

**REPORT FOR: MEMBER DEVELOPMENT
PANEL**

Date: 7 November 2012

Subject: INFORMATION REPORT –
Member Development Programme Update

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

Exempt: No

Enclosures: Appendix A – Office For Public
Management: Proposed Joint Member and
Officer Training
Appendix B – Member Development
Assessment Day Schedule

Section 1 – Summary

This report updates the Panel on the Member Development Programme of events that have taken place since the September 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 September 2012

Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed back	More know ledge/ skills required Yes / No
IT Training: (Word Basic) Wed 3 October	0	12*	-	-	-	-	-
IT Training: (Excel Basic) Tuesday 9 October	2	8*	-	-	-	2	-
IT Training: (PowerPoint Basic) Wednesday 10 October	3	12*	-	-	-	3	-
IT Training: (Word Intermediate) Wednesday 17 October	6	12*	3/6	0	1/6	2/6	2/6
Members' Quarterly Briefing: - The Work of the Education Strategy & School Organisation Section - Equalities & Diversity - Legislative Update: Member Code of Conduct;	13	50	6/9	1/9	1/9	4	6/9

Regulation and Investigatory Powers Act; Community Right to Challenge							
Thursday 18 October							

* indicates those who had completed the online IT TNA and requested this training.

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

(taken directly from the learning evaluation sheets)

IT Training:

(Powerpoint)

- less work for Council staff; take it to the next level.

(Word Intermediate)

- wrong level – should have used information from the TNA;
- very helpful;
- excellent training.

Members' Quarterly Briefing:

- more presentations from Environment and Enterprise - ask partners to attend, eg, Police, Clinical Commissioning Groups. Education, too much content, should be a separate event. Their performance information could be included in the monthly Member bulletin. Session over ran;
- more interpretation of these developments;
- updates when necessary. ESSO – thanks to all the officers attending, Legal & Equalities;
- more information about school admissions;
- I would like a ICT programme. Excellent;
- Valuable update;
- great flowchart – information from legal helpful. Equalities, very good, informative and a follow up will be forthcoming in emails;
- regular updates - an excellent learning session as usual.

2.2 Planned Activity for remainder of municipal year

Event	Provider/ Facilitator	Venue/ Time	Activity and target audience
Finding out what you need to know: getting the best out of performance information Monday 22 October	Heather Smith & Guy Fiegehen (Scrutiny officers)	7.00 pm CR 1&2	Scrutiny Members, but is open to all Members
IT Training: (Excel Intermediate) Tuesday 30 October	Capita	Room M28 5.30-8.30 pm	All Members
IT Training: (PowerPoint Intermediate) Wednesday 31 October	Capita	Room M28 5.30-8.30 pm	All Members
1. The Role of a Councillor During a Major Incident 2. Equalities & Diversity 3. Safeguarding (adults) 4. Safeguarding (children) Tuesday 20 November 2012	Kan Grover (Service Manager Emergency Planning & Business Continuity) David Ward (Divisional Director Risk, Audit & Fraud) Mohammed Ilyas (Equalities & Diversity Policy Officer) Seamus Doherty (Safeguarding Adults Co- Ordinator) Andreas Kyriacou (Quality Assurance Manager, Vulnerable Children)	7.00pm	All Members (MANDATORY)

OPM – TBC 20 December 2012	TBC	Committee Room 1 & 2 7.00 pm	All Members
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	28 February 2013 Jessica Farmer (Head of Legal Practice) Jasbinder Badhan (Hate Crime Co-Ordinator) Stephen Kelly (Divisional Director of Planning)	Committee Room 1 & 2 7.00 pm	All Members
The Council's new service delivery model/commissioning 18 March 2013	Alex Dewsnap (Divisional Director, Partnership Development & Performance)	Committee Room 1 & 2 7.00 pm	All Members
OPM - TBC 22 April 2013	TBC	Committee Room 1 & 2 7.00 pm	All Members

2.3 Office For Public Management

At its September meeting, the Panel requested that the Member Development Programme be reorganised on the basis of discussion with the Office for Public Management (OPM) and that some joint Member and officer training, following the quarterly briefing format, be arranged.

The OPM proposal for a joint Officer and Member Development programme is attached at Appendix A. There are sufficient funds in the Member Development Training budget for 2012/13 to cover the cost of this training.

The following potential dates for this training have been identified:

Monday 7 January

Monday 28 January

Monday 4 February or Thursday 7 February (same week)

Tuesday 19 February

Monday 29 April

Monday 13 May

2.4 Other Training

- five Members of the Personnel Appeals Panel Pool remain to be trained, officers have agreed with Members that they will offer the training as and when required;
- officers are looking at providing further Mental Health Awareness training, one with MIND and one with MENCAP;
- officers are looking at the possibility of Mental Health awareness training being linked to the work of the Adult Social Care section being provided at a future date;
- refresher EqIA training for Cabinet Members is being planned for November 2012.

3. London Boroughs Charter for Elected Member Development

All Members and relevant officers have been informed of the date for Charter Assessment, which is Wednesday 21 November 2012. A draft timetable for the day is attached at Appendix B. Officers will circulate a briefing document and will hold a briefing session with those Members and officers taking part in the Assessment within the next few weeks.

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: 23 October 2012		

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