LONDON BOROUGH OF HARROW

Meeting:	Member Development Panel
Date:	15th January 2004
Subject:	Planning the 2004/05 Programme for Member Development
Key decision:	No
Responsible Chief Officer:	Executive Director, Organisational Development
Relevant Portfolio Holder:	Finance and Human Resources and Performance Management
Status:	Part 1
Ward:	Not Applicable
Enclosures:	Annual cycle Appendix 1, Evaluation and planning form Appendix 2

1. Summary/ Reason for urgency (if applicable)

1.1 Not applicable

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2. Recommendations (for decision by Standards)

2.1 To use the attached pro-forma and process to plan the 2004/05 programme

2.2 To identify one date per month on which a number of development activities can take place

REASON: To ensure a cost effective co-ordinated approach

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3. Consultation with Ward Councillors

3.1 Not Applicable

4. Policy Context (including Relevant Previous Decisions)

4.1 The Member Development Panel at its meeting on 24th July 2003 agreed a systematic approach to planning, approval, monitoring and evaluation of the Council's Member development programme. This report starts the process for the 2004/05 Municipal year

5. Relevance to Corporate Priorities

5.1 The Comprehensive Performance Assessment Improvement Plan proposes that a programme of leadership development for members be established focussing on Members' strategic roles and responsibilities.

6. **Planning process**

6.1　During the next 2 months, information will be sought as follows;
- Individual needs and skills will be sought from each member alongside feedback on the current years programme
- Key issues will be sought from Departmental managers for inclusion in a series of briefing sessions
- Courses planned by external providers will be sought on topics of relevance to corporate issues
- Issues arising from the Corporate planning process will be sought from the executive and scrutiny functions and from the leadership sessions planned for March 04.

6.2　A draft programme will be considered on the 21st April when dates will be identified for May 2004 – April 2005.

7. **Consultation**

7.1　None

8. **Finance Observations**

8.1　The proposals contained in this report can be contained within the current budget for Member Development, which is £20,200 for 2004-05, subject to Council Budget approval in February 2004.

9. **Legal Observations**

9.1　No legal comment

10. **Conclusion**

10.1　This planning process will aim to ensure that best use is made of the 2004/05 budget whilst meeting the Council's and individual member's needs.

11. **Background Papers**

11.1　Minutes of the Member Development Panel of 24th July 2003

12. **Author**

12.1　Maggie Rees, Training and Development Manager

Appendix 1
Annual Cycle, Roles and Responsibilities – Member Development

DEC – FEB	IDENTIFY ORGANISATIONAL PRIORITIES FOR MEMBER DEVELOPMENT (Cabinet) ⬇	IDENTIFY ISSUES FOR MEMBER DEVELOPMENT (CMT) ⬇	RESEARCH EXTERNAL DEVELOPMENT OPPORTUNITES (OD) ⬇	EVALUATE PROGRAMME AND RESEARCH MEMBERS NEEDS (MDP) ⬇
MARCH	DRAFT PROGRAMME (OD) ⬇ ⬇			
APRIL	CORPORATE MANAGEMENT TEAM (What can be resourced)		MEMBER DEVELOPMENT PANEL (Approval)	
APRIL	⬇ REPORT TO STANDARDS & CABINET (evaluation & approval)			
MAY	⬇ ADVERTISE INTERNAL PROGRAMME (OD)			
MAY - SEP	Internal Corporate programme MDP - Provide programme & monitor quality and costs	External Corporate events Portfolio holders approve funding MDP - Monitor quality and costs	Internal departmental programme Departmental managers (co-ordinate with OD)	External departmental events Portfolio holders approve funding
SEP	⬇ ⬇ EVALUATE & REVISE ESTIMATES			
OCT - DEC	Internal Corporate programme MDP - Provide programme & monitor quality and costs	External Corporate events Portfolio holders approve funding MDP - Monitor quality and costs	Internal departmental programme Departmental managers (co-ordinate with OD)	External departmental events Portfolio holders approve funding
JAN	⬇ **RESTART CYCLE** ⬇		⬇	⬇ ⬆

London Borough of Harrow

Member Development Programme May 2003 – February 2004

Name:……………………….…… Role currently held…………………………………………

First Elected………………………….. Length of Service as an Elected Member ………………

Evaluation of Programme for 2003/4 Municipal Year to date - please tick relevant boxes if you took part in the activity (NB further activities have been planned for March / April)

Session	Took part	Met needs	Did not meet needs	Comments (previous comments already noted)
Local Government Finance 7th May 03				
Learndirect computer e-learning May 03				
Councillors Role on outside bodies 24th June 03				
Effective Scrutiny – the key to better decisions 24th September 03				
Private Sector Housing 9th December 03				
Using the intranet and internet effectively 9th June 3rd Dec/7th Jan 04				
Housing Strategy 24th January 04				
Local Strategic Partnership 18th February 04				

What sessions would you have wished to see organised which were not

What other training or other development activity have you taken part in which helped you develop in your role which you would recommend for other members.

Your requirements for Member Development Programme (Municipal Year) 2004/05

The following briefings have been proposed for (Municipal Year) 2004/05. Please indicate if you would wish to attend a session if available

Topic	Please tick
Leadership development modular programme	
Local Government Act 2003	
An overview of each of the directorates and the key issues for the coming year	
Local Government Finance	
Working with the media	
Special Educational Needs	
Schools admissions policy	
Achievements/ developments in the Council	
Health and Safety	
Council's intranet and other IT developments	
What other development activities would you wish to see organised for members	
Mentoring – by an experienced member, or by an external mentor	
Specific to a committee or panel	
Other - of general interest to all members	

Your expertise
What skills, experience or knowledge of your current (or past) roles would be of benefit to others?

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Would you be prepared to share these with other less experienced Members?

Yes   No

Other comments to be taken into consideration when planning the Member Development Programme for 2004/05:

Thank you for taking the time to complete this questionnaire.

Please return this form by Monday 8ᵗʰ March 2004 to:

Nick Wale (Committee Administrator)
Law and Administration Division
Committee Section
First Floor
Room 143
Civic Centre

The results of this questionnaire will form the basis of the Member Development Programme (Municipal Year) 2004/05.