



Appendix B



London Boroughs Charter for Elected Member Development
Authority : London Borough of Harrow

Assessment Schedule
Date : Wednesday 21 November 2012

The assessment team to comprise:

- § Peer Assessor - Cllr TBC
- § Mark Palmer - Development Director, South East Employers
- § Officer Assessor - TBC
- § Janine Gill - Business Development Officer, South East Employers

- 10.00 Assessment team arrival - Locate to room
- 10.30 Interview 1 - **Key officers, ie**
 - Project Manager
 - Head of Democratic Services
 - Head of Human Resources
- 11.15 **Break**
- 11.30 Interview 2 - **Leader of the Council**
- 12.15 **Lunch**
- 13.00 Interview 3 - **Elected Member Development Group**
- 13.30 Interview 4 - **Officer, Front line Service**
- 13:45 **Break**
- 14:00 Interview 5 - **Chief Executive**
- 14.45 Interview 6 - **Leaders of Opposition Parties**
 - Cllr Leader (minority group)
 - Cllr Leader (minority group)
- 15.30 Workshop - **Non Executive councillors (8 - 12 members)**
to be as representative as possible of councillor
gender ,age profile, ethnicity
 - Cllr Cllr
 - Cllr Cllr
 - Cllr Cllr

- 16.15 Assessment Team Meeting
- 17.00 Assessment Team Feedback session with Project Manager. Please feel free to invite any Councillor of your Leader to attend this section of the day.
- 17.30 Close

Within one month of the assessment visit a report will be sent to the council outlining whether they have achieved Charter status. This will include the positive areas where the council has excelled and areas in need of future improvement.