

Meeting:	Member Development Panel
Date:	15 th April 2008
Subject:	Member development Programme
Key Decision: (Executive-side only)	No
Responsible Officer:	Director, People, Policy and Performance
Portfolio Holder:	Councillor Chris Mote
Exempt:	No
Enclosures:	

Section 1 – Summary and Recommendations

This report reviews the progress of the 2007-2008 programmes and sets out the proposals for the member development programme for the remainder of 2008 for elected members. It includes an update since the member Development Panel on the 6th February 2008.

RECOMMENDATIONS:

The Panel is requested to:

Note the progress of the 2008/09 programme and the development activity associated with the development of the programme for 2008/9

REASON: The programme is designed to meet the learning and development needs of elected members in the light of the Comprehensive Performance Assessment and Joint Assessment Review feedback, as part of the improvement plan and performance development.

Section 2 – Report

1. 2007/08 Member Development Plan

The Member Development Strategy and programme is key to achieving the Council's vision and corporate priorities. It aims to build capacity in community leadership, and in leading service improvement. Following an update at the Member Development Panel on 6th February 2008, the five-strand member development programme is on-going and includes the following:

- **Mandatory Training sessions-** to provide members with the awareness and skills to carry out specific statutory duties.
- **Quarterly Briefing sessions-** to provide an opportunity for members and officers to discuss current local issues across the council, the borough and local government. These sessions offer the chance to develop new member/officer relationships and signpost members to further information and support.
- **E-learning modules**
This modern councillor package has been developed by learning pool as support for councillors in their role. There are 20 modules that can be completed electronically by members to offer guidance and answer any questions.
- **1:1 Coaching Sessions**
1:1 coaching sessions in order to identify individual training needs.
- **Action Learning Events** to be scheduled every four months to cover key development needs related to performance, service planning and service delivery.

2. Progress to Date

The following events have taken place since February 2008.

Mandatory Training		
Date	Module	No. Of Attendees
5 th February	Disability Equality Duty (cabinet only)	7
11 th March	Finance training	8
18 th March	Disability Equality Duty	15
26 th March	Finance training	27
Quarterly Briefings		
Date	Agenda	No. Of Attendees
5 th March	<ul style="list-style-type: none"> • Sports and leisure plans for Harrow • Local involvement network for Harrow • A strategic approach to school organisation • Update on key construction projects within Harrow • Update on changes in legislation 	16

Other Activity		
Date	Activity	No. Of Attendees
27 th /29 th February	Member coaching programme (1:1 coaching sessions)	7
11 th /14 th March	Member coaching programme (1:1 coaching sessions)	5

Media Training Workshops

Between December 2007 and February 2008 all Cabinet Members along with the Chief Executive and the Corporate Directors attended a one-day media-training course delivered by professional broadcasters. The training covered skills in communicating key messages via television and radio interviews. Participants were asked to give their own feedback to the company. The response of those who attended the course was overwhelmingly positive. One councillor, for example, has appeared on television several occasions since, while another member found the training very useful as preparation for a subsequent Radio 4 interview.

3. Other Activity for Member Development 2008

Code of conduct training session

A training session will be scheduled in June 2008 to update Members on the new Local Government Act.

Disability Equality Duty training session

This training event was very well received by councillors. Those that were unable to attend expressed their apologies and asked for the opportunity to attend another session. This duty is required by statute to be considered before many decisions are made by the council. There is commitment for all Members to be informed of this important duty and a further session will be scheduled for mid 2008.

Local Development Framework

A training session has been scheduled for the 13th May to inform Members how they can make the most of the LDF and how they can contribute to it.

Members quarterly briefing

The 2nd quarterly briefing of 2008 is scheduled for 11th June 2008. Agenda is TBC.

Action learning events

A programme is being planned to include a half day session on "Achieving High Level Performance" with the inclusion of an inspirational speaker to cover this theme. A number of potential speakers have been short listed to provide an input. These include: Giles Long, former Gold medallist swimmer for the paraplegic Olympics and Aidy Boothroyd Watford Football Club Manager. It is expected this event will take place in May/June depending on the availability of the speaker who is chosen.

Member Coaching Programme

The pilot-coaching programme for members was launched in December 2007 in partnership with the Roffey Park institute. A total of 12 members completed the programme on target by 14th March 2008. Participants completed self-assessment questionnaires and some self-assessment questionnaires were completed on their behalf. Once all were completed, participants took part in a 1:1 coaching session. This was followed by individual feedback, based on the self-assessment and 360 degree peer feedback. This concluded in each Member receiving a follow up

Individual Development Plan (IDP) capturing key Learning and Development needs going forward. Members are now keen to understand how their needs will be met, through, for example, the Member Development Programme and coaching. Roffey Park have been asked to seek participants' views on the effectiveness of the pilot programme. Preliminary feedback has suggested that Members had a good experience and welcomed the opportunity to review their development needs. However it was noted that communication could have been more effective in terms of raising awareness of the programme. The full evaluation report from Roffey Park will identify key development themes, which, after consideration, may be incorporated into the Member Development Programme; individuals' specific needs will also be considered. The next stage and options of how the programme will be implemented will be informed by the evaluation report, and its recommendations which will be available in mid April.

E-Learning Programme

Since the launch of the e-learning service in December 2007, all Councillors have had access as registered users to a range of online courses including IT, Community Leadership and Media Training. A very small number of members have accessed the programme. Further publicity and briefings are planned to further engage members with the service which is available until December 2008.

Scrutiny Member Development Programme 2007/2008

These sessions aimed to reinforce the fundamental principles of scrutiny in Harrow, inform members about the changes in scrutiny and the rationale behind this. They also engage members in exploring ways to take the new look scrutiny forward including issues around work programming. The sessions were well received and sparked open discussions following the scrutiny reconfiguration, facilitated by group work exercises. About half of the member core attended one of these sessions.

Scrutiny subject-specific briefings aimed primarily at all scrutiny councillors and co-optees were detailed in the last report. These briefings and training sessions were more specialised than the generic scrutiny session. The performance and finance session looked to develop some of the key knowledge and skills needed for the new scrutiny sub-committee. The briefing sessions provided an outline of key issues relating to the subject area (local and national policy developments) and sought to develop members' understanding of how the new scrutiny structure could facilitate scrutiny of these policy areas.

Evaluation of the sessions highlighted how valuable members found these sessions with a call for future briefings on subject areas that are relevant.

London Scrutiny Network learning events in 2008, open to all scrutiny councillors:

- 8 April – 'Place shaping' through scrutiny (LB Hillingdon)
- 20 June – Joint authority scrutiny (LB Havering)
- September (date tbc) – Scrutiny of performance management (LB Lambeth)
- November (date tbc) – Scrutinising partnerships (LB Tower Hamlets)

Supporting Councillors: a manifesto for councils

This manifesto has been developed by the Local Government information Unit and outlines practical measures to support councillors. Further information will be tabled at the panel meeting including recommendations for consideration by panel members.

Plans for the member development programme are outlined below

Activity and target audience	Provider	Dates	Cost	Aims
Mandatory training	All members in the target audience are required to attend this training			
HR refresher R&S /D&G HR panel members	Internal Lesley Clarke	TBC	Officer time and admin costs	To ensure panel members are up to date with relevant legislation and practice
Planning – refresher Planning committee members and subs	Internal Frank Stocks	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
Licensing - refresher	Internal Paresh Metha	June	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
Other learning events	All members are encouraged to attend these sessions			
Scrutiny awayday Scrutiny lead members and vice chairs	Internal Lynne McAdam	2 nd April	Officer time and admin costs	To ensure members are able to adapt to the new role effectively
Training on HARP system (Business Transformation Process) All Members	Contact- Marion Afoakwa	TBC		
The Local Development Framework (LDF)- All Members	Linda Addison Associates Contact is- Claire Codling Planning	13 th May	N/A	How members can make the most of the LDF and how they can contribute to it.
Members quarterly briefings	These events are informal, open to all members and designed to enable members to dip in and out of the session as they wish to			
2 nd Quarter	TBC	11/6/08		
3 rd Quarter	TBC	24/9/08		
4 th Quarter	TBC	10/12/08		
Modern councillors e-learning programme	Short, engaging e-learning modules, lasting around 30 minutes each which members can dip in and out of.			
Publicity campaign highlighting the e-learning package				

Action learning events				
All members	TBC	May/June	External speaker	
All members	TBC	September	External speaker	

Financial Implications

All training costs will be contained within the departments approved budget for 2007/08 and 2008/09. (£50,000)

Section 3 - Statutory Officer Clearance

Name: ...Sheela Thakrar	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: 4/4/08		
Name: Helen White	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: 4/4/08		