

**MEMBER DEVELOPMENT PANEL****7 APRIL 2009**

Chairman: \* Councillor Jean Lammiman

Councillors: \* Paul Osborn \* Keeki Thammaiah (1)  
\* David Perry (2)\* Denotes Member present  
(1) and (2) Denote category of Reserve Member**PART I - RECOMMENDATIONS - NIL****PART II - MINUTES**93. **Attendance by Reserve Members:****RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Members:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor B E Gate Councillor Phillip O'Dell	Councillor Keeki Thammaiah Councillor David Perry

94. **Declarations of Interest:****RESOLVED:** To note that there were no declarations of interests made by Members present in relation to the business to be transacted at this meeting.95. **Minutes:****RESOLVED:** That the minutes of the meeting held on 3 February 2009, be taken as read and signed as a correct record.96. **Public Questions, Petitions, Deputations:****RESOLVED:** To note that no public questions were put or petitions or deputations received at this meeting under the provisions of Committee Procedure Rule 19, 16 and 17 respectively.97. **INFORMATION REPORT - Member Development Programme Update:**

Officers presented a report of the Divisional Director of Human Resources and Development, which provided an update since the last Member Development Panel meeting. The report reviewed the end of the 2008/09 Member Development Programme and outlined events to be conducted in line with the Council Improvement Programme for the remainder of the 2009/10 financial year.

**Coaching**

An officer advised the Panel that the Roffey Park Coaching Programme had been completed by three Councillors and that five other Councillors had been invited to complete the programme. The officer confirmed that three more Councillors would need to complete the programme to provide a firm basis for 360 degree assessments and to obtain Councillor accreditation for professional development.

**IDeA/ London Councils Member Development Charter Update**

An officer provided an update on the Member Development Charter. He confirmed that all three Group Leaders and the Chief Executive had signed a commitment to gain the Charter. This had been forwarded to London Councils and a proposed assessment date of 24 June 2009 had been established. He added that three representatives from London Councils would meet with the Group Leaders and a focus group on the day of assessment. The Chairman suggested that officers contact the political group offices to obtain a list of Councillors who could participate in the Focus group.

**Training Needs Analysis Questionnaire**

With the agreement of the Panel, an officer tabled a revised Training Needs Analysis Questionnaire document which was referred to in the report. He explained that in addition to requests from officers and Councillors the results of the questionnaire would help officers to refine the 2009/10 Member Development Programme. Members of the Panel suggested that the programme should also provide training on governance and the decision-making process. The Chairman commented that the type of training

offered should depend on the level of demand received from councillors. She added that external training and cross-borough training was a possibility that should be considered in the future. In response, officers agreed that responses to the questionnaire circulated to Councillors, would be collated in May 2009.

#### Member Development Policy and Strategy

With the agreement of the Panel, an officer tabled a draft of the new Member Development Policy and Strategy. He advised that the policy had been circulated officers for comments. He reported that the draft policy built upon the policy outlined by Kris Hibbert of London Councils at the last Member Development meeting on 3 February 2009. In response to comments from the Chairman, the officer confirmed that he would:

- incorporate Harrow Council's CREATE values and the aims and objectives of the IDeA framework into the final document;
- include the role and responsibilities of Councillors and officers;
- invite feedback on the draft from voluntary organisations in the third sector;
- ensure that the policy was communicated to all Members before the proposed assessment date.

A Member advised the Panel that he would investigate the possibility of ensuring that the final version of the policy was ratified by all Members at a future full Council meeting.

#### Member Development Accreditation Programme

With the agreement of the Panel, an officer tabled a discussion paper and copy of the North West Regional Employers' (NWRE) report on a Member Development Accreditation Programme ("the Accreditation Programme") available to Councils throughout the UK. She reported that the Accreditation programme was independent of the Charter and would provide Councillors with an opportunity to enhance their training programme with the potential to achieve a post-graduate or national vocational qualification (NVQ). She advised the Panel of the three options available that could be adopted by the Council. These included:

- enhancing the existing Member Development Programme after the Member Charter assessment;
- providing members with an accreditation learning opportunity at NVQ Levels 3 and 4 or postgraduate level as part of the existing programme;
- combining the two options reported above.

The officer outlined a proposed hierarchy for Member development which incorporated the existing training opportunities offered. In response the Chairman commented that the support and qualifications offered by the Council would depend upon the duties and time management skills of Councillors. In response, the Panel requested that officers:

- research the different forms of accredited development programmes available and the processes involved in accrediting the existing Member Development Programme;
- investigate the structure of NVQs on specialist Committee subjects;
- contact the IDeA and Centre for Public Scrutiny for funding opportunities;
- investigate the likelihood of establishing a Core Module training programme for all Councillors to complete with additional modules;
- update the Member Development Programme database on training attendance to ensure that records were accurate.

#### Review of Member Development Activities since the last meeting

An officer provided a Panel with an update of Member attendance at training events and briefings organised since 3 February 2009. She advised that the Action Learning Event – Customer Service and Satisfaction, held on 11 February 2009, was well attended by Councillors. She added that officers would use the feedback provided to develop and streamline the training offered to Councillors.

Member Development Programme 2009/10

An officer reported that confirmed dates for the Member Development programme 2009/10 had been forwarded to all Members and would appear as part of the weekly notice of meetings circulated by Democratic Services. She confirmed that the next Members quarterly briefing session scheduled for 22 June 2009 would include a question and answer session on the Complaints procedure. A copy of the flyer would be forwarded to the Chairman and the Portfolio Holder for Performance, Communications and Corporate Services for comments. In response to Members comments officers agreed to investigate whether the subject matters would be relevant and informative at that particular time. A Consultant to the Council agreed to develop a template for officers to complete when applying to provide training events.

Planned Activity for Next Quarter

An officer outlined the timetable of planned training activities scheduled for the next quarter. She advised that all members were required to attend the mandatory Disability Equality Duty training event to be held on 8 April 2009. This was an outcome from the Judicial Review conducted on Fair Access to Care Services in 2007. The officer confirmed that all Members had also been encouraged to attend the Finance Debt Management learning event on 30 June 2009 and that an additional session of the Safeguarding of Children Learning event would be timetabled at a future date. The officer confirmed that future training events would be offered during the day and evening

The officer advised that the Divisional Director of Schools & Children's Development that outlined a proposal for an additional Member Development event on the main themes of Building Schools for the Future (BSF) initiative. This would take place on 30 April 2009 and the Panel suggested that the notification of the event should be branded and circulated as part of the Member Development programme.

**RESOLVED:** That the report be noted.

98. **Date of the Next Meeting:**

**RESOLVED:** That the date of the next meeting of the Panel on Wednesday 2 September 2009 be noted.

99. **Vote of Thanks:**

A Member of the Panel noted that as this was the last meeting of the last Municipal Year he wished to express his appreciation towards the Chairman and officers for their work over that period.

(Note: The meeting having commenced at 7.35 pm, closed at 9.49 pm)

(Signed) COUNCILLOR JEAN LAMMIMAN  
Chairman