

Member Development Panel AGENDA

DATE: Wednesday 10 September 2014

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chairman: Councillor Mrs Rekha Shah

Councillors:

Kairul Kareema Marikar
Primesh Patel

Janet Mote
Ms Mina Parmar

Reserve Members:

1. Mitzi Green
2. Varsha Parmar
3. Antonio Weiss

1. Jean Lammiman
2. Kantilal Rabadia

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. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman for the 2014/15 Municipal Year.

4. MINUTES (Pages 1 - 4)

That the minutes of the meeting held on 3 April 2014 be taken as read and signed as a correct record.

5. PUBLIC QUESTIONS *

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, Friday 5 September. Questions should be sent to publicquestions@harrow.gov.uk

No person may submit more than one question].

6. 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).

7. DEPUTATIONS

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

8. INFORMATION REPORT: MEMBER DEVELOPMENT PROGRAMME UPDATE
(Pages 5 - 36)

Report of the 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

3 APRIL 2014

Chairman: Councillor Janet Mote, Vice-Chair in the Chair

Councillors: * Mrinal Choudhury * Paul Osborn
* Krishna James * Mrs Rekha Shah

* Denotes Member present
(1) Denotes category of Reserve Member

90. 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

91. Declarations of Interest

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

92. Minutes

RESOLVED: That the minutes of the meeting held on 4 February 2014 be taken as read and signed as a correct record.

93. Public Questions, Petitions & Deputations

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

RESOLVED ITEMS

94. 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 relating to recent Member Development training events:

- most training sessions had been reasonably well attended and 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;
- some of the feedback in the evaluations relating to the content of training sessions would be communicated to the relevant heads of service;
- the training scheduled for 27 May 2014 would be cancelled and the new programme of Member Development Events would be launched at the Members' Welcome Evening, following the local elections in May.

Members made the following comments:

- there may be a number of reasons for poor attendance at training;
- the issue of low attendance at training and implementing measures to tackle this should be discussed in detail at the next meeting of the Panel;
- the Party Whips should be emphasising the importance and value of attending training to their Members.

RESOLVED: That the report be noted.

95. Accreditation

The Panel received a report of the Divisional Director of Human Resources and Development & Shared Services regarding Accreditation of Members' Learning. An officer advised that:

- Harrow had failed to achieve the Member Development Charter following assessment in 2012. Feedback from the assessors had indicated that the range and quality of Member Training was extensive and varied, however, consistently low levels of Member engagement with training had been flagged up as an area for concern. She proposed that the Panel re-assess whether to submit a revised portfolio of evidence for assessment in 2015/16;
- the Political Skills Framework (PSF) module available via the Modern Councillor portal, which had been adopted by many authorities nationally, could be used by Members to plan career pathways and personal development plans. The PSF had more breadth and depth and was focused on developing member competence, skill, knowledge and experience and had a set of positive and negative indicators/behaviours that could be used to identify strengths and areas for development. The online portal allowed 24-hour access and enabled Members to work at their own pace and in their own time. She added that in the current economic climate, E-learning was both a flexible and economically viable option. Additionally, the MyLearning Portal which would be launched to Members, would allow them to print off Certificates of Attendance for each training session attended.

RESOLVED: That the report be noted.

96. Plans for Member Induction 2014

The Panel received a report of the Divisional Director Human Resources and Development and Shared Services, which updated the Panel regarding plans for the Members' Welcome Evening, Members' Handbook and the Member Induction Programme for 2014 following the local elections in May 2014.

The Divisional Director stated that, the first of these events, an information evening for prospective candidates, was the first event of its kind in Harrow. The event had been widely publicised and was attended 82 individuals, 30 of whom had completed evaluation forms. Feedback had been very positive, with most attendees saying they had found the event very or fairly helpful. The Chair congratulated officers for organising a successful event.

The Divisional Director stated that:

- the Members' Induction Pack 2014 would be distributed to successful candidates at the Count following the local elections on 22 May 2014. The booklet would contain key information that Members would need during their first few weeks;
- the programme for the Members' Welcome Evening would follow the same format as in 2010;
- the Members' Handbook would be scaled down in both size and content, and would be distributed at the Members' Welcome Evening on 29 May 2014;

- the Member training programme for the first six months would include mandatory, Councillor skills training and skills-based training;
- all new and returning Members would be asked to complete a training needs analysis, which would be used to plan the programme going forward. All new and returning Members would be informed and asked to diarise all training dates for 2014;
- a Member suggested that the Protocol on Member officer relations be omitted from the Members' Handbook as much of it was no longer relevant;

Members agreed that a simpler guide than the protocol should be made available to Members going forward. The Divisional Director undertook to discuss this with the Portfolio Holder for Communications, Performance and Resources and should contain specific reference to the duty on Members' to attend training and development events, under the heading of General Obligations.

A Member suggested that the foreword from the Chair of the Member Development Panel be included in the Induction Pack and that dates of the Corporate Equalities training be included in the calendar of Member Training dates and that these sessions be opened up to Members;

Members commented that they were pleased with the content and format of the Induction Pack and with the proposed content and format of the Members' Handbook.

RESOLVED: That the report be noted.

97. Date of Next Meeting

10 September 2014.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.20 pm).

(Signed) COUNCILLOR PAUL OSBORN
Chairman

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 10 September 2014

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

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

Exempt: No

Enclosures: Appendix A – Member Attendance & Feedback
Appendix B – Member Training Planned for
September-December 2014
Appendix C – Members' Completed Training
Needs Analyses (TNAs) & Summary
Appendix D - Proposed Member Training
Programme for January to May 2015

Section 1 – Summary

This report updates the Panel on the Member Development Induction Programme of events that have taken place since the local elections in May 2014 and plans for Member Development in 2015 and beyond.

FOR INFORMATION

Section 2 – Report

- 2.1 Overall Evaluation of Members' Attendance at Training Events since the Members' Welcome Reception on 29 May 2014 – **See Appendix A.**
- 2.2 Planned Activity for the Remainder of Municipal Year: September to December 2014 – **See Appendix B.** The Panel's views are sought on planned programme of training events for the rest of the year.
- 2.3 Summary of Members' completed Training Needs Analysis Forms – **See Appendix C.** The Panel's views are sought on the Analysis, which will help to inform the design of activities and events in the Member Development Programme 2015-18.
- 2.4 Proposed Programme of Member Development Jan-May 2015 – **See Appendix D.** The Panel's views are sought on the possible additional training dates and suggested topics.

Section 3 – Further Information

None

Section 4 – Financial Implications

Funding for member training events set out in this report will be covered by the Member Development Budget.

Section 5 - Equalities implications

Was an Equality Impact Assessment carried out? No

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

The Member Development programme is open to all elected members and reasonable adjustments are made to ensure the development activities and events are accessible. 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 considerations.

Section 6 – Corporate Priorities

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

Section 7 - Statutory Officer Clearance

Name: Dawn Calvert	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 21.08.14		

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

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Appendix A – Attendance & Feedback

Training Events Since the Members' Welcome Reception on 29 May 2014

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More know ledge/ skills required
1. Members Welcome Reception Thursday 29 May	62/63						
2. The Constitution, Decision-Making & Governance Monday 2 June	37/63	26/63	16/27	11/27	0/27	10/37	10/27
3. Code of Conduct & Register of Personal Interests (Mandatory) Tuesday 10 June	37/63	26/63	22/32	10/32	0/32	5/37	7/32
4. Using Harrow's IT Facilities Wednesday 11 June	4/63	-	-	-	-	-	-
5. Planning (Mandatory) (*planning Committee Members) Wednesday 11 June	16/14*	3/14*	8/12	4/12	0/12	2/16	4/12
6. Local Government Finance Wednesday 11 June	4/63	59/63	4/4	0/4	0/4	0/4	1/4

Appendix A – Attendance & Feedback

	Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More knowledge/skills required
7.	Local Government Finance (Rpt) Monday 16 June	13/59	46/59	9/13	4/13	0/13	0/13	4/13
8.	Using Harrow's IT Facilities Wednesday 18 June	1/63	62/63	1/1	0/1	0/1	0/1	0/1
9.	Overview & Scrutiny Tuesday 24 June	16/63	47/63	8/16	8/16	0/16	0/16	7/16
10.	CANCELLED: Using Harrow's IT Facilities Thursday 26 June	-	-	-	-	-	-	-
11.	Equalities and Diversity (Mandatory) Monday 30 June	22/63	41/63	12/16	4/16	0/16	0/16	5/16
12.	Customer Services & Complaints Monday 30 June	5/63	58/63	2/4	2/4	0/4	1/5	2/4
13.	Licensing (Mandatory) Tuesday 1 July	23/30	7/30	12/16	4/16	0/16	7/23	3/16
14.	CANCELLED: Using Harrow's IT Facilities Wednesday 2 July	-	-	-	-	-	-	-

Appendix A – Attendance & Feedback

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More knowledge/skills required
15. NEW - Local Government Pension Scheme (for Members of the Pension Fund Committee) Monday 7 July	5/8	-	-	-	-	-	-
16. NEW - Personnel Appeals Panels for Members of the Pool (Mandatory) Tuesday 8 July	10/19	9/19	8/10	2/10	0/10	0/10	4/10
17. NEW - Equalities Impact Assessment For Cabinet Members Tuesday 15 July	6/10	4/10	6/6	0/6	0/6	0/6	1/6
18. NEW – Statement of Accounts (for Members of GARMSC) Wednesday 23 July	11/14	-	-	-	-	-	-
19. Chairing Skills (max 15) Tuesday 29 July	8/63	/63	5/7	2/7	0/7	1/8	1/7
20. Confident Public Speaking (max 15) Wednesday 30 July	9/63	54/63	4/8	4/8	0/8	1/9	2/8

Appendix A – Attendance & Feedback

	Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More know ledge/ skills required
21.	Data Protection, Data Security & Freedom of Information (Mandatory) Thursday 31 July	10/63	53/63	2/9	3/9	3/9	1/10	5/9

Appendix A – Attendance & Feedback

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’**:

1.	<p>The Constitution, Decision-Making & Governance - 2 June</p> <ul style="list-style-type: none"> • exercises very helpful for new councillors and for me to work with them • further examples and more training asap • regular training for updates and more knowledge • need to read the constitution • need to learn a lot more • ongoing learning process throughout term of office • how to sort out issues strategically. Good training • more detail on the constitution in the next 12 weeks; useful introduction • always good to learn more and feel comfortable making complex decision • the constitution • promoting transparency; need to read the constitution • need to understand governance and contract procedures • need to refresh myself on the full constitution document by the end of June <p>read the important parts of the constitution and consult fellow experienced councillors. A lot to take in, group discussion was very useful</p> <ul style="list-style-type: none"> • how my development activity links to the Council's Corporate Priorities. Exercise was useful. Info online could've been circulated beforehand
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Appendix A – Attendance & Feedback

	<ul style="list-style-type: none"> • read the constitution thoroughly • need to learn a lot as the year progresses. Helpful and clear the Harrow Constitution by 12/6/14 • I thought it was very good and speakers were clear • good training • constitution online
2.	<p style="text-align: center;">Code of Conduct & Register of Personal Interests – 10 June</p> <ul style="list-style-type: none"> • more actual experiences. Hopefully a clear conscience. • need to look at the constitution, training didn't really go through it • regular updates • useful exercises • a good course • any changes or update to the laws • I will just play it safe and get advice • very clear, concise and useful • read and talk to experienced councillors • further learning in the next few months. Very useful introduction • v. clear thank you. Any update which is relevant • excellent for new councillors
3.	<p style="text-align: center;">Using Harrow's IT Facilities – 11 June</p> <p style="text-align: center;"><i>No forms returned</i></p>

Appendix A – Attendance & Feedback

4.	Planning – 11 June
	<ul style="list-style-type: none"> • would like more interactive exercises. More training within a year. Good session • very good presentation • updates as necessary. Support/advice when necessary on ward matters. Would appreciate updates on ward issues • further training as needed. Very helpful and open approach to a complex subject • need to do lots of reading and discuss with experienced colleagues. Within three months
5.	Local Government Finance – 11 June
	<ul style="list-style-type: none"> • any updates
6.	Local Government Finance (Rpt) – 16 June
	<ul style="list-style-type: none"> • updates. Thank you • more detailed knowledge to be able to read critically the next budget by the time it is produced <p>the actual process of setting the targets and budgets. Assessing the requirement to spend that money. Can this be delivered with full budget papers?</p> <ul style="list-style-type: none"> • good training • very good presentation • I need to understand the figures and budgets as it will take time • I may need more in due course as I will be sitting on P&F committee. Very good, clear explanation
7.	Using Harrow's IT Facilities – 18 June & 26 June
	Cancelled

Appendix A – Attendance & Feedback

8.	Overview & Scrutiny – 24 June
	<p>perhaps give summary of all scenarios to each participant so we can look back at our notes and remember the practical information</p> <ul style="list-style-type: none"> • how the diagrams apply in practice • I would like one to one training if possible. Very good training • any updates. V. happy to participate in or lead Reviews, Challenge Panels, etc • consider use of case studies with model answers with respect to issues, priorities and plan of action • thanks for a useful presentation • please don't overcomplicate by using too many graphs • need to learn more as and when. Complex diagrams, challenging for new Cllrs who not understand the detail of this function • I think that a simple process tree following issues from various points of origin through to scrutiny's various panels would have been more useful • Need to get involved in scrutiny. I really need to find out the outcomes from previous O&S work and see if they really made any change
9.	Equalities and Diversity – 30 June
	<ul style="list-style-type: none"> • fantastic delivery. Education is the key to open the door to the world • very interesting and useful • more information and analytical workshop. Very worthwhile. Need more warning • Updates appreciated. Would be interested in having more training <p>I really need to learn more about equalities in application. We need to start at the top and break down institutional racism and discrimination in certain services</p> <ul style="list-style-type: none"> • perhaps need longer to cover this topic • session too long – presenter had to rush the last part • very good training event

Appendix A – Attendance & Feedback

	<ul style="list-style-type: none"> • please email the powerpoint presentation to us • good presentation and discussion. Need more than 1.5 hours • this topic is wide and the time assigned is too short
10. Customer Services & Complaints – 30 June	
	<ul style="list-style-type: none"> • need to learn more about response times • learn about response times standards • very well presented and explained
11. Licensing – 1 July	
	<ul style="list-style-type: none"> • brilliant, many thanks • more training, any time. Very good • update as relevant. Good session • updates as and when. Some case studies to discuss (in groups) would help in learning • remote learning should be implemented • how are Members of the licensing panel chosen from the pool? • good session
12. Local Government Pension Scheme	
	<i>No forms returned</i>
13. Personnel Appeals Panels for Members of the Pool - 8 July	
	<ul style="list-style-type: none"> • updates asap • enjoyable training • very good training, thank you • thanks

Appendix A – Attendance & Feedback

	<ul style="list-style-type: none"> more about employment law before sitting on appeals
14. Equalities Impact Assessment For Cabinet Members – 15 July	<ul style="list-style-type: none"> excellent
15. Statement of Accounts	<i>No forms returned</i>
16. Chairing Skills	<ul style="list-style-type: none"> I do not mind another training in chairing (and also Microsoft). Very good training good trainer
17. Confident Public Speaking	<ul style="list-style-type: none"> it would be great to hear a presentation from an experienced 'councillor' trainer on public speaking some practical speech-making should be included in the course
18. Data Protection, Data Security & Freedom of Information	<ul style="list-style-type: none"> keep up to date and inform of any changes. Well timed practical info on tools to manage personal information. Tools that can be implemented at home. Trainer needs better expertise in security technology just updates if any. only 13 attended and this is a mandatory session for obvious reasons. When will other councillors be trained? This session could be better structured and delivered. Useful to have handouts to note and case studies not very well prepared. Assumed we know about acts etc. Rambling. No structure

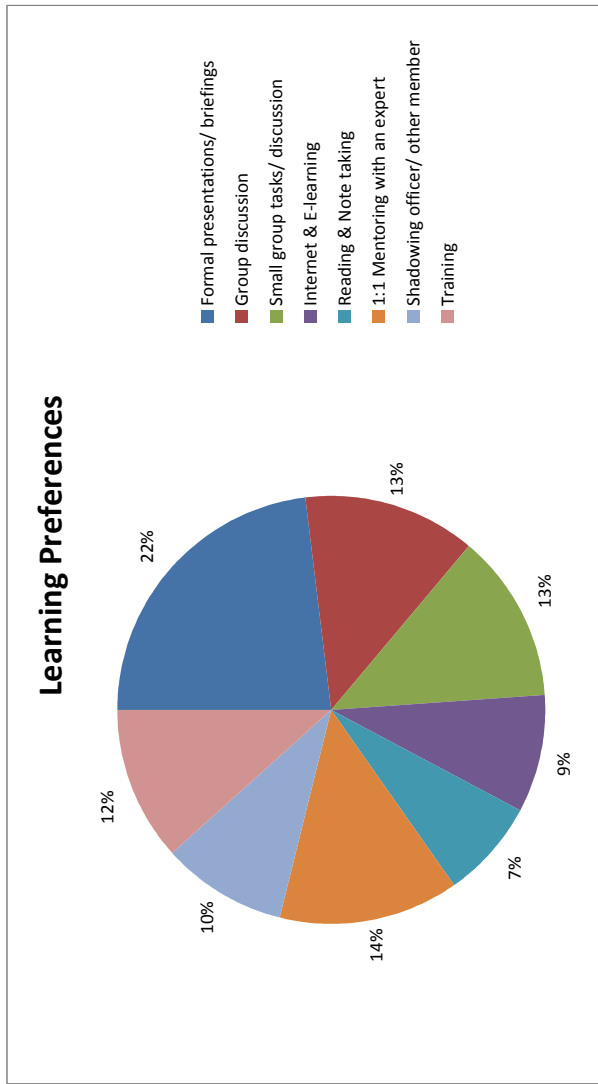
Appendix B

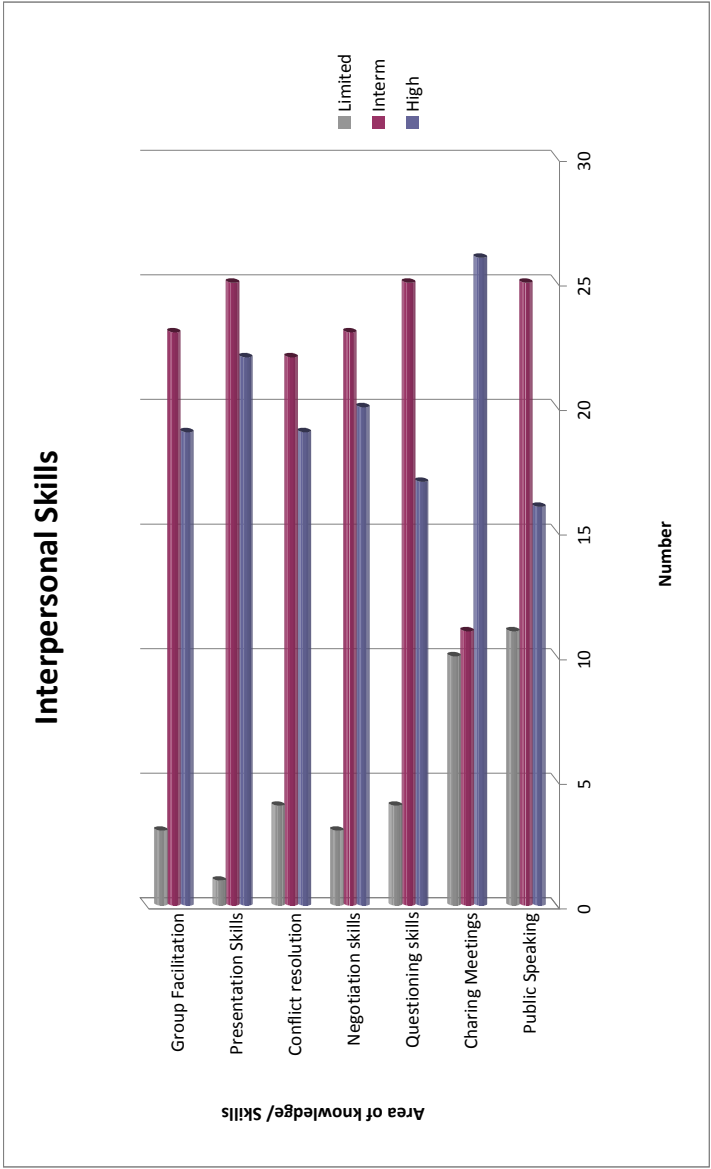
Member Training Planned for September-December 2014

Date	Event	Provider/ Facilitator	Target audience
Tuesday 2 September	Corporate Parenting, Children Looked After & Safeguarding Children (Mandatory)	Elisabeth Major, LSCB Senior Professional	All Members
Thursday 4 September	What's It Got To do With You? Equality Monitoring – Understanding Your Communities & Service Users	Mohammed Ilyas, Equalities & Diversity Policy Officer	All Members
Tuesday 9 September	Safeguarding Adults (Mandatory)	Sue Spurlock, Manager Safeguarding Adults Services	All Members
Wednesday 17 September	Equality Impact Assessments – Getting Them Right	Mohammed Ilyas, Equalities & Diversity Policy Officer	All Members
Monday 29 September	Working With Officers/Member Officer Relations	TBC	All Members
Monday 6 October	Members' Quarterly Briefing: Table 1 – Social Media Protocol Table 2 – Local Information System Table 3 – My Harrow / The Council's Internet & Intranet	Jessica Farmer, Head of Legal Practice Solakha Lal, Corporate Management Information Officer TBC	All Members

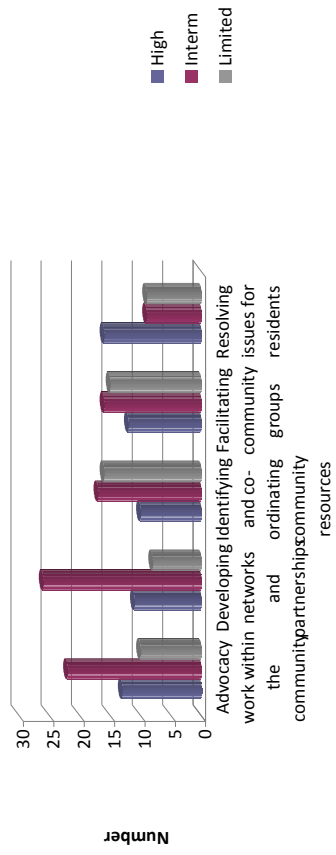
Appendix B

Date	Event	Provider/ Facilitator	Audience
Monday 27 October	Council Tax & Housing Benefit	Fern Silverio, Divisional Director Collections & Benefits	All Members
Tuesday 28 October	Equalities and Diversity (rpt) (Mandatory) OR Customer Services & Complaints (rpt)	Mohammed Ilyas, Equalities & Diversity Policy Officer Jonathan Milbourn, Head of Customer Services & Access Harrow	All Members
Thursday 30 October	Working with the Community & Voluntary Sector	Marianne Locke, Divisional Director, Community & Culture & Kashmir Takhar, Service Manager Community Sector Services	All Members
Tuesday 4 November	Managing Casework	TBC	All Members
Wednesday 26 November	What's It Got To do With You? Equality Monitoring – Understanding Your Communities & Service Users	Mohammed Ilyas, Equalities & Diversity Policy Officer	All Members
Monday 15 December	Emergency Planning (Mandatory) OR Public Health	Kan Grover, Head of Emergency Planning & Business Continuity Andrew Howe, Director of Public Health	All Members

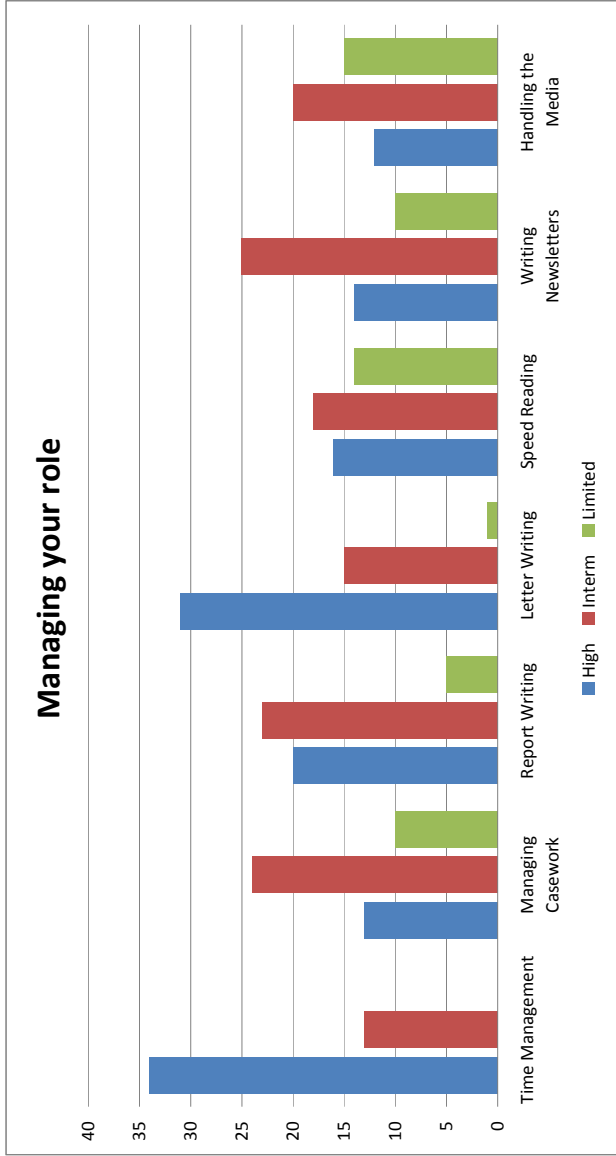


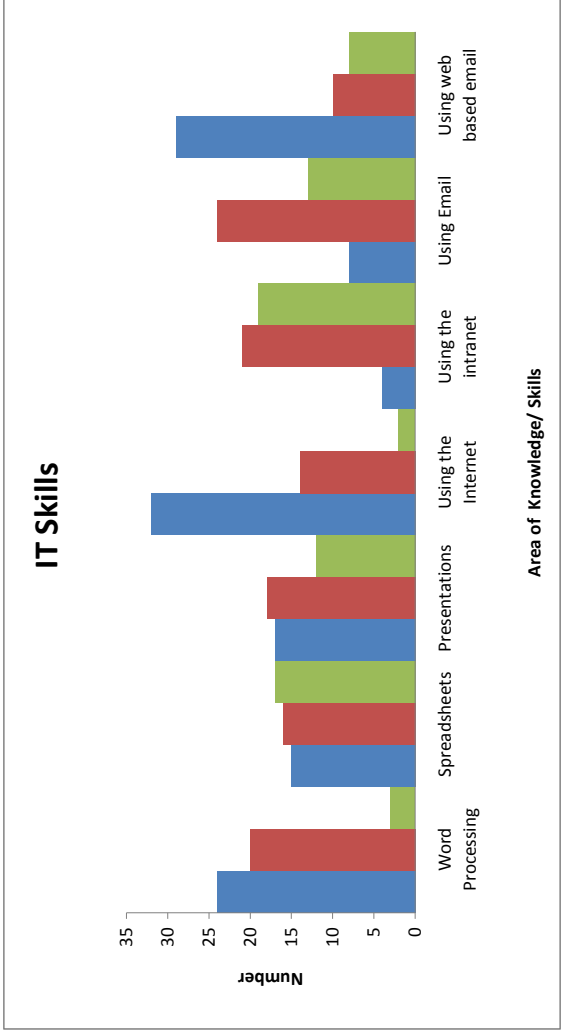


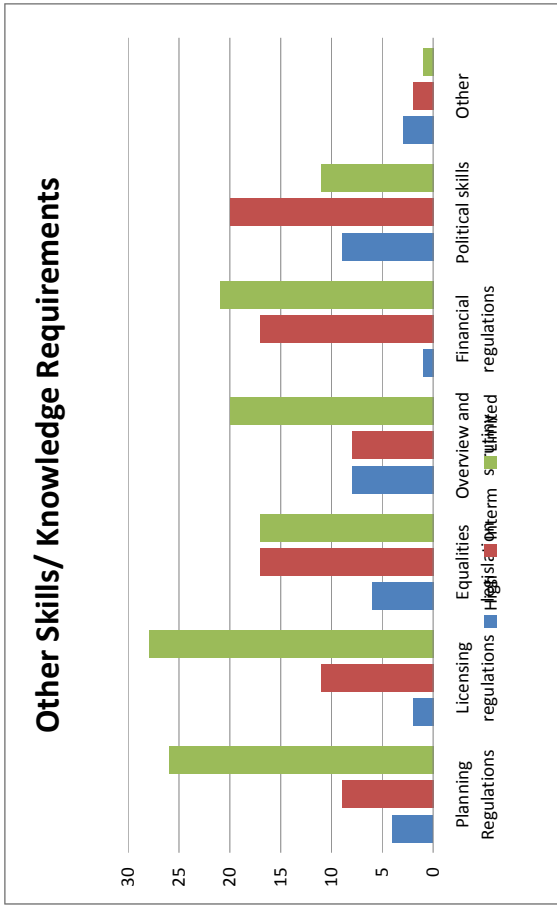
Community Leadership Skills



Area of Knowledge/ Skills







Appendix C

Method	Preferred
Formal presentations/ briefings	34
Group discussion	19
Small group tasks/ discussion	19
Internet & E-learning	13
Reading & Note taking	11
1:1 Mentoring with an expert	20
Shadowing officer/ other member	14
Training	17

Managing your Role

Area of knowledge/ skills	High	Interm	Limited
Time Management	34	13	0
Managing Casework	13	24	10
Report Writing	20	23	5
Letter Writing	31	15	1
Speed Reading	16	18	14
Writing Newsletters	14	25	10
Handling the Media	12	20	15

Interpersonal Skills

Area of knowledge/ skills	High	Interm	Limited
Public Speaking	16	25	11
Charing Meetings	26	11	10
Questioning skills	17	25	4
Negotiation skills	20	23	3
Conflict resolution	19	22	4
Presentation Skills	22	25	1
Group Facilitation	19	23	3

IT Skills

Area of knowledge/ skills	High	Interm	Limited
Word Processing	24	20	3
Spreadsheets	15	16	17
Presentations	17	18	12
Using the Internet	32	14	2
Using the intranet	4	21	19
Using Email	8	24	13
Using web based email	29	10	8

Community Leadership Skills

Area of knowledge/ skills	High	Interm	Limited
Advocacy work within the community	13	22	10
Developing networks and partnerships	11	26	8
Identifying and co-ordinating community resources	10	17	16
Facilitating community groups	12	16	15
Resolving issues for residents	16	9	9

Other Skills/ Knowledge Requirements

Area of knowledge/ skills	High	Interm	Limited
Planning Regulations	4	9	26
Licensing regulations	2	11	28
Equalities legislation	6	17	17
Overview and scrutiny	8	8	20
Financial regulations	1	17	21
Political skills	9	20	11
Other	3	2	1

Summary of

We have highlighted below any areas where a large proportion of Members have indicated that they have 'Limited' knowledge or those options that they have a High preference for

Learning Preferences: Formal presentations/briefings

We have put together a blended programme of learning consisting of formal presentations, briefings and group discussions and will continue to do so

Learning Preferences: Mentoring with an Expert

Currently we do not offer this learning method and this may require further exploration with Members

Learning Preferences: Group discussion/small group tasks & discussion

This learning method is covered by Member Training sessions and the Quarterly Briefings

Managing Your Role: Speed Reading, Writing Newsletters, Handling the Media

It may be possible to offer e-learning modules for the above topics. However, additional resources would need to be identified to design and develop such a module. Additionally, we can explore with the Communications Team whether this is something they could provide training in

Interpersonal Skills: Chairing Meetings, Public Speaking

Training on the above topics was offered on 29 July & 30 July. We can also signpost Members to the LGA 'Chairing Skills Councillor Workbook'

IT Skills: Using the Intranet

This will be covered at the Members' Quarterly Briefing on 6 October 2014

IT Skills:Using Spreadsheets

It may be possible for Members to attend Coporate Learning & Development training being offered on this topic

IT Skills:Using Email

This was covered at the IT drop in sessions on 11 & 18 June 2014. It may be possible for Members to attend Coporate Learning & Development training being offered on this topic

Community Leadership Skills: Identifying and Co-ordinating Community Resources; Facilitating Community Groups; Resolving issues for Residents

We can signpost Members to the LGA Councillor Workbooks and other Councillor guides available via the LGA's Knowledge Hub. These are freely available to download and include the following topics which are likely to be of interest to Councillors:

- Supporting constituents with complex issues councillor workbook;
- Handling case work Councillor workbook;
- Neighbourhood and community engagement Councillor workbook;
- The Effective Ward Councillor - Councillor Workbook;
- Politicians and personality: A guide for councillors, LGA, 2012
- The Political Skills Framework: a councillor's toolkit, LGA, 2013

Other Skills/Knowledge Requirements: Licensing, Planning, Equalities, Scrutiny & Finance Legislation & Regulations

These topics were covered at the Mandatory Training sessions during June-July 2014

Other Skills/Knowledge Requirements: Political Skills

We can signpost Members to the Modern Councillor Political Skills Framework E-Learning module

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Appendix D - Proposed Member Training Programme Until May 2015

Member Development Training Dates January-May 2015	Possible Additional Training Dates in 2015	Suggested Topics
Monday 12 January	Wednesday 7 January	IT Skills Repeat all Mandatory Training Sessions? (Planning, Licensing, Data Protection, Safeguarding Adults, Safeguarding Children, Emergency Planning, Equalities & Diversity, Code of Conduct)
Monday 9 February (Quarterly Briefing)	Wednesday 21 January	Interpersonal Skills Harrow's Constitution
Monday 23 March	Wednesday 28 January	Community Leadership Skills The Local Government Finance Settlement & the Budget Setting Process
Monday 27 April	Thursday 29 January	Managing Your Role Skills The Care Act 2015
	Monday 2 February	Benefit Changes 2015
	Wednesday 25 February	Procurement
	Wednesday 18 March	School Place Planning & the School Expansion Programme
	Monday 30 March	Understanding & Analysing Financial Data
	Tuesday 31 March	Understanding & Analysing Performance Data
	Thursday 29 April	

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