

MEMBER DEVELOPMENT PANEL**2 JULY 2008**

Chairman: * Councillor Jean Lammiman

Councillors: * B E Gate * Paul Osborn
* Phillip O'Dell

* Denotes Member present

PART I - RECOMMENDATIONS - NIL**PART II - MINUTES****65. Attendance by Reserve Members:**

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

66. Declarations of Interest:

RESOLVED: To note that there were no declarations of interests made by Members in relation to the business transacted at this meeting.

67. Arrangement of Agenda:

RESOLVED: That (1) agenda items 9 and 11 be taken together;

(2) all items be considered with the press and public present.

68. Minutes:

RESOLVED: That the minutes of the meeting held on 15 April 2008 were agreed and that the signing be deferred until printed in the next Council Bound Minute Volume.

69. Public Questions:

RESOLVED: To note that no public questions were put at the meeting under the provisions of Committee Procedure Rule 19.

70. Petitions:

RESOLVED: To note that no petitions were received at the meeting under the provisions of Committee Procedure Rule 16.

71. Deputations:

RESOLVED: To note that no deputations were received at the meeting under the provisions of Committee Procedure Rule 17.

72. Update on Roffey Park Institute Pilot Coaching Programme:

The Interim Divisional Director of Human Resources and Development reported that, in addition to the evaluation report produced by the Roffey Park Institute, the Learning and Development and HRD Strategy teams had undertaken a survey to assess the feedback from the Members who took part in the programme. The Councillors reported that the programme was useful in terms of the self-assessment but varied opinions were given as to the relevance of the individual feedback reports and Individual Development Plans. It was noted that all Councillors found the 1:1 coaching sessions either useful or very useful. He added that a meeting was to be held on 9 July to review the direction on the programme and Members were encouraged to submit their comments regarding this. The Chairman commented that a thorough evaluation would be needed to develop the programme to accommodate all Councillors. In response, the Interim Divisional Director of Human Resources and Development expressed his concerns about the possibility of maintaining similar levels of engagement and suggested that a paper-based element could be included and that there would be a need for new exercises instead of repeating those previously undertaken. A Member added that he felt experienced Councillors recognised the reviews needed in knowledge and the need for training.

73. **Update on Member Development since last meeting:****Mandatory Training**

The Interim Divisional Director of Human Resources and Development reported that the Disability Equality Duty (DED) training had been repeated in June, and that there would be one more session run on 9 September to include any Councillors who had been unable to attend the previous two sessions. He concluded that evaluation of the sessions had so far been very positive. The Chairman commented that it was a requirement that Cabinet Members had access to DED training and expressed her pleasure that it had been extended to them. She suggested that it might be useful that Co-optees also be trained on such issues in order to keep them up-to-date with the decision making process. A Member commented that the Call-In Committee must also be aware of important issues and be careful not to speak out of ignorance. He added that Councillors would be more effective by receiving training that related directly to constituency and ward issues.

Quarterly Briefings

The Interim Divisional Director of Human Resources and Development reported that the Quarterly Briefings had been comprised of round-table discussions on updates and changes in legislation, Harrow Music Service and Local Area Agreement. Although challenging to manage due to time restrictions, Members reported that the session was positive and highly focused, with an interest in receiving more updates from Legal Services, in particular those relating to difficult areas of legislation and how they might affect Councillors.

The Interim Divisional Director of Human Resources and Development reported that the Roffey Park Institute Cultural Change Workshop section of the Quarterly Briefing was a lively and active session. It was comprised of Mind-Mapping exercises for the Manager's forum and Member feedback on the key issues facing the Council. Members were asked in groups to discuss where they thought the Council was now, what it looked like presently and where the Council might be in 2012.

Forthcoming Learning and Development Programme - 2008/9

The Interim Divisional Director of Human Resources and Development reported that the draft for the forthcoming programme contained a matrix with names, venues and targets. Although a stand alone document, it also contributed to a bigger document – The Learning and Development Programme for Elected Members, which would serve as a 'living document' that could be updated regularly. The Chairman queried where Leadership Development might fit within the programme and whether succession training would also be considered. The Interim Divisional Director of Human Resources and Development replied that at present only Cabinet and CSB would be catered for.

After a general discussion it was noted that:

- Members felt that succession training would avoid Members joining Cabinet without awareness of the serious decisions and responsibilities.
- Members aspiring for, or who were suitable for, succession should be identified.
- In-house training could be achieved cheaply and effectively.
- Members felt that Group Whips should emphasis the importance of training and development to Councillors who failed to attend mandatory sessions.
- Training sessions must deliver quality to Councillors, and that firmer targets would push the administration to deliver.
- Methods of learning must be identified for Members that they would recognise and identify.
- A suitable strap-line for the brochure could be 'Not just a hobby – continuing learning for Members'.

74. **Draft Training Needs Analysis Questionnaire:**

The Interim Divisional Director of Human Resources and Development reported that plans were underway to adapt a questionnaire and remodel it for 2009/10. He added that the current questionnaire was based on information gathered from statute, the Roffey Park Institute and empirical data.

75. **Member Development Programme:**
(See Minute Item 73 - Update on Member Development since last meeting).
76. **Proposals for Adoption of IDeA Member Development Charter:**
The Interim Divisional Director of Human Resources and Development reported that the Charter would be similar to the Investors In People certification and would provide a quality kite-mark for how well provided development opportunities were for Councillors and offer a Gold Standard framework for improvement. He added that it would fit in the centre of the Council improvement plan and would use work achieved with the Roffey Park Institute and TNA as evidence for achievement. He concluded that it would make up the final target for Member Development and would present a natural end. After a discussion it was agreed that an assessment should be made of where the charter might fit within the budget, calendar, and whether it could be led by a high-level officer. The Chairman asked that feedback be given at the next Member Development meeting.
77. **Induction Programme - Updating for 2010:**
The Interim Divisional Director of Human Resources and Development reported on the feedback from the two most recently inducted Councillors. He commented that they felt that the induction pack met the objectives and agreed with the scoring of agree/strongly agree. The Members indicated that the most practical parts were the contact list of directors and their responsibilities, but added that contact details for middle and junior managers would have also been extremely valuable. A Member suggested that it might be prudent to ask officers to fill in a form that highlighted the areas they thought Members might need information about.
78. **Any Other Urgent Business:**
The Interim Divisional Director of Human Resources and Development reported on the 'Compact' with the voluntary sector and that Learning and Development were to look into arranging training for Overview and Scrutiny and Grants Advisory Panel, in consultation with Julia Smith, Chief Executive of Harrow Association Voluntary Services. Members agreed that such training should be mandatory for both committees.

The Interim Divisional Director of Human Resources and Development reported on a financial allocation from Capital Ambition and the suggested use to support Members on a mentoring programme. He added that Scrutiny had declined the offer and consequently the IDeA would be contacted to discuss the alternative options for mentoring the Political Groups. The Chairman commented that any programme would have to fit with any similar work carried out with the Roffey Park Institute.

(Note: The meeting having commenced at 7.33 pm, closed at 9.24 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN
Chairman