

Meeting:	Member Development Panel
Date:	4 September 2008
Subject:	Member Development Programme Update
Key Decision:	No
Responsible Officer:	Divisional Director, Human Resources and Development – Jon Turner
Portfolio Holder:	Portfolio Holder for Performance, Communication and Corporate Services - Councillor Paul Osborn
Exempt:	No
Enclosures:	Member Development Charter Draft Action Plan

## Section 1 – Summary and Recommendations

This report reviews the progress of the 2008 programme and sets out plans for the implementation of a full member development programme for 2008/2009 for elected members, in line with the Council Improvement Programme. It includes an update since the member Development Panel on the 2<sup>nd</sup> July 2008.

### **RECOMMENDATIONS:**

The Panel is requested to note the report.

**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 Council's improvement plan and performance development.

## **Section 2 – Report**

### **1. 2008/09 Member Development Programme**

#### **Professional Development – A Formal Programme**

Plans are currently being implemented to launch the 2008/2009 Professional Development Brochure for Elected Members.

The brochure aims to consolidate and formalise development initiatives that have been in place over the last 2 years. The programme of events are detailed within the brochure, which as well as print format, is available for access on the council's intranet site.

The development opportunities are based on the success of previous initiatives and include a range of courses:

- Member Briefings and mandatory training – updates from officers and external partners
- Local Government Information Unit courses – based on requests and the skills needs of councillors; e.g. casework and time management
- IT Skills – learning new software provided by the council's in-house trainer; e.g. Excel and Word

#### **Member Development Charter**

The Council Improvement Programme (CIP), agreed by Cabinet in July 2008, includes a project led by HRD (Learning and Development) to work towards achieving the IDeA Elected Member Development Charter. A presentation was provided by the Learning and Development Manager at the panel meeting on 2<sup>nd</sup> July and agreement was given in principle to work towards the charter, subject to a full sign up by elected members.

The charter provides a quality standard, along similar lines to Investors in People, in which member development can be planned, implemented and evaluated to ensure best practice. It is closely aligned to the IDeA Political Skills Framework which provides a comprehensive analysis of the skills and knowledge required by the modern councillor. A number of London Boroughs have achieved the charter and the London Councils Network organises peer support to help designated officers work with elected members to prepare for assessment.

The Action plan identifying current good practice, gaps in provision and recommended action is currently being developed and will be available at the panel meeting for discussion.

#### **Coaching**

A review meeting was held with Roffey Park on the 9<sup>th</sup> July attended by HRD officers and the chairman of the Member Development panel. At the meeting the two coaches from Roffey Park presented the evaluation report on the pilot programme and feedback was also provided by officers on a separate follow up evaluation conducted by Samantha Whittick and the L & D team. The consensus was that overall the programme had been a success and with adaptations, could be rolled out to all members.

Procurement arrangements are currently being implemented using funding allocated from the 2008/2009 Member Development budget. The programme will be phased in for all elected members commencing in September 2008 with a tranche of 15 councillors followed by two further tranches of 15 in January and March 2009.

## 2. Review of Member Development Activities since Last meeting

The following events have taken place since July 2008.

Mandatory Training		
Date	Module	No. Of Attendees
21 <sup>st</sup> July	Licensing – To ensure committee members are up to date with relevant legislation and practice (refresher course)	8

## 3. Update on Changes / Additions to the Programme

### Scrutiny

A specialist one day Charing Scrutiny course organised by INLOGOV was held on 23<sup>rd</sup> July in Birmingham. This was provided for Cllr Janet Mote at a cost of £300. Feedback from attendance on the course was positive - "the course was superb and extremely useful".

### Licensing

An additional mandatory training session for members of the licensing committee was held on 21<sup>st</sup> July with input from an external trainer. Feedback from the course was extremely positive.

### HR Appeals Panels

This session has been re-scheduled for 30<sup>th</sup> September 2008.

Activity and target audience	Provider	Dates	Cost	Aims
<b>Mandatory training</b>		<b>All members in the target audience are required to attend this training</b>		
HR refresher R&S /D&G HR panel members	Internal Lesley Clarke	30/9/08	Officer time and admin costs	To ensure panel members are up to date with relevant legislation and practice
Gambling Act	Internal Paresh Mehta	28/10/08	Officer time and admin costs	Refresher on the main principles of the Gambling Act 2005
Planning – refresher Planning committee members and subs	Internal Frank Stocks	6/11/08	Officer time and admin costs	To ensure committee members are up to date with relevant legislation and practice
<b>Other learning events</b>		<b>All members are encouraged to attend these sessions</b>		
IT Software Training – Word Intermediate/Advanced	Internal Fiona Walters	8/10/08	Officer time and Fee of £50 per delegate	To gain a greater understanding on the Office Suite of software packages
Dealing with Casework Effectively	External LGIU	21/10/08	£725 for up to 12 members	Identify skills and support needed for dealing directly with residents
IT Training – Powerpoint General	Internal Fiona Walters	12/11/08	Officer time and Fee of £50 per delegate	To gain a greater understanding on the Office Suite of software packages
Time Management	External LGIU	18/11/08	£725 for up to 12 members	To identify ways of balancing conflicting priorities
<b>Members quarterly briefings</b>		<b>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</b>		
3 <sup>rd</sup> Quarter	TBC	24/9/08	Officer time and admin costs	Updates by Officers on Local Area Agreement plus session led by Chief Executive of Harrow Association of Voluntary Services
4 <sup>th</sup> Quarter	TBC	10/12/08	Officer time and admin costs	TBC
<b>Modern councillors e-learning programme</b>		<b>Short, engaging e-learning modules, lasting around 30 minutes each which members can dip in and out of.</b>		
Taster session on the Modern Councillor e-learning package planned for 3/11/08				
<b>Action learning events</b>				
All members	TBC	9/10/08	External speaker TBC	To challenge councillors on key issues

## Financial Implications

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

### Section 3 - Statutory Officer Clearance

Name: <b>Sheela Thakrar</b>	<input checked="" type="checkbox"/>	On behalf of the Chief Financial Officer
Date: <b>27/08/2008</b>		
Name: <b>Hugh Peart</b>	<input checked="" type="checkbox"/>	On behalf of the Monitoring Officer
Date: <b>22/08/2008</b>		