

Member Development Panel AGENDA

DATE: Tuesday 4 February 2014

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Janet Mote

Councillors:

Yogesh Teli (Chairman)

Mrinal Choudhury
Mrs Rekha Shah

Krishna James

Reserve Members:

1. Paul Osborn
2. Jean Lammiman

1. Kairul Kareema Marikar
2. Varsha Parmar

1. Asad Omar

Contact: Manize Talukdar, Democratic & Electoral Services Officer
Tel: 020 8424 1323 E-mail: manize.talukdar@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 - 6)

That the minutes of the meeting held on 1 October 2013 be taken as read and signed as a correct record.

4. PUBLIC QUESTIONS, PETITIONS & DEPUTATIONS

To receive any public questions received in accordance with Executive Procedure Rule 50 (Part 4D of the Constitution).

Questions will be asked in the order notice of them was received and there be a time limit of 15 minutes.

[The deadline for receipt of public questions is 3.00 pm, 30 January 2014. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

5. PETITIONS

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Executive Procedure Rule 48 (Part 4D of the Constitution).

6. DEPUTATIONS

To receive deputations (if any) under the provisions of Executive Procedure Rule 49 (Part 4D of the Constitution).

7. INFORMATION REPORT: MEMBER DEVELOPMENT PROGRAMME UPDATE
(Pages 7 - 12)

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

8. PLANS FOR MEMBER INDUCTION 2014 (Pages 13 - 30)

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

9. DATE OF NEXT MEETING

AGENDA - PART II - NIL

*** DATA PROTECTION ACT NOTICE**

The Council will audio record item 4 (Public Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

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MEMBER DEVELOPMENT PANEL MINUTES

1 OCTOBER 2013

Chairman: * Councillor Yogesh Teli

Councillors: Krishna James * Kairul Kareema Marikar (1)
* Jean Lammiman (2) * Mrs Rekha Shah

* Denotes Member present
(1) and (2) Denote category of Reserve Members

74. Attendance by Reserve Members

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

Ordinary Member

Councillor Janet Mote
Councillor Mrinal Choudhury

Reserve Member

Councillor Jean Lammiman
Councillor Kairul Kareema Marikar

75. Declarations of Interest

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

76. Appointment of Vice-Chairman

RESOLVED: That Councillor Janet Mote be appointed Vice-Chairman of the Panel for the 2013/14 Municipal Year.

77. Minutes

RESOLVED: That the minutes of the meeting held on 10 April 2013 be taken as read and signed as a correct record.

78. Public Questions, Petitions and Deputations

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

RESOLVED ITEMS

79. 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:

- most training sessions had been reasonably well attended;
- feedback provided on the evaluation forms for these sessions had been largely positive, and Members had requested further training on most of the topics covered;
- Members had found the joint training event at Brent Civic Centre, which had been attended by 9 Councillors from Harrow, interesting, but felt that the event could have been more robustly facilitated.

Members made the following comments:

- Children's Services had arranged training regarding fostering without involvement from the Member Development team and the Panel were of the view that Directorates should be reminded that Member training events should be co-ordinated via the Member Development team;
- all Members should be encouraged to attend the forthcoming Safeguarding Adults training, as Members needed to be made aware of their role in this area. Additionally, the Care Quality Commission, would take Member attendance at Safeguarding training into consideration when carrying out audits;
- the 23 December training date, though very close to the holiday period, should not be cancelled. This session should be used to provide IT training and Members should be canvassed as to what topics they would like to see covered;
- the May 2014 training date should be used to feedback and road test the planned programme of Member Induction following the elections in May.

RESOLVED: That the report be noted.

80. Information Report: MyLearning Portal

The Panel received a report of the Divisional Director Human Resources and Development and Shared Services, which set out plans to roll out the MyLearning self-service portal to Members.

The Divisional Director stated that the advantages of rolling out the portal to Members would be as follows:

- it would enable Members to book themselves on Member Development training/briefing sessions and, where appropriate, on training sessions offered as part of the staff Corporate Development programme;
- it would allow Members to access forthcoming Member training sessions, view information about the trainer(s) and the aims, outcomes and target audience for each training session;
- each training session could have minimum number of participants assigned to it and the session could be cancelled 5 days before the scheduled date if the minimum enrolment number was not met;
- the portal was simple to use and could be accessed via the Council's Hub or remotely from home;
- it would make the Member training programme more cost effective, easier to manage and would enable Members to plan ahead and track their training for the entire year;
- Members would be able to print off certificates of attendance and complete evaluation forms online.

Members made the following comments:

- this was an excellent proposal, however, it should be noted that several Members continued to experience difficulty in accessing their harrow.gov accounts and this need to be resolved before the portal was rolled out to Members;
- MyLearning should be demonstrated at the February 2014 Quarterly Briefing before being rolled out after May 2014, in order to resolve any issues that might arise.

RESOLVED: That the report be noted.

81. Information Report: Member Induction 2014

The Panel received a report of the Divisional Director of Human Resources and Development and Shared Services, which set out proposals for the Members' Welcome Evening, Members' Handbook and the Member Induction Programme for 2014.

The Divisional Director advised that the proposals incorporated suggestions from the Corporate Strategy Board. He added that, in the interest of keeping down costs, it was proposed that:

- the Members Welcome Evening, which was planned for Thursday 29 May 2014, should follow the same format as in 2010;
- a virtual borough tour of key locations, available on disk, would replace the actual borough tour;
- the Members' Handbook would be a slimmed down version of the one produced in 2010. The handbook would be available both as a hard copy and electronically, with any updates to the handbook provided electronically.

Members expressed the following views:

- the information evening for prospective Councillors was an excellent new initiative that would give prospective candidates a flavour of the roles and responsibilities of a Councillor;
- the filming of a Council meeting, inclusive of a roll-call, would be helpful to newly-elected Members and added that a Cabinet meeting could also be filmed;
- the Harrow Youth Parliament had the requisite technical skills and hardware to undertake the filming projects. If they were unable to take these on, then students at Stanmore College or at the University of Westminster could be approached;
- the proposed increased use of electronic media in providing information to Members as part of the induction process would be facilitated by the use of iPads, however, the IT issues referred to earlier in the meeting would need to be resolved in order to make this a viable option.

The Divisional Director advised that the filming of Council and Cabinet would be subject to agreement by the Mayor and the Leader, respectively. He added that the recent iPad trials had, on the whole, been successful and encouraged Members to report any ongoing IT issues to the Capita help desk. The draft handbook and detailed plans for Member Induction 2014 would be provided to the Panel at a future meeting.

Following a query from the Chairman, the Divisional Director confirmed that a report regarding formal accreditation of Members' Learning would be presented at the next Panel meeting. Members were of the view that any accreditation process should be based on Members' training needs analyses and focus on pathways.

RESOLVED: That the report be noted.

82. Date of Next Meeting

4 February 2014.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.43 pm).

(Signed) COUNCILLOR YOGESH TELI
Chairman

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**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 4 February 2014

Subject: **INFORMATION REPORT –**
Member Development Programme Update

Responsible Officer: Jon Turner, Divisional Director of Human Resources and Development & 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 October 2013 and on the progress of the Member Development Programme until May 2014.

FOR INFORMATION

Section 2 – Report

2.1 Overall Evaluation of Members' Attendance at Training Events Since the last Panel Meeting in April 2013

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed back	More know ledge/ skills required
Joint Brent-Harrow Training: Leadership Skills 26 September 2013	8/63	55/63	2/8	4/8	2/8	0	3/8
Members' Quarterly Briefing 10 October 2013	POSTPONED						
Safeguarding Adults Refresher Training 28 October 2013	12/63	51	6/9	3/9	0	3	4/9
How to Understand Finance Information 30 October 2013	11/63	52/63	5/9	4/9	0	2	7/9
Excel Advanced 23 December 2013	POSTPONED						
Changes to Special Educational Needs Provision 10 December 2013	5/63	58/63	4/5	1/5	0	0	2/5
Town & Country Planning Update 11 January 2014	13/63	50/63	9/13	3/13	0	0	6/13

2.2 Member Feedback on the Above Training Events

The comments below have been taken **directly** from the learning evaluation sheets completed by Members from the sections '**What else do I need to learn on this topic/Any other comments**':

Joint Brent-Harrow Training: Leadership Skills - 26 September 2013

- started off a bit quietly. Layout of room not ideal;
- more courses;
- we did not learn any skills – it was more a of a theoretical discussion;
- maybe more of these trainings. Handouts to be of bigger size fonts to be readable;
- it is always useful to exchange ideas and thoughts among similar people;
- role play in a controlled environment, then receive feedback and future improvement. Useful to extent - with respect to debate which deviated from the subject matter;

Safeguarding Adults Refresher Training - 28 October 2013

- report abuses. Supporting those who need support. good presentation, useful information given;
- not enough or any surprise visits are made to care homes or hospitals. Until this happens nothing will improve;
- probably quite a lot but must rely on at least annual updates. Session very helpfully presented;
- excellent session – well delivered;
- understand process and alert procedure. Regular updates. Please issue wallet cards to us for use as councillors. She covered it well and answered our questions very helpfully;
- information about how new/update process/procedure works. How to take the information to wider community and develop appropriate process. Any other regular updates;
- a very effective briefing – concise and to the point. Everything was covered within an hour;
- I would like to see more behind the numbers/statistics i.e. drill down the numbers;
- key part of my portfolio responsibilities. Ongoing requirement to keep abreast of safeguarding matters. Very helpful, very clear;

How to understand finance information - 30 October 2013

- a choice of spending streams. More detail and comparing expenditure in different departments and how it ties up with statutory obligations. A brilliant presentation, thank you;
- explain better to my residents. Regular refresher needed;
- deliver a cleaner and safer Harrow. A good training session;
- making financial decisions fairer. Lots (to learn)
- ask more informed questions;
- fairer Harrow, ensuring the money is spent correctly and the residents get value for money. Another session as part of other types of budget plus the major issues and how to resolve them;
- more effective scrutiny of finance. More about the interaction of finance and performance;
- produce robust/better budgets. The process behind the scenes that leads to this reporting;
- enable contribution to decision making process re budget. Regular updates. Very helpful in answering questions, some simple, some complex!

Changes to Special Educational Needs Provision - 10 December 2013

- to learn more about SEN. Very, very good;
- excellent;
- how this is progressing over the next years. How this can be effective to benefit young people and children.

Town & Country Planning Update- 11 January 2014

- updates, every 4 year cycle. Excellent presentation;
- very well presented, thank you;
- very well presented;
- some Councillors should stop having side debates and interrupting during presentations or when someone else is talking;
- makes my role on the Planning Committee enhanced;
- morning session too slow, afternoon session better;
- if the planning law changes, we need to have similar training in the future;

- better planning knowledge helps to deliver all of these (Corporate Priorities). An excellent session;
- better understanding during meetings. Regular refresher training and updates;
- relevance to 'fairer' Harrow
- my understanding has been greatly enhanced leading hopefully to residents agreeing or a decision and how fair it was.

3. Planned Activity for the Remainder of Municipal Year

Event	Provider/ Facilitator	Date/Venue/ Time	Activity and target audience
School Organisation & School Admissions	Children's Services Management Team	Monday 27 January 2014 7.00 pm in CR 1&2	All Members
Members' Quarterly Briefing	-Harrow's Clinical Commissioning Group/CCG -Legal Update/Jessica Farmer -MyLearning/Lesley Clarke	Monday 17 February 2014 7.00 pm in CR 1&2	All Members
Topic TBC	TBC	Monday 24 March 2014 7.00 pm in CR 1&2	All Members
Topic TBC	TO BE CANCELLED	Tuesday 27 May 2014	All Members

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

This report sets out the training programme for Councillors, which supports the Corporate Priorities.

Section 7 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 24.1.14		

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

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 4 February 2014

Subject: Plans for the:

1. Prospective Councillors' Information Evening
2. Members' Key Facts Booklet 2014
3. Members' Welcome Evening 2014
4. Members' Handbook 2014
5. Member Induction Training Programme 2014

Responsible Officers: Elaine McEachron, Democratic and Electoral Services Manager
Jon Turner, Divisional Director of Human Resources & Development and Shared Services

Exempt: No

Enclosures: Appendix A – Information Evening for Prospective Candidates - Programme
Appendix B – Draft Members' Key Facts Pack – May 2014
Appendix C – Members' Welcome Evening – Draft Programme
Appendices D1 & D2 – Members' Handbook Cover and Draft Contents page
Appendix E – Draft Induction Training Events June to September 2014

Section 1 – Summary

This report provides an update on plans in the lead up to the May 2014 local elections and plans for Member Induction in 2014.

RECOMMENDATION: That

- (1) the report be noted;
- (2) the Panel comment on progress to date;
- (3) a final update report be submitted to the Panel at its Meeting on 3 April 2014.

Reason (for recommendation): To keep Members informed of the proposals for Member development and Member Induction in the lead up to the 2014 Local Elections and thereafter.

Section 2 – Report

2.1 The events and publications listed below have been formulated on the basis of suggestions from the Member Development Panel and following interviews with a cross section of Members from each of the political Groups.

2.2 **Prospective Councillors Information Evening – Thursday 30 January 2014, 6.00 – 8.15 pm**

This event has been widely publicised through a number of print and online publications and newsletters and has attracted wide interest. As at 14 January, 50 individuals have expressed an interest in attending the event. A verbal update on the success of the event will be provided at the Panel meeting, including any feedback received from the attendees.

Please refer to Appendix A.

2.3 **Members’ Key Facts Booklet 2014**

This booklet provides key information for newly elected/returning Councillors. It is intended that the booklet will be distributed to all elected Councillors at the Count on Friday 23 May 2014 following the declaration of results. It is important that the elected Councillors familiarise themselves with the booklet, particularly the section on ‘Declaration of Acceptance of Office’ and the ‘Code of Conduct’.

Please refer to Appendix B.

2.4 **Members' Welcome Evening - 29 May 2014, 5.00 – 9.00 pm**

Members' Welcome Evening has been scheduled to take place on Thursday 29 May 2014. The draft Programme is attached for the Panel's information.

Please refer to Appendix C.

2.5 **Members' Handbook - Cover and Draft Contents Page**

Please refer to Appendix D.

2.6 **Member Induction Draft Training Programme for 2014/15**

It is intended that both new and returning Members will have completed all Mandatory training, key IT and skills training within the first 6 months of being elected.

Please refer to Appendix E.

2.7 **Virtual Borough Tour**

Officers are discussing the inclusion of a virtual Borough Tour, however, in the event that this cannot be progressed, an alternative option is to replace it with a 10 minute talk at the Members' Welcome Evening by Harrow Youth Parliament setting out their perspective of the borough.

Section 3 – Financial Implications

Funding for the Member Induction activities and events in this report will be contained within existing budget provision.

Section 4 - Equalities implications

Was an Equality Impact Assessment carried out? No

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

The panel is invited to comment on how to ensure that the Member Development process is inclusive for all new and existing members. These comments will be used to ensure that the process addresses any equality implications.

Section 5 – Corporate Priorities

This report sets out the Induction and Training programme for Councillors, which support the Corporate Priorities.

Section 6 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 24.1.14		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 27.1.14		

Section 7 - Contact Details and Background Papers

Contact: Manize Talukdar, Democratic & Electoral Services Officer /Daksha Ghelani, Senior Democratic Services Officer.

Tel: 020 8424 2323/1881

Email: manize.talukdar@harrow.gov.uk/daksha.ghelani@harrow.gov.uk

Background Papers: 2010 Members' Handbook & Induction Programme,
2010 Members' Essentials Pack, Member Development Panel Agenda & Minutes,
1 October 2013

London Borough of Harrow
Information Evening for Prospective Candidates
Thursday 30 January 2013 at 6.00 pm, Harrow Civic Centre

Time	Place	Event	Speaker(s)
6.00-6.30 pm	Members' Lounge	Light Refreshments & Networking	None
6.30-6.40 pm	Council Chamber	An Overview of the Borough	Paul Najsarek , Corporate Director of Community, Health & Wellbeing & Acting Head of Paid Service, Harrow Council
6.40-6.45 pm	Council Chamber	My Directorate	Paul Najsarek , Corporate Director of Community, Health & Wellbeing (& Acting Head of Paid Service), Harrow Council
6.45-7.05 pm	Council Chamber	The Process for Local Elections in Harrow in May 2014 <i>Followed by a Brief Question & Answer session</i>	Hugh Peart , Director of Legal & Governance Services, Harrow Council
7.05-7.10 pm	Council Chamber	My Directorate	Caroline Bruce , Corporate Director of Environment & Enterprise

Appendix A

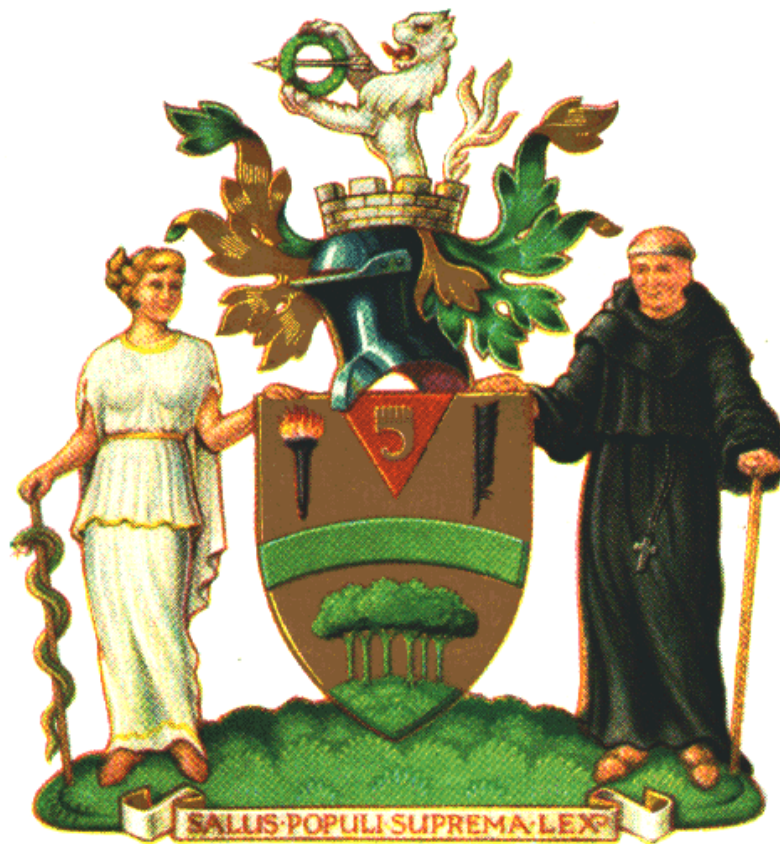
Time	Place	Event	Speaker(s)
7.10-7.30 pm	Council Chamber	How the Council Makes Decisions (short Youtube clips of a Council & a Cabinet meeting at London Boroughs – if available) <i>Followed by a Brief Question & Answer session</i>	Hugh Peart , Director of Legal & Governance Services, Harrow Council
7.30-7.35 pm	Council Chamber	My Directorate	Catherine Doran , Corporate Director of Children & Families
7.35-7.50 pm	Council Chamber	Support and Development for Councillors <i>Followed by a Brief Question & Answer session</i>	Jon Turner , Divisional Director of Human Resources And Development & Shared Services, Harrow Council & Councillor Janet Mote , Vice-Chairman of the Member Development Panel
7.50-7.55	Council Chamber	My Directorate	Tom Whiting , Corporate Director of Resources
7.55-8.15 pm	Council Chamber	Personal Experiences from Current Harrow Councillors <i>Followed by a Brief Question & Answer session</i>	Councillor Susan Hall , Leader of the Council Councillor Sue Anderson , Labour Councillor Councillor James Bond , Independent Councillor Councillor Zarina Khalid , Independent Labour Councillor
8.15 pm	Members' Lounge	Coffee, Dessert & Networking	None

Members' Welcome Evening

29 May 2014 - 5.00 to 9.00 pm

Time	Event & Location			
5.00 – 5.30 pm	Arrivals, Refreshments and Robe Fitting - Members' Lounge			
5.30 – 5.50 pm	A Welcome from the Acting Head of Paid Service - Council Chamber			
Time	Group A	Group B	Group C	Group D
6.00 – 7.00 pm	Code of Conduct & Constitution Signing of the Declaration of Office Register [Room]	Photos [Room]	Overview of Security & IT [Room]	The Harrow Mural (a description) [Room]
7.00 – 7.30 pm	The Harrow Mural (a description) [Room]	Code of Conduct & Constitution Signing of the Declaration of Office Register [Room]	Photos [Room]	Overview of Security & IT [Room]
7.30 – 8.00 pm	Break: Refreshments and Networking in Members' Lounge			
Time	Group A	Group B	Group C	Group D
8.00 – 8.30 pm	Overview of Security & IT [Room]	The Harrow Mural (a description) [Room]	Code of Conduct & Constitution Signing of the Declaration of Office Register [Room]	Photos [Room]
8.30 – 9.00 pm	Photos [Room]	Overview of Security & IT [Room]	The Harrow Mural (a description) [Room]	Code of Conduct & Constitution Signing of the Declaration of Office Register [Room]

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Key Facts for Harrow Councillors

May 2014

Key Facts Pack

May 2014

Contents

Section	Title	Page
Introduction		
1	Welcome Letter from the Interim Head of Paid Service	(Page 1)
2	Description of Arms	(Page 2)
3	Council's Corporate Structure	(Page 3)
	(a) Key Contacts - Democratic & Electoral Services	(Page 4)
	(b) Key Contact - Group Offices	(Page 5)
4	Key Dates for Your Diary	
	(a) Programme for Members' Welcome Evening	(Page 6)
	(b) Training Dates	(Page 7)
5	Declaration of Acceptance of Office Letter	(Page 8)
6	Code of Conduct for Councillors	(Pages 9 - 23)
7	Protocol on Gifts and Hospitality	(Pages 24 - 27)
8	Protocol for Councillors and Officers	(Pages 28 - 35)

A large print version of this document is available upon request. Please contact Democratic Services on (020) 8424 1881/1323.

BACK COVER

FRONT COVER
MEMBERS' HANDBOOK & Induction Programme 2014

SALUS POPULI



SUPREMA LEX

THE WELL-BEING OF THE PEOPLE IS THE HIGHEST LAW

SALUS POPULI



SUPREMA LEX

THE WELL-BEING OF THE PEOPLE IS THE HIGHEST LAW



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Members' Handbook & Induction Programme

Contents

Section	Title	Page
A	WELCOME	
	1. Welcome from the Chair of the Council's Member Development Panel	(Pages 1 - 2)
	2. Members' Handbook - Introduction	
[insert photo/picture]- AS A DIVIDER		
B	NATIONAL GOVERNMENT / LOCAL GOVERNMENT - RELATIONSHIP	
	1. The Local Government Structure - A Brief History	
	2. A Who's Who of the Government Departments, National and Local Bodies with whom the Council works	
	3. Major National Issues	
	4. Major Local issues	
	5. Local Partnerships	
[insert photo/picture]- AS A DIVIDER		

C **GOVERNANCE AND DECISION MAKING**
 - it's your call

1. Council's Constitution
2. Decision Making Structure 2014/15
3. Non-Executive Decision Making
4. Executive Decision Making
5. What is Council, Cabinet, Scrutiny (include reference to Leads), Planning, Health and Wellbeing
6. Members' Allowance Scheme
7. Whistleblowing Policy

D **INDUCTION**

1. How to get started as a Councillor, including Tips from Councillors, Past and Present
2. Role Description and Competencies of a Councillor
3. The Local Government Association's Political Skills Framework - The Six Core Skills for Councillors

[insert photo/picture]- AS A DIVIDER

E **LEARNING OPPORTUNITIES**

1. Aims and Objectives of the Member Development Programme and Induction Events
2. Dates for your Diary

[insert photo/picture]- AS A DIVIDER

F DIRECTORATE STORIES AND SUCCESSES / ACHIEVEMENTS

1. Children and Families Directorate
2. Community, Health and Well-Being Directorate
3. Environment and Enterprise Directorate
4. Resources Directorate

[insert photo/picture]- AS A DIVIDER

G PRIORITIES, VALUES AND FINANCES

1. Council's Vision and Corporate Priorities
2. Council's CREATE Values
3. Where the money goes and where it comes from

[insert photo/picture]- AS A DIVIDER

H COUNCILLORS' ESSENTIALS

1. How Councillors are supported - things you need to know
2. Member Development at Harrow - It's your call
3. Your Personal Responsibilities
4. Serving your Constituents
5. Dealing with the Press

6. Membership of Outside Bodies
7. Guidance for Councillors with Disabilities
8. Recommended Reading

[insert photo/picture]- AS A DIVIDER

I FACTSHEETS

1. Harrow Civic Centre
2. Equality & Diversity
3. Health & Safety
4. Personal Safety
5. Corporate Parent
6. Data Protection Act
7. Data Security Guidelines
8. Freedom of Information Act
9. Customer Complaints

[insert photo/picture] - AS A DIVIDER

Appendix E

Draft Member Induction Training Programme for 2014/15

Mandatory Training:

- Code of Conduct & the Constitution
- Safeguarding Adults
- Safeguarding Children
- Equalities and Diversity
- Equalities Impact Assessment for Cabinet Members
- Data Protection & Data Security
- Planning
- Licensing
- Personnel Appeals
- Social Services Appeals
- Emergency Planning

The Role of a Councillor:

- Constitution, Decision Making & Governance
- Working with Officers
- Local Government Finance
- Overview & Scrutiny
- Freedom of Information & Data Protection
- Customer Services & Complaints
- Council Tax/Housing Benefit

Councillor skills:

- Chairing skills
- Confident Public Speaking
- Media Relations for Cabinet Members
- Managing Casework
- How to use and get the best out of social media & the Council's Social Media Protocol
- IT training (word, excel, powerpoint, email)

Other training:

- Personal Development Plans (PDPs)
- Other topics to be agreed in consultation with the Panel and officers

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