:

- some of the training may be offered in the form of e-learning modules;

- officers were looking for a suitable provider and would agree a training timetable shortly;
- 30-minute coaching sessions, for those Members who had requested them would be offered either at the beginning or end of the main training sessions;
- currently Capita staff were only available to provide IT advice and support by telephone during normal office hours and this would be clarified to Members.

The Divisional Director further advised that:

- the take up of e-learning via the relaunched Modern Councillor site continued to be low, despite a number of remedial measures taken by officers to encourage Members to engage with this;
- he undertook to invite a representative from Learning Pool to attend the February meeting of the Panel with a view to seeking further information about Members' engagement with e-learning at other local authorities and how Members interest in e-learning could be improved;
- Members were able to log on to the Modern Councillor site directly through their web browser.

Following comments and questions from Members of the Panel regarding the Scrutiny training programme, a scrutiny officer advised that:

- the Scrutiny Leadership Group had identified specific skills and knowledge required for Scrutiny Lead Members, which was the focus of the scrutiny development training programme;
- the programme was intended to be complementary to the Corporate Member Development Programme;
- two recent training sessions had had a narrow focus and had been specifically targeted at scrutiny Members. Two forthcoming training sessions would cover quite broad topics such as Commissioning. The officer added that these topics had been agreed some time ago and requested feedback from Panel Members;
- all non-executive Members were invited to scrutiny training events;
- in the future, the Scrutiny Development Programme would be fully integrated into the Corporate Member Development Training Programme and invitations to Member Development Training events would be sent by the Member Development team. Both training programmes would use the same evaluation forms and signing-in registers.

The Divisional Director Human Resources advised that Learning Pool had discussed the accreditation of Members' learning with other authorities, however, this had not been progressed due to prohibitive costs. He added that he was exploring the possibility of a collaborative approach with the organisational development lead officers from the West London Alliance.

The Divisional Director added that:

- following Members' comments on completed evaluation forms, the Impact Factory had been invited to provide a follow-up Assertiveness training session and an additional session on Confident Public Speaking in early 2012. Further training on the technical and legal aspects of social media would also be offered;
- Facilities Management would be offering training in evacuation procedures to all officers and Members in the near future. He undertook to request that one of these sessions be offered in the evening;
- training on 'How to be a good Buddy' would be offered as and when requested.

Referring to the outstanding mandatory training figures set out in the tabled document, the Divisional Director advised that further mop-up sessions would be offered in safeguarding adults, safeguarding children, equalities and diversity, personnel appeals, licensing and planning. Officers would also liaise with the Harrow Equalities Centre to discuss provision of Equalities training.

Following questions from Members, the Divisional Director advised that he would seek clarification from colleagues about any sanctions that may be applied to those Members who had not attended Mandatory training.

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

### **32. Date of Next Meeting**

Wednesday, 1 February 2012 in Committee Room 5.

(Note: The meeting, having commenced at 7.31 pm, closed at 8.29 pm).

(Signed) COUNCILLOR PHILLIP O'DELL  
Chairman