

# Member Development Panel AGENDA

**DATE:** Wednesday 12 September 2012

**TIME:** 7.30 pm

**VENUE:** Committee Room 5,  
Harrow Civic Centre

## **MEMBERSHIP** (Quorum 3)

---

**Chairman:** Councillor Mrs Rekha Shah

**Councillors:**

Ann Gate  
Varsha Parmar

Jean Lammiman  
Yogesh Teli

## **Reserve Members:**

---

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

1. Paul Osborn
2. Stephen Greek

**Contact:** Nicola Fletcher, Democratic & Electoral Services Officer  
Tel: 020 8416 8050 E-mail: [nicola.fletcher@harrow.gov.uk](mailto:nicola.fletcher@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 disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Panel;
- (b) all other Members present.

## **3. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Panel for the Municipal Year 2012/13

## **4. MINUTES (Pages 1 - 6)**

That the minutes of the meeting held on 3 April 2012 be taken as read and signed as a correct record.

## **5. TERMS OF REFERENCE OF THE MEMBER DEVELOPMENT PANEL (Pages 7 - 8)**

To consider and confirm the Panel's Terms of Reference

## **6. 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).

## **7. 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).

## **8. DEPUTATIONS**

To receive deputations (if any) under the provisions of Executive Procedure Rule 50 (Part 4D of the Constitution).

**9. INFORMATION REPORT: CHARTER MARK - CURRENT STATE, ACTIONS AND FUTURE STEPS** (Pages 9 - 18)

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

**10. INFORMATION REPORT: MEMBER DEVELOPMENT PROGRAMME UPDATE** (Pages 19 - 26)

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

**11. DATE OF NEXT MEETING**

7 November 2012

**AGENDA - PART II - NIL**