

REPORT FOR: **MEMBER DEVELOPMENT PANEL**

Date: 1 February 2011

Subject: INFORMATION REPORT –
Member Development Programme Update

Responsible Officer: Jon Turner, Divisional Director of Human
Resources & Development

Exempt: No

Enclosures: None

Section 1 – Summary

This report updates the Panel on the Member Development Programme events that have taken place since September 2010 and on the progress of the Member Development Programme.

FOR INFORMATION

Section 2 – Report

2.1 Review of Member Development Induction Programme:

The following events have been updated to reflect the number of Members who attended compared to the number on the Panel.

Training Events and Briefings		
Date	Topics	No. Of Attendees
3 rd June	Planning	12/14 - Mandatory for all Councillors who are on the Planning Committee
8 th June	Media Relations for Cabinet Members	10/10 - Cabinet Members only – Mandatory
15 th June	Licensing	19/30 - Mandatory for all Councillors who are on the Licensing Committee

2.2 Review of Member Development Programme:

The following events have taken place since September 2010

Training Events and Briefings		
Date	Topics	No. Of Attendees
2 nd Sept	IT Training – Word Intro	2/63 - All Members
7 th Sept	IT Training – Word Intro	2/63 - All Members
21 st Sept	Personal Development Plans & Learning Pool	16/63 - All Members
22 nd Sept	IT Training – Word Intermediate/Advanced	4/63 - All Members
30 th Sept	Personnel Appeals Panel	12/20 - Mandatory for all Members who are members of the Personnel Appeals Panel Pool of Members
14 th Oct	Safeguarding Adults & Children	18/63 - All Members
26 th Oct	Licensing – Repeat Session	11/30 - Mandatory for all Members who are on the Licensing Committee
10 th Nov	Planning – Repeat Session	2/14 – Mandatory for all Members who are on the Planning Committee
16 th Nov	Members Quarterly Briefing	28/63 – All Members
25 th Nov	Licensing – Repeat Session	2/30 - Mandatory for all Members who are on the Licensing Committee
30 th Nov	Emergency Planning	7/63 – All Members
6 th Dec	Licensing – Repeat Session	3/30 - Mandatory for all Members who are on the Licensing Committee
7 th Dec	Community Involvement	CANCELLED
9 th Dec	Equality & Diversity	16/50 – Mandatory for all Members who did not attend previous session in June 2010.

2.3 Overall Evaluation of Members Induction Events

Following the Member Development Panel meeting in September, a reminder email was sent out to all Members highlighting the importance of completing and returning the evaluation form by the 17th September.

To date we have received a total of 9/63 completed forms, which have been summarised overleaf.

Event	Very Useful	Useful	Of interest	Not useful	Did not attend	No Feedback	More knowledge/skills required? Yes / No
Members Welcome Evening/Introduction to the Council	5/9	2/9			1/9	1/9	
Working to Achieve Excellence	2/9	3/9		1/9	2/9	1/9	
Borough Tour	3/9	1/9			4/9	1/9	
Introduction to Overview & Scrutiny	2/9	2/9	2/9		2/9	1/9	
Introduction to Ethical Governance & Standards	2/9	2/9	4/9			1/9	
Planning: What a Ward Councillor Needs to Know		2/9	1/9		5/9	1/9	Yes 1/9
Licensing: What a Ward Councillor Needs to Know	2/9	2/9			4/9	1/9	
Using Harrow's IT Facilities	1/9	2/9			5/9	1/9	Yes 1/9
Constitution & Decision Making	2/9	3/9	2/9		1/9	1/9	Yes 1/9
Finance, Governance & Your Role as a Councillor	3/9	3/9			2/9	1/9	Yes 1/9
Freedom of Information and Data Protection	1/9	3/9			4/9	1/9	
Customer Services & Complaints	1/9	2/9			5/9	1/9	
Planning		1/9			7/9	1/9	Yes 2/9
Licensing	1/9	2/9			5/9	1/9	
Chairing Skills & Member Behaviour at Meetings – LGIU		1/9			7/9	1/9	
Relationship with Voluntary & Community Sector		1/9			7/9	1/9	Yes 1/9
Equality and Diversity		1/9	1/9		6/9	1/9	
Corporate Parenting, Looked After Children		3/9			5/9	1/9	Yes 1/9
Introduction to Adults & Housing	2/9	1/9			4/9	2/9	
Introduction & Overview of Local Government Finance	3/9	1/9	1/9		3/9	1/9	Yes 1/9
Council Tax Processes & Procedures	3/9	2/9			3/9	1/9	
Housing Benefit Claim Process	3/9	2/9			3/9	1/9	
Members Quarterly Briefing	2/9	1/9			5/9	1/9	
Introduction & Overview of Local		1/9			7/9	1/9	

Government Finance							
Managing Casework - LGIU	1/9				7/9	1/9	Yes 1/9
<p><u>Any Other Comments:</u> Clash of training sessions with committee meetings. Q & A session with experienced members. Mock council meeting. Tour of Civic Centre. Training on Casework earlier in the programme. Significant saving by holding sessions during the daytime or using experienced Cllrs to train new ones. Sessions proved to be useful and informative. Introduction courses very useful even though an experienced Cllr, continued to learn new information/skills over the induction period. Every single session clashed with other Council meetings – already timetabled, no alternative dates were ever offered. No attempt to compile briefing pack for those unable to attend. Consider distance learning as part of the programme. More and better opportunities for interactive learning. Consolidated certificate for sessions attended.</p>							

2.4 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/Time	Aims	Activity and target audience
Overview & Scrutiny Training	31 st January 2011 – Paul Morrison	Committee Room 6 7.00-9.00 pm	Introduction to Scrutiny/Performance & Finance	All Members
Safeguarding Adults	3 rd February 2011 – Seamus Doherty	Committee Room 1 & 2 7.00-9.00 pm	Safeguarding Adults – Repeat Session	All Members
Members Quarterly Briefing	23 rd February 2011 – Various Officers	Committee Room 1 & 2 7.00-9.00 pm	To be confirmed	All Members
Safeguarding Children & Corporate Parenting	9 th March 2011 – Betty Lynch & Andreas Kyriacou	Members Lounge 7.00-9.00 pm	Safeguarding Children – Repeat Session Corporate Parenting -	All Members

2.5 Member requests for IT Training

Following a request from a number of Members expressing an interest in gaining IT skills in Microsoft Word and Excel, several dates were scheduled during September.

A total of 8 Councillors in total, attended the training over the 3 planned sessions of Microsoft Word at Introduction, Intermediate & Advanced level.

With regard to offering Members spare places on staff IT training, our IT

department have confirmed that this would not be a problem, and they would do this free of charge, however they emphasised the importance of the following:

- i) Commitment of Members to attend once they had been allocated a place.
- ii) Members would need to ensure they attended courses at the correct level e.g. basic, intermediate or advanced, and that they did not impact on the pace of the training, as other attendees would be paying for the session.
- iii) The arrangement would be subject to review, particularly due to the Capita transfer in November.

2.5.1 Update on IT Training

The transfer of the Harrow of IT service to Capita took place on the 24th November. Going forwards Members who wish to attend any IT training would be subject to a charge of £50/£100 per person per session.

2.6 Members Political Skills Framework Online Self Assessment Tool

Following the launch of the Political Skills Framework Online Self Assessment Tool in September, a follow up email was sent out to all Members advising them of the 1-2-1 coaching sessions that were being held in the Members Library during early October.

The purpose of the coaching session was to assist Members through the assessment, which took approx 20 minutes to complete.

So far we have produced and handed out flyers at the Quarterly Briefings to capture Members who have not logged onto the Modern Councillor site, we have also sent emails advising Members that they can arrange to have a coaching session in order to complete the assessment.

To date only 8 Members have completed the online self-assessment these have been evaluated and as a result training needs for those Members have been identified and we are in the process of securing a training provider to deliver the session to Members in the New Year.

To be able to deliver a bespoke and tailored development programme for all Members based on their needs and requirements it is essential that more Members complete this assessment.

Therefore, we seek the Panels advice and support to improve the numbers of Members completing the online assessment and assist us in developing a Member Development Programme that is Member led.

2.7 Update on Portfolio Holder Funding for External Events

Portfolio Holder training for matters within their Portfolio is to be paid for by the appropriate directorate.

Training for Portfolio Holder responsibilities does not come out of the Member Development fund but directly out of the relevant directorate's budget. This has been agreed with Mike Lockwood and communicated to all Corporate Directors.

Portfolio Holders should go directly to their Corporate Directors and ask them directly, whilst also notifying the Member Development Officer of which courses they are attending, so we can update Members training records.

2.8 1-2-1 Sessions with Senior Officers

Newly elected Members have been invited to attend a 1-2-1 session with Senior Officers to discuss individual development requirements and to meet with Elaine McEachron (Member Development Manager) & Pauline Ferris (Democratic Services Manager).

The aim of the session is to develop the Member Development Programme to become more Member led, so that Members will decide what training they require in order to develop their roles and responsibilities as Councillors.

2.9 Mandatory Training:

Licensing – All Members of the Licensing Committee have completed their training within 6 months from the date of their appointment. Four sessions were held to get all 30 Members fully trained.

Planning – All Members of the Planning Committee have completed their training within 6 months from the date of their appointment. Two sessions were held to get all 14 Members fully trained.

Personnel Appeals Panel – To date 12 out of 20 Members have completed the Personnel Appeals training. A repeat session is currently being planned to take place in February 2011 to capture the remaining 8 Members.

Safeguarding Adults & Children – The Safeguarding session took place on the 14th October. Feedback from Members was that both subject matters Safeguarding Adults & Safeguarding Children were too long and complex to cover in one session and suggested they should be separate sessions and to include Corporate Parenting with Safeguarding Children.

We have taken Members feedback into account and organised separate dates for the Safeguarding sessions:

Seamus Doherty will be delivering the **Safeguarding Adults** session on the **3rd February 2011**.

Betty Lynch will be delivering the **Safeguarding Children's** session along with Andreas Kyriacou who will be delivering **Corporate Parenting** on the **9th March 2011**.

2.10 Overview & Scrutiny

Following previous clashes with Scrutiny & Member Development training events, it was agreed by both the Scrutiny & Member Development Officers to take a co-ordinated approach, with Scrutiny providing the lead and Member Development providing the administration support and co-ordination of future Overview & Scrutiny training events.

2.11 Member Development Training Dates in Calendar of Meetings

Due to difficulties in the past in arranging Member Development Training events which sometimes clashed with committee meetings, and Members other commitments, consideration was given to setting aside one day each month in the Calendar of Meetings dedicated to Members Training events. These dates were in addition to the dates already set-aside for the Quarterly Briefings.

It is envisaged that this way Members would have up to one years' notice of training dates as the Corporate Calendar is published annually. It is hoped that this would greatly assist Members in their diary planning for 2011-2012.

After discussions with the Chair of the Member Development Panel, Cllr. Brian Gate, an email was sent out to the Group Leaders, Deputy Leaders and Members of the Member Development Panel on the 2nd December 2010, requesting their agreement to the proposal in principle. The response received was that Members of the Panel were happy to follow this approach.

The dates have since been added into the Calendar of Meetings for the Municipal Year 2011/12, and the document was circulated to All Members on the 10th December 2010.

2.12 Capital Ambition Events for 2011

A number of initiatives and events for 2011, funded by Capital Ambition have been developed and are being provided free of charge to All Members.

Shared Services Event for Members on Monday 7th February - 6.00 - 8.30 pm in Central London.

Budget Scrutiny: The Role of Scrutiny in a time of cuts on Monday 21st February – all day event – Hounslow Civic Centre.

The Role of the Civic Head and Team on Thursday 10th March – all day event – Prospero House, Borough High Street, SE1 1GA.

Members are to be reminded that all bookings for training events including the free events funded by Capital Ambition must be done through the Member Development Co-ordinator so that we can record and report on Members attendance.

Section 3 – Further Information

None

Section 4 – Financial Implications

Funding for the member development activities and events in this report is within the current budget provision

Section 5 – Corporate Priorities

N/A

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 22 December 2010		

Section 6 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director Human Resources & Development
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Background Papers: None