

REPORT FOR: MEMBER DEVELOPMENT PANEL

Date: 7 December 2011

Subject: INFORMATION REPORT –
Member Development Programme Update

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

Exempt: No

Enclosures: Appendix 1 - 2010
Appendix 2 - 2011
Appendix 3 - Summary of Evaluation Forms
Appendix 4 - Results of the Online IT
Training Needs Analysis

Section 1 – Summary

This report updates the Panel on the Member Development Programme of events that have taken place since the elections in May 2010 and on the progress of the Member Development Programme in 2011/12.

FOR INFORMATION

Section 2 – Report

2.1 Overall Evaluation of Members Training Events Since May 2010

Appendices 1 and 2 give details of attendance at all Member Development training sessions offered in 2010/2011. Evaluation forms completed by Members after each training session have been summarised at Appendix 3. Please note that we only received 9 completed evaluation forms for the period May-September 2010.

2.2 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/ Time	Activity and target audience
Members' Quarterly Briefing: 1. Employment Tribunal Update 2. Personal Data Assistants 3. MIND Harrow	29 November 2011 Linda Cohen (Senior Employment Lawyer) Jerry Hickman (Head of Service, Public Realm Services) & Andrew Smith (Service Manager, Public Realm Services) TBC	Members' Lounge 7.00 pm	All Members - The relevance of Personnel Appeals Panels to Employment Tribunals - Objectives delivered by the latest Public Realm transformation project - Mental health awareness
1. TfL briefing 2. Role of a Member During a Major Incident	8 December 2011 Ann Fine (Transport Policy Officer) Kan Grover (Emergency Planning & Business Continuity Service Manager)	Members' Lounge 7.00 pm	All Members - Travel & Spend in London's Town Centres - Business continuity/emergency planning & Members' roles
Valuing What We Do	30 January 2012 Tim Whitworth (Leadership Development, Office for Public Management [OPM])	Committee Room 1 & 2 7.00 pm	All Members - Understanding the value that Members and Officers create and how that is measured and appreciated
Better together	15 February 2012 Tim Whitworth (Leadership Development, OPM)	Committee Room 1 & 2 7.00 pm	All Members - Why Members and officers need to work together and how that can be achieved

Event	Dates Provider/ Facilitator	Venue/ Time	Activity and target audience
Members Quarterly Briefing: 1. Housing Needs 2. TBC 3. Commercial procurement and management of contracts	27 February 2012 Jon Dalton (Housing Needs Service Manager) Jessica Farmer (Head of Legal Practice) Richard Hawtin (Interim Head of Procurement)	Committee Room 1 & 2 7.00 pm	All Members - 'Help2Let' scheme
Community Based Leadership	28 March 2012 Tim Whitworth (Leadership Development, OPM)	Committee Room 1 & 2 7.00 pm	All Members What is it and how can Members and officers be part of it and promote it
TBC	25 April 2012	Committee Room 1 & 2 7.00 pm	All Members

2.3 Members' IT training needs analysis

Following requests from Members, and in consultation with the Chairman of the Member Development Panel, it was agreed that all Members be invited to complete an online IT training needs analysis. This would assist officers in preparing a more targeted IT training programme for Members. The Survey was launched on 29 September and closed on 28 October.

Twenty three Members completed the online IT training needs analysis survey and an analysis of the survey results and possible ways forward are shown at Appendix 3.

2.4 E-Learning via the Re-Launched Modern Councillor Website

A step-by-step guide about how to access the Member Development training resources on the Hub and the e-learning resources on the re-launched Modern Councillor website was circulated to all Members in October 2011.

To date, 3 Members have started, but not completed the Political Skills Framework module and 1 Member has started but not completed the Introduction to Equalities and Diversity Module on the re-launched Modern Councillor site.

2.5 Scrutiny Training

There have been two scrutiny member development sessions since the last report: in October, a session entitled 'Community Involvement and Community Leadership' was held and in November a session entitled 'Being a Scrutiny Lead' was held.

Six Members attended the 'Community Involvement and Community Leadership' session and feedback from the session indicated that Members had found the session useful. (Members' comments about the session are summarised in appendix 3). This session further developed the themes from the session held earlier this year and considered Members' role in community leadership

Three scrutiny lead members attended the 'Being a Scrutiny Lead' session and their feedback from the session was extremely positive. The session considered the role of the scrutiny lead members and included a practical exercise on how to deal with specific issues raised with scrutiny leads.

The scrutiny leadership group has agreed that the sessions covering the following be scheduled over the winter/spring period:

Project management – in a scrutiny environment

- To understand the different stages and processes involved in a well-run project
- To explore the different roles played in a project and the skills associated with these
- To consider other factors affecting project management in a scrutiny environment e.g. projects in a political environment

Shifting relationships

- To explore the changing policy landscape around councils' relationships with other public sector bodies
- To debate commissioning issues relating to changing relationships with external partners:
 - GPs and the wider health sector
 - Schools, with particular reference to academies
 - Voluntary sector, including discussion on what 'Big Society' could mean in Harrow

- To identify possible roles for scrutiny in developing the new relationships
- To consider how the changing relationships can be addressed in the council's own transformation plans

Dates for these are yet to be agreed and will be subject to further discussion with Democratic Services and co-ordination with the corporate Member development programme.

2.6 Procurement Training

The public sector, in particular local government, is increasingly moving towards a clear distinction between examining and defining those services which the community needs and commissioning others to provide/deliver these services. It becomes imperative therefore that the skill sets required to ensure that these very separate tasks are carried out in the most effective way are understood and embedded in the organisation.

The organisations which will be providing and delivering services could be from the private sector, the 3rd sector or indeed other parts of the public sector. However, it is highly likely that the bulk of these will still be from the private sector for the foreseeable future. Harrow must therefore embrace the concepts and skills associated with commercial behaviours, not least to ensure that dealings with private sector operators, who automatically approach relationships from a very commercial position, are not a mismatch and drive value for money for the Council. This will be both for the pre contract stages, as well as after contracts are awarded. The Council has committed itself to developing these commercial skills and contributions amongst Officers. It is proposed that Members may wish to include in the development programme, activities that similarly develop these skills and understanding. It is suggested that the development programme could include:

Module 1: Supply market

1. service scoping and specification preparation,
2. supplier/provider market investigation and analysis,
3. supply market assessment and development,
4. the principles of sourcing,

Module 2: Internal commercial management

5. price and cost management,
6. offer assessment and selection,
7. negotiation,

8. the principles of contracting and management of contracts,
9. performance setting and management,
10. supplier relationship management.

The Panel's views are sought on whether they would wish the development outlined above to be included in the programme. It is suggested that an introductory session be offered to Members through the Quarterly briefing in February 2012.

2.7 Accreditation of Members' Learning

At the last Panel meeting, a request was made to explore accreditation of Member development. Discussions have commenced with Learning Pool who provide the Modern Councillor development to explore options for accreditation. A verbal update will be provided at the Panel meeting.

A meeting is also scheduled with the Learning & Development leads in the West London Alliance for 9 December 2011 in order to explore the appetite for a collaborative approach to accreditation across the boroughs.

The Panel may wish to invite Learning Pool to attend the next Panel meeting in order that options can be explored directly with Panel members.

2.8 Other Training

- The Impact Factory have been invited to provide a follow-up Assertiveness training session, and an additional session on Confident Public Speaking, both of which are being scheduled for early in 2012;
- Facilities Management will provide Health & Safety Training for all Members once the new procedure, which is currently being formulated, is finalised;
- At the Panel meeting of 5 October Members requested that a training session entitled 'How to be a good Buddy' to be offered to those Members wishing to act as 'Buddies'. This training will be offered at a time to be agreed.

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 - Equalities implications

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

N/A

Section 6 – Corporate Priorities

N/A

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 23.11.11		

Section 7 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director Human Resources & Development
Email: jon.turner@harrow.gov.uk
DD: 0208 424 1225

Background Papers: None