Harrow Council

M E M B E R

Development

Member Development Programme (Revised)
January – April 2004

Member Development Programme January – April 2004

The calendar of activities includes sessions on a number of Council Members' roles

Leadership programme

This programme is under development in line with the Comprehensive performance Assessment improvement plan. Two initial workshops are planned with the Institute of Local Government Studies at the University of Birmingham (INLOGOV). A follow up development programme will be devised following the initial sessions

- **Developing leadership capacity after the CPA**
- **Developing a Strategic Approach to Community Governance**

General Programme

The programme has been designed to support all Members in their representational role and is largely based on Members views of their requirements from a number of sources including the needs analysis conducted earlier this year and developments and changes in Council Services. Speakers are internal and external

- **Housing Strategy**
- **Representing the Council on an outside body**
- **Using the intranet and internet effectively**
- **IT skills workshops**

Scrutiny Programme

This programme uses a number of external speakers to develop members scrutiny skills
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- **Project management using the Harrow system**   **24th April**

External courses

A number of organisations organise seminars and conferences for Council members. Individual Members who are funded from the Member Development budget should:
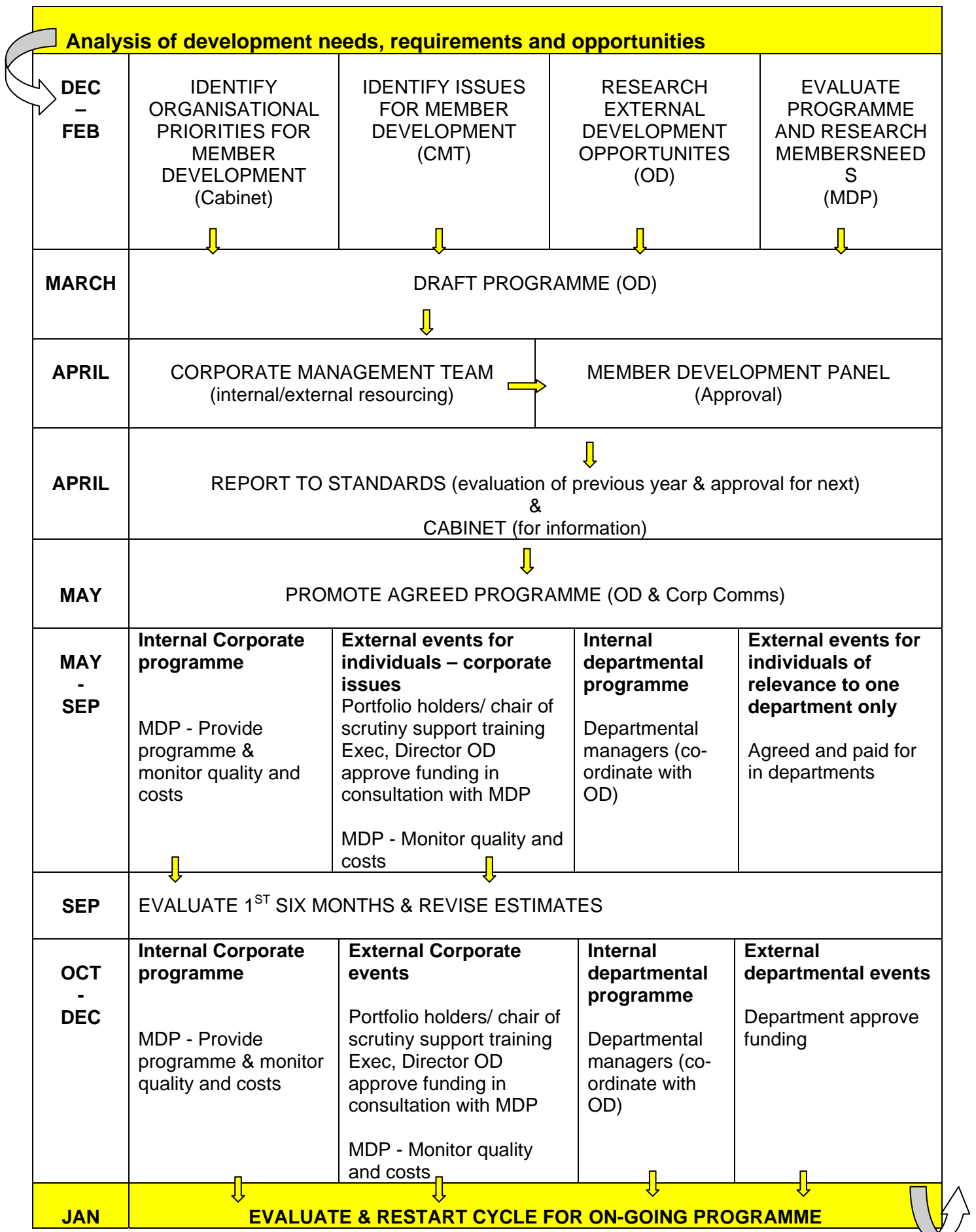
- Attend an event which relates to corporate matters
- Have the support of the relevant portfolio holder
- Be prepared to share information gained with all other members
- Have the approval of the Executive Director, Organisational Development in consultation with the Chair of the Member Development Panel

Planning for Municipal year 2004/05

The Member Development Panel is currently planning activities for 2004/05. Please take the time to complete the short form which seeks your views on this year's events and your needs and your requirements for 2004/05. The form will be sent to you at the end of January 04.
Please contact Maggie Rees 0208 424 7542 or e-mail maggie.rees@harrow.gov.uk for general information and comments on the programme

Annual Cycle – Member Development

Analysis of development needs, requirements and opportunities				
DEC – FEB	IDENTIFY ORGANISATIONAL PRIORITIES FOR MEMBER DEVELOPMENT (Cabinet)	IDENTIFY ISSUES FOR MEMBER DEVELOPMENT (CMT)	RESEARCH EXTERNAL DEVELOPMENT OPPORTUNITES (OD)	EVALUATE PROGRAMME AND RESEARCH MEMBERSNEEDS (MDP)
MARCH	DRAFT PROGRAMME (OD)			
APRIL	CORPORATE MANAGEMENT TEAM (internal/external resourcing)		MEMBER DEVELOPMENT PANEL (Approval)	
APRIL	REPORT TO STANDARDS (evaluation of previous year & approval for next) & CABINET (for information)			
MAY	PROMOTE AGREED PROGRAMME (OD & Corp Comms)			
MAY - SEP	**Internal Corporate programme** MDP - Provide programme & monitor quality and costs	**External events for individuals – corporate issues** Portfolio holders/ chair of scrutiny support training Exec, Director OD approve funding in consultation with MDP MDP - Monitor quality and costs	**Internal departmental programme** Departmental managers (co-ordinate with OD)	**External events for individuals of relevance to one department only** Agreed and paid for in departments
SEP	EVALUATE 1ST SIX MONTHS & REVISE ESTIMATES			
OCT - DEC	**Internal Corporate programme** MDP - Provide programme & monitor quality and costs	**External Corporate events** Portfolio holders/ chair of scrutiny support training Exec, Director OD approve funding in consultation with MDP MDP - Monitor quality and costs	**Internal departmental programme** Departmental managers (co-ordinate with OD)	**External departmental events** Department approve funding
JAN	**EVALUATE & RESTART CYCLE FOR ON-GOING PROGRAMME**			

Calendar January – April 2004

Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
7th January 7.00 – 9.00 Room 28 Civic centre	**Using the intra & internet effectively** IT and communications staff & Chrysalis Ltd	What's on the intranet? What's on the web-site ? what's the APLAWS project What's modern-gov? how do I use the phone book? What web-sites might be useful? What's I-contact? How do I research using the internet?	No more than 8 Members at a time	Queries & bookings to Maggie Rees Tel 020 8424 7542 maggie.rees@harrow.gov.uk
22nd January 5.40 – 7.15 Committee rooms 1&2	**Housing Strategy** Housing managers	5.20 exhibition & refreshments 6.00 successes to date, such as: • Affordable housing at Stanmore Park • Regeneration of the Rayners Lane estate • Empty homes brought back into use • Homelessness initiatives • Increasing housing choice for people with learning disabilities. the challenges ahead around: • Refugee and black and minority ethnic housing issues • Key worker housing needs • Housing support for vulnerable people • Tackling poor quality private sector housing and fuel poverty	All members	Queries and bookings to Laura Choo Tel 0208 424 1283 Laura.choo@ harrow.gov.uk

Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
March 2nd 1.00– 8.30 p.m. room 28	IT Skills workshops Chrysalis Training	Members can book 1:1 sessions with an IT trainer for a refresher on a range of IT skills e.g group wise , intranet, word, excel, or powerpoint There are 7 slots available	All members	
February 18th 7.00 – 9.00 Committee rooms 1&2	Community Strategy and Local Strategic Partnership Members of Organisational Development Directorate	The Community Strategy will inform the Council's future Corporate Plan and in turn will underpin all Council Service Plans. This is an opportunity for members to get up to date knowledge on the development of the Community strategy as it will have a significant impact on the future direction of the Council. The session is also an opportunity to become familiar with the aims and work of the Harrow Strategic Partnership.	All members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@harrow.gov.uk
March 16th 6.30 – 9.30 Room 212 Teacher's centre	Developing Leadership Capacity after the CPA. Steve Rogers INLOGOV	**Leadership programme** Session 1 • Changing contexts for leadership • Leadership capacity issues • What constitutes good leadership • What leadership needs exist for Harrow	Programme 1 Places are limited to 25 Members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@harrow.gov.uk **This course has been sponsored by the IDEA and forms part of the Council's CPA improvement plan**
March 22nd 6.30 – 9.30 Room 212 Teacher's Centre	**Developing the Council's Community Leadership Role** Steve Rogers, INLOGOV	**Leadership programme** Session 2 ▪ Partnership and community engagement developments nationally ▪ Harrow's achievements in partnership ▪ Community engagement at neighbourhood, area, borough –wide and in west London ▪ Key skills for Members	Initial programme for no more than 25 Members	Queries & bookings to Maggie Rees Tel 020 8424 7542 Maggie.rees@ harrow.gov.uk

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Dates, times and rooms	Title and speaker(s)	Content	Open to	Contact and bookings
March 10th 7.00 – 9.00 Committee room 3	**Environmental Health briefing**	Everything you need to know about environmental health in order to answer constituents queries and questions For example – what can be done about noise and nuisance queries?	All Members	Queries and bookings to Gareth Llywelyn-Roberts Tel:020 8424 1374 Gareth.llywelyn-roberts@harrow.gov.uk
April 21st 7.00 – 9.00	**Project management using the Harrow system** Chris Croft TSP partnership	• The Harrow system • The importance of having clear success criteria: why a woolly project is destined to fail • Overview of the twelve steps to a successful project	Open to all members but places are limited and priority will be given to scrutiny Members Maximum 20	Queries and Bookings to Frances Hawkins Tel:0208 569 ext 3156 Frances.hawkins@harrow.gov.uk
April 22nd 5.00 – 7.00 Committee room 3	**Representing the Council on outside bodies** Legal services staff	• The role of Members on outside bodies • Liabilities of Members serving on outside bodies **"I wish I'd known this when I started, it should be compulsory for all members "** a quote at the end of the last session	All Members	Queries and bookings to Carol Law Tel 020 8424 7689 Carole.lal@harrow.gov.uk