

**REPORT FOR: MEMBER DEVELOPMENT  
PANEL**

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**Date:** 12 September 2012

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

**Responsible Officer:** Jon Turner, Divisional Director of Human  
Resources & 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 the April 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 April 2012

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed back	More know ledge/ skills required Yes / No
<b>Community Based Leadership (OPM)</b> 28 March 2012	8/63	55	3/8	5/8	0	0	5/8
<b>Confident Public Speaking (Impact Factory)</b> 16 April 2012	15/63	48	14/15	1/15	0	0	10/15
<b>Project Management (OPM)</b> 25 April 2012	6/63	57	4/6	2/6	0	0	5/6
<b>Licensing Training</b> 19 June 2012	9/30	21	7/8	1/8	0	1/9	5/8
<b>Diversified Growth Funds (Aon Hewitt, Investment Advisors and Newton, Fund Manager)</b>	4/4 PFIP Members	-	-	-	-	-	-
<b>Members Quarterly Briefing</b> 1. Council Tax Support Localisation 2. Current Concessionary Travel Process	16/63	47	6/8	2/8	0	8/16	6/8

<b>3. Neighbourhood Planning and Assets of Community Value</b> <b>4. Declarations of Interest</b> 27 June 2012							
<b>Delivery of Localised Discretionary Payments</b> 26 July 2012	10/63	53	7/9	2/9	0	1/10	5/9
<b>Licensing Act Training</b> 30 July 2012	14/30	16	11/14	3/14	0	0	9/14

**Any Other Comments:**

(taken directly from the learning evaluation sheets)

**Community Based Leadership:**

- Thanks Tim!
- Thank you
- Have enough trouble doing all the other stuff need to do without pressing for community engagement

**Confident Public Speaking:**

- Very good
- Very useful
- Very well presented course
- Relaxed fun way to learn
- Very good
- Good course
- Some parts of the course is not relevant to Council meeting.
- Great presentations, and good learning/teaching techniques

### **Project Management**

- I am very sad that I have left in the dark. She was very good explaining. How do good project.
- An eye opener for many members
- Very useful but should have learnt before
- Good presentation and interaction. Should have had this training in 2010 when we became cllrs.

### **Licensing Training**

- The office explaining was very good
- This was very well presented
- Excellent
- Very good update

### **Members' Quarterly Briefing:**

(Council Tax Support Localisation; Current Concessionary Travel Process, Neighbourhood Planning and Assets of Community Value; Declarations of Interests)

- Good evening – full of information
- Very productive evening and have gained much new knowledge tonight
- Lots of complex info to take in

### **Delivery of Localised Discretionary Payments**

- V. good so far
- Very clear, very good explanation
- Very useful
- Very informative

### **Licensing Act Training**

- We also touched on the desirability of using common sense, eg bringing together planning and licensing criteria for premises. This needs to be followed up.
- Always open to new information
- Very helpful, thank you
- Training – there should be not so much of talking they should train and lastly answer all the questions, as it is big subject to learn.

- Trainer drifted away from primary subject i.e. Licensing Act. Allowed Members to talk about matters not relevant to subject
- Always interesting and entertaining esp Shankar

## 2.2 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/ Time	Activity and target audience
<b>Personnel Appeal Training</b>	3 October 2012 (provisional)  Lesley Clarke (Organisational Development Manager)  Linda Cohen (Senior Employment Lawyer)	TBC  7.00pm	<b>5 Members of the Personnel Appeals Panel Pool who have not yet attended training</b>
<b>Members Quarterly Briefing</b>  <b>1. Legal</b>  <b>2. Equalities</b>  <b>3. Education</b>	18 October 2012  Jessica Farmer (Head of Legal Practice)  Mohammed Ilyas (Equalities & Diversity Policy Officer)  Adrian Parker (Head of Education Strategy and School Organisation)	Committee Room 1 & 2  7.00 pm	<b>All Members</b>

<b>4. Hate Crime</b>	Jasbinder Badhan (Hate Crime Co-Ordinator)		
<b>Chairing Skills</b>	23 October 2012 Sue Keogh (Development Consultant, South East Employers)	Committee Room 1 & 2 7.00pm	<b>All Members</b> (15 places available on this course)
<b>The Role of Councillor During a Major Incident</b>	20 November 2012 Kan Grover (Service Manager Emergency Planning & Business Continuity)  David Ward (Divisional Director Risk, Audit & Fraud)	Members' Lounge 7.00pm	<b>All Members</b> (MANDATORY)
<b>Safeguarding Children</b>	20 December 2012  Andreas Kyriacou (Quality Assurance Manager, Vulnerable Children)	Committee Room 1 & 2 7.00 pm	<b>All Members</b> (MANDATORY)
<b>Equalities and Diversity</b>	24 January 2013 Mohammed Ilyas (Equalities & Diversity Policy Officer)	Committee Room 1 & 2 7.00 pm	<b>All Members</b> (MANDATORY)
<b>Members Quarterly Briefing</b>	28 February 2013	Committee Room 1 & 2 7.00 pm	<b>All Members</b>

<b>1. Legislative Update</b>	Jessica Farmer (Head of Legal Practice)		
<b>2. Hate Crime</b>	Jasbinder Badhan (Hate Crime Co-Ordinator)		
<b>3. Planning</b>	Stephen Kelly (Divisional Director of Planning)		
<b>Equalities and Diversity</b>	18 March 2013 Mohammed Ilyas (Equalities & Diversity Policy Officer)	Committee Room 1 & 2 7.00 pm	<b>All Members</b> (MANDATORY)
<b>Safeguarding Adults</b>	22 April 2013 Seamus Doherty (Safeguarding Adults Co-Ordinator)	Committee Room 1 & 2 7.00 pm	<b>All Members</b>

### 2.3 Update on IT training

Officers have finalised the dates and the initial arrangements are for 6 sessions in October lasting 2.5 hours and cover the following Microsoft Office packages:

- Oct 3<sup>rd</sup> from 5.30pm – 8.00pm - Word Basic
- Oct 9<sup>th</sup> from 5.30pm – 8.00pm - Excel Basic
- Oct 10<sup>th</sup> from 5.30pm – 8.00pm - PowerPoint Basic
- Oct 17<sup>th</sup> from 5.30pm – 8.00pm - Word Intermediate
- Oct 30<sup>th</sup> from 5.30pm – 8.00pm - Excel Intermediate
- Oct 31<sup>st</sup> from 5.30pm – 8.00pm - PowerPoint Intermediate

### 2.4 Other Training

A Charing Skills training course has been arranged for 23 October 2012 at 7pm with Sue Keogh of South East Employers. There are 15 places available

on this course which will be allocated on a first come, first served basis. A further course will be arranged if demand warrants this.

### **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

on behalf of the  
Chief Financial Officer

Date: 20.08.2012

### **Section 8 - Contact Details and Background Papers**

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

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Background Papers: None