

Member Development Panel AGENDA

DATE: Tuesday 5 February 2013

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Mrs Rekha Shah

Councillors:

Ann Gate (VC)
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

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. MINUTES (Pages 1 - 4)

That the minutes of the meeting held on 7 November 2012 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 - 12)

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

8. DATE OF NEXT MEETING

Wednesday 10 April 2013 at 7.30pm

AGENDA - PART II - NIL

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MEMBER DEVELOPMENT PANEL MINUTES

7 NOVEMBER 2012

Chairman: * Councillor Mrs Rekha Shah

Councillors: * Ann Gate * Paul Osborn (1)
* Jean Lammiman * Varsha Parmar

* Denotes Member present
(1) Denotes category of Reserve Member
† Denotes apologies received

56. Attendance by Reserve Members

RESOLVED: To note the attendance at this meeting of the following duly appointed Reserve Members:-

Ordinary Member

Councillor Yogesh Teli

Reserve Member

Councillor Paul Osborn

57. Declarations of Interest

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

58. Minutes

RESOLVED: That the minutes of the meeting held on 12 September 2012, be taken as read and signed as a correct record.

59. Public Questions, Petitions and Deputations

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

RESOLVED ITEMS

60. 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 made the following points about Members' attendance and feedback regarding recent Member Development training events:

- attendance at IT training had been low at the first two sessions but had subsequently increased;
- on the whole attendees were satisfied with the IT training but felt handouts should have been given and this request should be forwarded to the trainer;
- there had been a change of trainer mid way through the training and the new trainer had not been fully briefed regarding the results of the Members' Training Needs Analysis (TNAs), and consequently had not covered the areas requested by Members in their TNAs.

Members made the following comments and requests:

- the possibility of 2-3 full additional days of IT training be looked into by officers. Publicity about this training should specify exactly which IT packages would be covered and the level the training would be pitched at;
- training should be provided to Members about internet security, the use of firewalls and data protection issues;
- the recent scrutiny training regarding performance information had been very helpful but poorly attended, which may have been due to the short notice given;
- the 7.00 pm start time of training sessions may make it difficult for some Members to attend training;
- Members should be encouraged to complete all Mandatory training sessions within the first year of being elected with the proviso that they would not be able to sit on relevant committees until they had completed the requisite Mandatory training;

- Personal Development Plans for Members should be reintroduced at the Member induction stage and the possibility of providing Members with a certificate of completion and formal accreditation of Members learning should be explored further;
- Equalities and Diversity training should have the widest possible context and encompass more employment law;
- the December 2012 Member Development training session should be postponed as it was too close to the Christmas break period and it was unlikely that many Members would be free to attend.

The Divisional Director stated that:

- additional training in data protection and data security would be offered to officers in the near future and it would be practical to offer this training to Members also;
- the Harrow Equalities Centre and external trainers would be contacted regarding provision of further Equalities and Diversity training;
- the Adult Social Care section had been requested to encompass mental health awareness issues in their Member training sessions.

The Divisional Director outlined the proposal from the Office for Public Management (OPM) for a joint programme of officer and Member training. following questions and comments from the Panel, the Divisional Director stated that the OPM programme would:

- address a number of strategic issues facing the council, such as community budgets and would include working with and learning from partner organisations;
- it would be difficult to quantify outputs of this training as it was aimed at provoking thinking and a broader dialogue between Members and officers to identify key issues and challenges facing the Council;
- action learning sets and how these could feed into decision making processes could be incorporated into learning outcomes and that this would be fed back to OPM;
- a detailed outline of areas to be covered at each training session, expected outcomes and which external stakeholders would be invited from OPM.

The Divisional Director advised that the Member Development Charter Assessment Day had been agreed for 21 November and key Members and officers had been invited. A briefing document would be circulated to all concerned and a briefing meeting lasting 30 minutes was provisionally agreed to take place on Thursday 15 November at 6.00 pm.

61. Date of Next Meeting

5 February 2013.

(Note: The meeting, having commenced at 7.33 pm, closed at 8.27 pm).

(Signed) COUNCILLOR MRS REKHA SHAH
Chairman

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 5 February 2013

Subject: INFORMATION REPORT –
Member Development Programme Update

Responsible Officer: Jon Turner, Divisional Director of Human
Resources and Development and Shared
Services

Exempt: No

Enclosures: None

Section 1 – Summary

This report updates the Panel on the Member Development Programme of events that have taken place since the November 2012 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 the last Panel meeting in November 2012

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed back	More know ledge/ skills required Yes / No
Finding out what you need to know: how to get the best out of performance information Monday 22 October	3	60	1/3	2/3	-	-	-
IT Training: (Power Point Intermediate) Wednesday 31 October	5	58	4/5	1/5	-	-	-
*Equalities and Diversity Tuesday 20 November	0	**25	-	-	-	-	-
*Safeguarding Adults Tuesday 20 November	5	**21	4/5	1/5	-	-	-
*Safeguarding Children Tuesday 20 November	7	**26	5/7	2/7	-	-	-
*Role of a Councillor during a Major Incident	13	**32	12/13	1/13	-	-	-

Tuesday 20 November							
School Place Planning	11	52	7/11	2/11	-	2/11	-
Monday 10 December							

* Training held for those Members who had not previously attended the mandatory sessions

** indicates the number of Members who still have not attended the training

What else do I need to learn on this topic/Any Other Comments:

(taken directly from the learning evaluation sheets)

Finding out what you need to know: how to get the best out of performance information:

- Updates and further cases (x2)
- Further cases
- Repeat for other Councillors (x2)
- V good structure, presentation and cases

IT Training (Power Point Intermediate)

- More IT training is needed as I am very much clueless
- Very good trainer
- More of such training
- Little bit more detail may be 4 days training
- Handouts please
- Bit more detail – how to format pictures

Safeguarding Adults:

- Updates when available – half yearly
- Presenter very clear and obviously enthusiastic
- Will need to know about new legislation i.e. new care and support bill as it goes through

- About new initiatives
- An engaging presenter who made the presentation very interesting

Safeguarding Children:

- Keeping up to date with trends and patterns. How are economic/social factors impacting figures
- Thank you
- More knowledge about conferences
- More detail about what is done – will do this via scrutiny
- Thank you, good presentation
- General social work issues and inspections/improvement plans
- Fantastic health professional (social worker) led the course
- Good presentation and interactive session

Role of a Councillor during a Major Incident:

- Very informative session
- How to secure myself
- Excellent member development course. The trainer was very, very good
- Sense of security that there is planning in situ
- Well presented
- Covered topic in detail
- Very informative and useful
- Just keep up to date
- Update us regularly

School Place Planning

- Well delivered
- Clear picture of the High School places projections – 2013 (asap)
- Very comprehensive session
- Regular updates on progress with this would be helpful
- Future information about Admission Policy in Harrow Council
- About admission
- Good member development programme
- Interesting

- Need to track where we are with this! All need some kind of update
- School admissions
- It was more than about projections so we may need further sessions about the shape of school funding and growth.
- Very clear explanations. Although one way vertically it did not feel too top down. The speakers were knowledgeable and explained clearly some quite complicated notions. Going forward – used over ten times – no more please.

2.2 Planned Activity for remainder of municipal year

Event	Provider/ Facilitator	Venue/ Time	Activity and target audience
Chairing Skills 24 January 2013	Sue Keogh South East Employers	Committee Room 1 & 2 7.00 pm	All Members
Members Quarterly Briefing 1. Legislative Update 2. Hate Crime 3. Planning	Date to be Confirmed Jessica Farmer (Head of Legal Practice) Jasbinder Badhan (Hate Crime Co-Ordinator) Stephen Kelly (Divisional Director of Planning)		All Members
The Council's new service delivery model/commissioning (see 2.3 below) 18 March 2013	Alex Dewsnap (Divisional Director, Partnership Development & Performance) And OPM	Committee Room 1 & 2 7.00 pm	All Members
Health and Wellbeing/Public Health Transition 22 April 2013	Trina Thompson (Senior Policy Officer)	Committee Room 1 & 2 7.00 pm	All Members

2.3 Office For Public Management

Discussion have taken place with the Office of Public Management (OPM) on the provision of a element of member Development that focuses on the national and strategic challenges the Council faces due to funding and national policy changes.

OPM outlined in December a programme that would allow members and officers to meet to discuss and investigate these challenges in an open forum and using the mechanism of 'action learning sets'.

The Panel agreed to commission this programme and we have approached OPM with a view to developing a programme that will commence with the event that is planned for 18 March. The Panel's views are sought on re-focussing the March event so that it gives members and senior officers the opportunity to consider the key strategic issues that we will face in future years.

Following this event further sessions will be developed to be delivered on this theme in June and September. The programme will then cease in the run up to elections and restart in 2014 post the elections in line with the agreed re-design of the Member Development programme and the goal of a four year development plan that is a combination of strategic and practical needs (see 2.4 below).

2.4 Future Development

Officers have requested Members consider the following events for inclusion in the future development programme:

- EqIA for Cabinet Members in March – This can be arranged directly with Cabinet
- Council Tax localised support briefing before April – This is a new event that would need to be accommodated within the current programme
- Local Information System demonstration – This is a new event that would need to be accommodated within the programme

The Panel's advice is sought on the most effective way to address the requests which need to be accommodated within the current programme

As set out in 2.3 above OPM are being engaged to support the event planned in March and this event will also inform development of their element of the member development programme.

The Panel has also previously considered and agreed changes to the current development programme, which will be incorporated in the programme for the next municipal year and inform longer term developments.

The Panel has agreed that the longer term programme be designed around the electoral cycle and officers are therefore preparing an outline programme, to follow on from the 2014 Member Induction, which will be presented to a future Panel

In guiding development of the future development programme the Panel may wish to consider the Member Development Charter assessment team's recommendations (see 3 below)

2.5 London Boroughs Charter for Elected Member Development

Assessment for the Member Development Charter took place in November and the assessors found that Harrow met all the requirements for the Charter standard except the required level of member engagement.

Panel members have separately received a copy of the Assessors Report and the Panel's advice is sought on the assessment team's recommendations and suggested areas for improvement.

2.6 Member Attendance and the Member Training Budget

Members do not always confirm their attendance, if they are going to attend a session and some recent Member training sessions have not been well attended. As there is a cost attached to each session, the Panel's advice is sought on applying a minimum number of confirmed attendees for a session to be run. This would mean that if Members do not confirm that they will be attending a session and the minimum number of attendees is not met then the session would be cancelled. Only Members who have indicated that they will be attending would be notified of the cancellation. This would be a more cost effective way of using the Member Development budget.

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

Section 7 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 16 January 2013		

Section 8 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director of Human Resources & Development & Shared Services

Email: jon.turner@harrow.gov.uk Tel: 0208 424 1225

Background Papers: None