

MEMBER DEVELOPMENT PANEL

15 APRIL 2003

Chair: * Councillor Ann Groves

Councillors: * Jean Lammiman * Marie-Louise Nolan
* Miss Lyne

* Denotes Member present

PART I – RECOMMENDATIONS - NIL

PART II – MINUTES

66. **Attendance by Reserve Members: RESOLVED:** To note that there were no Reserve Members in attendance at this meeting.

67. **Declarations of Interest: RESOLVED:** To note that there were no declarations of interest made by Members of the Panel in relation to the business to be transacted at this meeting.

68. **Arrangement of Agenda: RESOLVED:** That all business be considered with the press and public present.

69. **Minutes:** (1) That the minutes of the meeting held on 12 March 2003, having been circulated be taken as read and agreed as a correct record;

(2) that the signing of the minutes of the meeting held on 12 March 2003 be deferred until printed in the next Council Bound Minute Volume.

70. **Matters Arising from the Minutes of the Meeting held on 12 March 2003:**

Media Training for Members (Minute 54): The Chair informed the Panel that her letter to the Harrow Observer had now been circulated to all Members of the Council.

Councillor Directory Updates (Minute 56): A Member, having volunteered to have a flow chart of the new Council structure distributed by her Group Office, informed the Panel that this would be circulated in due course.

Learn Direct Update (Minute 58): The Chair informed the Panel that those Members of the Council wishing to sign up to Learn Direct courses for free should be informed that if they have a laptop, it would need to be adjusted, and that whilst the course itself was free, Members had to pay for call time usage of the internet. A Member enquired whether Members would be entitled to a refund of this cost. It was suggested that if Members dialled into the Harrow Live website and then out to Learn Direct then call costs would be free. However, those not using Council Laptop's would incur charges. The Chair asked that this be clarified and a note be circulated to Councillors clearly stating when Members would and would not be charged. The Training and Development Manager informed the Panel that, as a short-term solution, Members could access resources in the Learning Centre and Group Offices.

RESOLVED: (1) That the Training and Development Manager in consultation with the Head of I.T inform all Members of the Council of details of Internet charging for Learn Direct courses;

(2) that the Training and Development Manager inform the Panel of the numbers of Members who had signed up to Learn Direct Courses

Member Development Questionnaire Results (Minute 60): The Training and Development Manager informed the Panel that Questionnaire results were still coming in but that they did not alter the position reported to the Panel at the last meeting.

Funding of External Member Development Opportunities (Minute 62): The Chair informed the Panel that the recommendation agreed at the last meeting had since been withdrawn. The Chair proposed that the Panel reconsider the recommendation in due course, once full details of the Member Development Budget had been clarified. It was reported that the Chair, having attended a meeting on the Member Development Budget, anticipated that once all allocations had taken place there would be little resources left. The Chair confirmed that there was no more than £20,000 in the Member Development Budget. The Chair expressed regret that the recommendation had been withdrawn but informed the Panel this may only be a temporary measure.

71. **Public Questions, Petitions or Deputations: RESOLVED:** To note that no public questions, petitions or deputations had been received under the provisions of Committee Procedure Rules 18, 15 and 16 (Part 4B of the Constitution) respectively.

[Note: In accordance with Committee Procedure Rules, provision is made for the public questions, petitions and deputations. However, these are not generally matters that arise at meetings of the Member Development Panel].

72. **Members Intranet Training Session Publicity:** The Training and Development Manager reported that this publicity had not yet been circulated but that the format would be as circulated to the Panel. The Chair emphasised that the date of this event would be crucial. The Officer informed the Panel that she had identified a list of possible dates and was coordinating these with other training dates. Suggested dates were 2 June 2003 for the Media Training and the 9 June for the Intranet session. The Chair asked that dates be co-ordinated so that at least one Member of the Panel could attend. The Chair suggested that the Media Training go ahead on the 2 June but that if it was popular, it be repeated.

RESOLVED: (1) That the Training and Development Manager consult the Panel on the dates for future Training sessions,

(2) that the Training and Development manager inform the Panel of the attendance at the Media Training session.

73. **Member Development Draft Training Plan 2003-2004:** The Training and Development Manager informed the Panel that the date for Intranet and the Internet Training was flexible. The Chair informed the Panel that she would be able to attend training on the 9 June. The Panel agreed to monitor demand for these sessions and suggested they be repeated to meet Members schedules and may include daytime meetings.

RESOLVED: That the Intranet and Internet Training session be held on 9 June 2003 starting at 7pm.

74. **Member Development Decision Making, Roles and Responsibilities, Growth Bid and Budget Update:** The Chair informed the Panel that she had recently attended a meeting to clarify the Member Development Budget. This was important as it would affect any future recommendation on funding external courses. She informed the Panel that Officers had now produced a document that clearly defined Officer and Member roles on the Member Development Panel.

The Panel received a verbal update from the Training and Development Manager on the Member Development Process, detailing draft proposals for a training and development cycle throughout the year. The Officer outlined a series of steps in the proposed process: the initial planning stage, approval from the Panel and from Standards, delivery and action throughout the year, and finally the evaluation of the training undertaken.

The Officer informed the Panel that a possible approach to external events would be to require Members to make a business case to relevant Portfolio Holder's. The Member Development Panel would monitor the quality and costs of this. The Chair informed the Panel that this would mean Members could attend outside training if they made a business case. The Chair stated that the new process was in line with CPA action plan and that this was a more pro-active rather than reactive approach to Member Development.

The Training and Development Manager was requested to draft a formal report on the Member Development Cycle for consideration at the next meeting of the Panel.

The Chair informed the Panel that the Planning Department had set aside some money to give training on Development Control. The Chair had asked that department officers liaise with the Training and Development Manager. A Member requested that this training be included as part of Member Development Programme and carry its badge. It was agreed that due to the fact that training would be departmentally owned, it may be distributed separately but if this was the case it would also go into the Member Development Panel update.

RESOLVED: (1) That the Training and Development Manager remind Members of the need to report back on external courses on the next Member Development update;

(2) that the Training and Development Manager give a formal report on the Member Development Cycle at the next Meeting.

(3) that the position be noted.

75. **Date of Next Meeting of the Panel: RESOLVED:** That the next meeting of the Member Development Panel be held on Thursday 10 July 2003 at 6pm.

[Note: The meeting, having commenced at 6.04 pm, closed at 7.05 pm].

(Signed) ANN GROVES
Chair