Member Development Panel AGENDA

DATE: Wednesday 1 February 2012

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Phillip O'Dell

Councillors:

Varsha Parmar Jean Lammiman
Mrs Rekha Shah (VC) Yogesh Teli

Reserve Members:

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

1. Paul Osborn
2. Stephen Greek

Contact: Manize Talukdar, Democratic Services Officer
Tel: 020 8424 1323 **E-mail:** manize.talukdar@harrow.gov.uk

Harrow COUNCIL
LONDON

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 <u>whole</u> 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 December 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 - 14)

Report of the Divisional Director of Human Resources and Development and Shared Services.

8.   **DATE OF NEXT MEETING**

7.30 pm on 3 April 2012.

AGENDA - PART II - NIL

This page is intentionally left blank

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 offerred 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 evlaution 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

REPORT FOR:	**MEMBER DEVELOPMENT PANEL**
Date:	1 February 2012
Subject:	INFORMATION REPORT – Member Development Programme Update
Responsible Officer:	Jon Turner, Divisional Director of Human Resources & Development & Shared Services
Exempt:	No
Enclosures:	Appendix A – Guidance for Members on the Use of the Council Logo

Section 1 – Summary

This report updates the Panel on the Member Development Programme of events that have taken place since the December 2011 Panel meeting and on the progress of the Member Development Programme in 2012.

FOR INFORMATION

Section 2 – Report

2.1 Overall Evaluation of Members Training Events Since December 2011

Training Event	Number of attendees	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed-back	More knowledge/ skills required? Yes / No
Members' Quarterly Briefing: -**MIND in Harrow** -**Employment Tribunal Update** -**Personal Data Assistants used by Public Realm officers** 29 November 2011	8/63	55	3/8	2/8	0/8	3/8	2/8
TfL Briefing: Travel & Spend at London's Town Centres 8 December 2011	12/63	51	2/12	6/12	3/12	1/12	7/12
Role of a Member During a Major Incident 8 December 2011	12/63	51	9/12	1/12	0/12	2/12	4/12

Any Other Comments:

Members' Quarterly Briefing – 29 November 2011:

(MIND in Harrow/Employment Tribunal Update/Personal Data Assistants used by Public Realm officers)

- Many other colleagues would certainly enjoy these sessions.
- Interesting subjects covered.

TfL Briefing: Travel & Spend at London's Town Centres – 8 December 2011:

- What does this mean for Harrow?
- Its very important that people presenting data fully understand it and are able to answer questions; saying 'its not my data' is not helpful.
- We needed local data because London-wide information is not relevant.
- This is London-wide. I would like some detailed data on Harrow if possible. A very good debate.
- More depth.
- More information about what makes a Metropolitan centre successful.
- Keep updated.
- How internet is impacting now and how it will impact in the future.
- I found this one of the worst training sessions I have ever attended. I am rather precise about data and facts. I questioned some of the points made by the presenter that I thought were wrong (and still do). These were not errors in the data but were loose interpretations when more precision was possible.

Role of a Member During a Major Incident – 8 December 2011:

- Create a 'plasticised' aide memoire.
- A bit more debate would have been of benefit to all present.
- When the Belmond incident happened, I was stuck in traffic but was never informed at any time of the incident until I checked the Council website. So it might be a good idea to let Members know when incidents happen so that we are aware of things happening.
- Lesson learned not to rush in!
- Great training, well presented, well done.
- Business continuity for local businesses.

Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/ Time	Activity and target audience
Valuing What We Do	30 January 2012 Tim Whitworth (Leadership Development, Office for Public Management [OPM])	Committee Room 1 & 2 7.00 pm	**All Members** - Understanding the value that Members and Officers create and how that is measured and appreciated
Better together	15 February 2012 Tim Whitworth (Leadership Development, OPM)	Committee Room 1 & 2 7.00 pm	**All Members** - Why Members and officers need to work together and how that can be achieved
Members Quarterly Briefing: **1. Housing Needs** **2. The Localism Act** **3. Commercial procurement and management of contracts**	27 February 2012 Jon Dalton (Housing Needs Service Manager) Jessica Farmer (Head of Legal Practice) Richard Hawtin (Interim Head of Procurement)	Committee Room 1 & 2 7.00 pm	**All Members** - 'Help2Let' scheme - Session will focus on whichever regulation relating to the act is published first - Supply market & internal commercial management
Community Based Leadership	28 March 2012 Tim Whitworth (Leadership Development, OPM)	Committee Room 1 & 2 7.00 pm	**All Members** What is it and how can Members and officers be part of it and promote it
Confident Public Speaking	16 April 2012 Impact Factory	Committee Room 1 & 2 6.00-8.00 & 8.00-10.00 pm	**All Members** (this training will be offered to members in their individual Groups)

Project Management	25 April 2012 OPM	Committee Room 1 & 2 7.00 pm	All Members

2.3   Member Development Training Dates for 2012/13

2012	All Sessions run from 7.00-8.30 pm
	(Q)* – Quarterly Briefing
	Thursday 31 May
	Wednesday 27 June **(Q)***
	Thursday 26 July
	Thursday 18 October **(Q)***
	Tuesday 20 November
	Thursday 20 December
2013	Thursday 24 Jan
	Thursday 28 February **(Q)***
	Monday 22 April

2.4   Update on IT Training following the online training needs analysis

The analysis of training needs has been circulated to two current contracted training organisations to quote on the provision of the training. It is proposed that a timetable of available coaching sessions is circulated to Members who book a session. The trainer will review the Members' individual needs and take them through practical examples of the items they themselves had identified. For some Members they may need to book more than one session to cover all their needs.

2.5   Update on Mandatory Training

At its last meeting Members received a tabled document outlining the six Mandatory training areas for members, and a breakdown of the number of members who had not yet completed the various mandatory training.

MANDATORY TRAINING	OUTSTANDING
LICENSING (16 Members on the Panel)	2/16
PLANNING (14 Members on the Panel)	1/14
PERSONNEL APPEALS (19 Members on the Panel **+** 1 Vacancy)	2/19
SAFEGUARDING ADULTS	17/63
SAFEGUARDING CHILDREN	9/63
EQUALITIES & DIVERSITY	25/63

Following discussions on this document, it was agreed that officers should seek clarification on what sanctions if any could be imposed on members who failed to undertake the requisite training.

This has been discussed this with the Head of Legal who has advised that the responsibility for the imposition of sanctions, if any, rests with the Standards Committee and that this matter should be referred to that Committee for consideration.

2.6   Update on Social Network Sites

Officers have advised that Members may not use the Council logo on their profiles on Social Media sites, as the Council cannot control what is being put on these sites and could be at risk, for example, of breaching the code on publicity. See appendix A for further details.

2.7   Update on Accreditation of Members' Learning/Learning Pool

Accredited training usually involves completing a programme of study that often uses a blended learning approach of e-learning, class attendance and assessments.

Progress in considering the feasibility of accreditation of Member's learning is reported below.

Learning Pool who provide the 'modern councillor' e-learning system were approached to see whether they could support accreditation. Their view was that whilst e-learning modules could form part of an accredited programme the process of accreditation and moderation is not something they would conduct. Learning Pool view themselves as a system provider and content sharing community and not necessarily as a training content provider.

Approaches to the West London Alliance and Office of Public Management re-enforced this view. OPM commenting "We have experience of running ILM accredited programmes as well as ILM endorsed programmes these tend to be highly structured with an approved curriculum. An endorsed programme may also include the option of written assignments but may not be mandatory. And we could also develop and provide an in-house bespoke programme with an award certificate."

OPM suggested an approach which would involve a day or evening programmes and working with members on co-designing a development programme that they want and where they test out their appetite for an endorsed or award programme with OPM, with or without an external body or academic institution. The West London Alliance OD Leads had a similar view.

OPM have been requested to consider preparing a proposal to help develop a suite of e-learning modules that could lead to endorsed or accredited learning. Their response and an assessment of potential cost will be reported to the Panel.

Learning Pool has also sent a request about Councillor engagement to the Learning Pool community of 7,200 members who may be able to offer suggestions to increase engagement.

2.8   **Other Training**

Health and safety evacuation training will be provided to officers in mid-March 2012. Facilities management are proposing that similar training be offered to Members at the beginning of one of their Group meetings. A separate session will be offered jointly to Liberal Democrat and Independent Members.

At a previous meeting Panel Members had requested that a repeat Children's Safeguarding training session be offered in April 2012. However, due to the large number of meetings in April, officers have been unable to identify a suitable date in April for this training, and it is therefore proposed that this training be scheduled as part of the Member Development Training Programme for 2012/13.

2.9   **Member Development Charter**

Harrow was awarded the Member Development Charter in September 2009 The Charter is valid for 3 years, which means if we wish to renew we must be reassessed by 30 September 2012. Officers are currently undertaking an internal review of our readiness for assessment and will report the outcome to the 3 April 2012 meeting of the Member Development Panel. The cost of re-assessment will be £2,000.

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 - Equalities implications

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

N/A

Section 6 – Corporate Priorities

N/A

Name: Steve Tingle	X	on behalf of the Chief Financial Officer
Date: 17.1.12		

Section 7 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director of Human Resources & Development & Shared Services
Email: jon.turner@harrow.gov.uk
DD: 0208 424 1225

Background Papers: None

Guidance note on types of information that can be included in members' profiles on social networking sites/blogs

There is no restriction on you describing yourself as a councillor on your profile. You should set out clearly in your profile whether you are acting in your capacity as a councillor or not.

Identifying the intended nature of your site will enable readers to better understand if you are seeking to act in your official capacity or not. However, even if you do not describe yourself as a councillor you may still be acting in this capacity if, for example, you discuss Council business on your social networking site or blog.

The significance of this for you is that if you are acting as a councillor, or as a representative of the authority, you will be covered by the Code of Conduct. These issues are set out in more detail in the Social Media Protocol.

You should not include any information which you think might be confidential (other than your own information) on your profile. If in doubt you should check with the owner of the information.

You should not use the Harrow Council logo on your personal social networking accounts or blogs. Such sites are for your own personal opinions and comments.

If you use the logo this could give the impression that you are speaking on behalf of Harrow Council when you are really expressing your own opinions. This could lead to confusion on the part of the public and complaints that the Council is supporting a particular party or viewpoint when it does not do so.

If you have a blog which you hand over to another individual or business you should make clear on that blog before you hand it over that you are doing so and that you disassociate yourself from any comments made on it after that time. You should also delete any links to that site from any other networking sites or blogs which belong to you.

You may also find 'Connected councillors: a Guide to using social media' produced by the Local Government Group, helpful for general issues on this subject.

This guide can be found at:

http://www.idea.gov.uk/idk/aio/28632240

The Council's Social Media Protocol and a link to the above guide have been added to the Member Development pages on the HUB.

This page is intentionally left blank