

# MEMBER DEVELOPMENT PANEL MINUTES

## 1 FEBRUARY 2012

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

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

\* Denotes Member present

### 33. Attendance by Reserve Members

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

### 34. Declarations of Interest

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

### 35. Minutes

**RESOLVED:** That the minutes of the meeting held on 7 December 2012 be taken as read and signed as a correct record.

### 36. Public Questions, Petitions and Deputations

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

## RESOLVED ITEMS

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

The Panel received a report of the Divisional Director Human Resources and Development and Shared Services, which provided an update on the Member

Development Programme of events that had taken place since the last meeting of the Panel.

The Divisional Director stated that:

- the November Members' Quarterly Briefing and 'The Role of a Member During A Major Incident' training sessions had received positive feedback;
- the TfL briefing, 'Travel and Spend at London's Town Centres' had received some negative feedback.

Members made the following comments with regard to the TfL Briefing:

- although the research and compilation of the data had been carried out by TfL, an officer from the Council's Transport Section had been requested to deliver the training. As a result, the officer had not been able to answer some of the questions from Members;
- TfL had carried out similar research at the sub-regional level, which would be of interest and relevance to Members in Harrow.

Members were also of the view that:

- it was important to manage Members' expectations with regard to training sessions, and in the future, officers and trainers should be requested to clarify the aims and objectives of the training at the beginning of each session and that learning and development criteria, such as aims and objectives should be integrated into all training;
- with regard to 'The Role of a Member during a Major Incident' training, a Member suggested the production of a wallet-sized, laminated aide-memoire setting out what to do in emergencies for all Members;
- the Office for Public Management's (OPM) training session on 30 January had been excellent, but had not been well attended as it had clashed with a number of other meetings;
- the further two OPM sessions planned for February and March 2012 should be actively promoted to Members and further information about their content be requested from the trainer and be circulated to all Members prior to the training.

Members made the following comments and requests with regard to the planned training for the remainder of the Municipal Year:

- clarification whether the 'Housing Needs' training session would include information about the recent housing priorities consultations;

- that Members be reminded that the Member Development training sessions are set out in the corporate calendar and that they should avoid double-booking themselves on these dates;
- that officers be requested not to schedule briefing or other meetings that clashed with Member Development training events.

The Divisional Director made the following additional points:

- officers were awaiting quotes from two current contracted training organisations with regard to the IT training. Once the contract was agreed, additional IT training dates would be publicised to Members;
- the Head of Legal Practice had advised that the responsibility for the impositions of sanctions, if any, on Members who failed to attend mandatory training, rested with the Standards Committee, and should be referred to it;
- the appendix to the report, which provided guidance on the types of information that Members could include on their social network sites would be circulated to all Members and published on the Member Development pages on the Hub. A copy of the LGiU guide 'Connected Councillors: A Guide to Using Social Media', would be made available to the Group Offices and placed in the Members' Library;
- Learning Pool had advised that accreditation of Members' learning was not their area of expertise and that they were essentially an e-learning systems provider. However, they had undertaken to request information about Councillor engagement with e-learning from their users, who may be able offer suggestions to increase Member engagement. The OPM, which had experience of running Institute of Learning Management accredited programmes, had indicated that they could work with Members to develop a programme of learning. The West London Alliance had a similar view;
- Health and Safety evacuation training was being scheduled for March, and would be offered to Members at the beginning of one of their Group meetings; a further Safeguarding Children training was being scheduled after April 2012;
- the Member Development Charter was due for renewal in 2012 and officers were undertaking an internal review of the Council's readiness for assessment. The results of this would be reported at the next meeting of the Panel. Some Members were of the view that the services of the consultant who had previously worked on the Charter could be engaged again, should the need arise.

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

**38. Date of Next Meeting**

Tuesday 3 April 2012.

(Note: The meeting, having commenced at 7.31 pm, closed at 8.15 pm).

(Signed) COUNCILLOR PHILLIP O'DELL  
Chairman