

Member Development Panel

AGENDA

DATE: Tuesday 3 February 2015

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

MEMBERSHIP (Quorum 3)

Chair: Councillor Mrs Rekha Shah

Councillors:

Kairul Kareema Marikar
Primesh Patel (VC)

Janet Mote
Ms Mina Parmar

Reserve Members:

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

1. Jean Lammiman
2. Kanti Rabadia

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 5 - 8)

That the minutes of the meeting held on 10 September 2015 be taken as read and signed as a correct record.

4. 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 on Thursday 29 January 2015. 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 9 - 20)

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

8. 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

10 SEPTEMBER 2014

Chairman: * Councillor Mrs Rekha Shah

Councillors: * Kairul Kareema Marikar * Primesh Patel
* Ms Mina Parmar * Kanti Rabadia (2)

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

1. Attendance by Reserve Members

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

Ordinary Member

Councillor Janet Mote

Reserve Member

Councillor Kantilal Rabadia

2. Declarations of Interest

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

3. Appointment of Vice-Chairman

RESOLVED: That Councillor Primesh Patel be appointed Vice Chairman of the Panel for the 2014/15 Municipal Year.

4. Minutes

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

5. Public Questions, Petitions & Deputations

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

RESOLVED ITEMS

6. Information Report: Member Development Programme Update

The Panel received a report of the Divisional Director Human Resources and Development and Shared Services, which updated the Panel regarding the Member Induction and the Member training programme of events which had taken place since the Borough Elections in May 2014.

Following questions and comments from Members of the Panel, the Divisional Director stated that:

- Members would be requested to provide feedback regarding the first phase of the Member Induction Programme during December 2014. Members' completed Training Needs Analysis forms as well as completed feedback forms from training offered to date would form the basis of the Member Development programme for 2015/16;
- any unfavourable feedback from training sessions would be communicated to the relevant officers;
- currently tea, coffee and biscuits were provided at all Member training sessions, however, he would investigate the possibility of providing sandwiches at training sessions. However, in the current financial climate and in view of the savings the Council was expected to make in forthcoming years, it may not be possible or advisable to provide catering at meetings and training sessions;
- Members had agreed that training sessions should be scheduled to begin at 7.00 pm, which had been implemented following extensive feedback from Members in the past;
- guidelines relating to the Councillors' Buddying scheme had been agreed at a previous Panel meeting and would be circulated to Panel Members after the meeting;
- he would look into providing training on the use of social media;
- he would look into whether it was possible to use the voting buttons on Outlook on Ipads so that Members views regarding training to be offered in 2015/16 could be sought.

Panel Members agreed the following actions. That Party Whips be requested to:

- emphasise the importance and relevance of attending Mandatory training sessions, particularly the Equalities & Diversity training as this impacted greatly on the Council's Public Sector Equality Duty;
- encourage Members to take greater ownership of their training and development and reminded to register on training via the MyLearning Portal.

It was also agreed that the Party Whips would receive regular updates from Democratic Services regarding their Members' attendance at training.

RESOLVED: That the report be noted.

7. Date of Next Meeting

3 February 2015.

(Note: The meeting, having commenced at 7.30 pm, closed at 8.55 pm).

(Signed) COUNCILLOR MRS REKHA SHAH
Chairman

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**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 3 February 2015

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

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

Exempt: No

Wards affected: N/A

Enclosures: Appendix A – Evaluation of Members' Attendance at Training Events
Appendix B – Planned Activity for the Remainder of Municipal Year
Appendix C – Proposed Programme of Member Development May 2015 to April 2016

Section 1 – Summary

This report updates the Panel on the Member Development Induction Programme of events that have taken place since the last meeting of the Panel on 10 September 2014.

FOR INFORMATION

Section 2 – Report

- 2.1 Overall Evaluation of Members' Attendance at Training Events since September 2014 – **See Appendix A.**
- 2.2 The Panel's comments are sought on the proposed programmes of training for the remainder of the Municipal Year and for May 2015 to April 2016 (**Appendices B & C**).

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 – Council Priorities

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

Section 7 - Statutory Officer Clearance

Name: Steve Tingle

on behalf of the
Chief Financial Officer

Date: 22.1.15

Ward Councillors notified:

NO

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 September 2014

	Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More knowledge/skills required
1.	Safeguarding Adults 9 September	13/63	50/63	12/12	-	-	1	7/12
2.	Working With Officers/Member Officer Relations 29 September	10/63	53/63	3/8	5/8	-	2	5/8
3.	<u>Postponed:</u> Members' Quarterly Briefing 6 October	-	-	-	-	-	-	-
4.	<u>NEW:</u> How to understand & interpret performance data 9 October	10/63	53/63	4/9	4/9	1/9	1	4/9
5.	Council Tax & Housing Benefit 27 October	9/63	54/63	7/7	-	-	-	1
6.	<u>Postponed:</u> Equalities and Diversity (rpt) 28 October	-	-	-	-	-	-	-

Appendix A – Attendance & Feedback

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More knowledge/skills required
7. Customer Services & Complaints 28 October	4/63	59/63	4/4	-	-	-	1/4
8. Working with the Community & Voluntary Sector 30 October	4/63	59/63	2/4	2/4	-	-	2/4
9. Managing Casework 4 November	9/63	54/63	8/8	-	-	-	1/8
10. Members' Quarterly Briefing Table 1 – Social Media Protocol Table 2 – School Place Planning 5 November	5/63	58/63	5/5	-	-	-	0
11. Corporate Parenting 12 November	20/63	43/63	12/18	5/18	1/18	2	2/18
12. Emergency Planning 15 December	18/63	45/63	10/17	3/17	-	1	4/17
13. <u>Postponed</u> : Public Health 15 December	-	-	-	-	-	-	-

Appendix A – Attendance & Feedback

14.	Cancelled: Legislative Update 21 January 2015	-	-	-	-	-	-	-
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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.	Safeguarding Adults - 9 September
	<ul style="list-style-type: none"> • Good, concise presentation • Very good • Very informative • Very informative and useful • This was a much better presentation than the one last year • Superb presentation • Interesting, comprehensive, useful • Excellent • Very good presentation

Appendix A – Attendance & Feedback

2.	Working With Officers/Member Officer Relations - 29 September
	<ul style="list-style-type: none"> • A good course • Good presenter • Thanks • Good presenter • Not sure what I was expecting, but interesting
3.	NEW: How to understand & interpret performance data - 9 October
	<ul style="list-style-type: none"> • Thanks for the training • Very educative and engaging • Enjoyed the course • Too basic an overview though could have delivered in greater detail. Recognize that time constraint may have affected this.
4.	Council Tax & Housing Benefit - 27 October
	<ul style="list-style-type: none"> • Good training • Very clear presentation • Very helpful and relevant
5.	Customer Services & Complaints - 28 October
	<ul style="list-style-type: none"> • Could we have an informative session with live computers/desktops/IPADS to show the Members the benefits and subtle points • First Class
6.	Working with the Community & Voluntary Sector - 30 October
	<ul style="list-style-type: none"> • All the content of the handout was key to me as a new councillor

Appendix A – Attendance & Feedback

	Managing Casework – 4 November
	<ul style="list-style-type: none"> • Very good, well presented, clear and experienced trainer • Extremely useful for a new councillor • Good Member Development
7.	Members' Quarterly Briefing – 5 November
	Table 1 – Social Media Protocol
	Table 2 – School Place Planning
	<ul style="list-style-type: none"> • Thank you • Very helpful
8.	Corporate Parenting - 12 November
	<ul style="list-style-type: none"> • V good presentation, more info would be great as overwhelmed by short time available • Very well presented • Brilliantly presented and very informative • Very good training • Very emotive and informative video • More on the role of corporate parents and less on the cases would have been better • Really useful and informative session. More information on Corporate Parenting and CP Panel should have been done
9.	Emergency Planning - 15 December
	<ul style="list-style-type: none"> • Very good • Useful • Good session – very informative • Very good

Appendix A – Attendance & Feedback

- Do a role play scenario in a park so people can practice and see what could happen
- Very helpful training
- Thanks v useful. Structure and informal style involved everyone
- Very good, well delivered
- Very good and useful

Appendix B

Member Training Planned for the rest of the Municipal Year – February to May 2015

Date	Event	Provider/ Facilitator	Target audience
9 February	The Care Act	Bernie Flaherty, Director of Adult Social Services	All Members
25 February	Child Sexual Exploitation/Safeguarding	Neil Harris, Service Manager QA and Service Improvement & Peter Tolley , Service Manager, Targetted Services	All Members
23 March	<u>REPEAT</u> MANDATORY Equalities & Diversity	Mohammed Ilyas, Equalities & Diversity Policy Officer	All Members
27 April	Local Government Finance Settlement & the Budget Setting Process	Simon George, Director of Finance & Assurance	All Members

Appendix C

Member Training for 2015/16

2015	Event	Provider/ Facilitator	Audience
22 June 2015	Benefit Changes 2015	Fern Silverio,	All Members
20 July 2015	Public Health	Andrew Howe, Director of Public Health	All Members
7 September 2015	<u>Mandatory</u> Data Protection (repeat) OR <u>Mandatory</u> Safeguarding Adults (repeat)	Stephen Dorrian, Senior Lawyer Seamus Doherty, Safeguarding Adults Co-ordinator	All Members
19 October 2015	<u>Mandatory</u> Code of Conduct (repeat)	Jessica Farmer, Head of Legal Practice	All Members
2 November 2015	Understanding & Analysing Performance Data & Financial Data (Scrutiny)	Rachel Gapp, Scrutiny Officer Simon George, Director of Finance & Assurance	All Members
15 December 2015	Mandatory Emergency Planning (repeat)		All Members
2016	Event	Provider/ Facilitator	Audience
11 January 2016	How to use Social Media	TBA	All Members
1 February 2016	Community Leadership Skills/ Managing Your Role Skills/ Interpersonal Skills	TBA	All Members
15 March 2016	IT Skills	TBA	All Members
4 April 2016	IT Skills	TBA	All Members

NB: It may be necessary to offer ad hoc Mandatory Licensing, Planning & Personnel Appeals training due to changes made to Committee Memberships at Annual Council.