REPORT FOR: MEMBER DEVELOPMENT PANEL

Date:

1 February 2012

Subject:

INFORMATION REPORT –
Member Development Programme Update

Responsible Officer:

Jon Turner, Divisional Director of Human
Resources & Development & Shared
Services

Exempt:

No

Enclosures:

Appendix A – Guidance for Members on the
Use of the Council Logo

Section 1 – Summary

This report updates the Panel on the Member Development Programme of events
that have taken place since the December 2011 Panel meeting and on the progress
of the Member Development Programme in 2012.

FOR INFORMATION

Section 2 – Report

2.1 Overall Evaluation of Members Training Events Since December 2011

Training Event	Number of attendees	Did not attend	Very Useful	Fairly Useful	Not useful	No Feed-back	More knowledge/ skills required? Yes / No
Members' Quarterly Briefing: -**MIND in Harrow** -**Employment Tribunal Update** -**Personal Data Assistants used by Public Realm officers** 29 November 2011	8/63	55	3/8	2/8	0/8	3/8	2/8
TfL Briefing: Travel & Spend at London's Town Centres 8 December 2011	12/63	51	2/12	6/12	3/12	1/12	7/12
Role of a Member During a Major Incident 8 December 2011	12/63	51	9/12	1/12	0/12	2/12	4/12

Any Other Comments:

Members' Quarterly Briefing – 29 November 2011:

(MIND in Harrow/Employment Tribunal Update/Personal Data Assistants used by Public Realm officers)

- Many other colleagues would certainly enjoy these sessions.
- Interesting subjects covered.

TfL Briefing: Travel & Spend at London's Town Centres – 8 December 2011:

- What does this mean for Harrow?
- Its very important that people presenting data fully understand it and are able to answer questions; saying 'its not my data' is not helpful.
- We needed local data because London-wide information is not relevant.
- This is London-wide. I would like some detailed data on Harrow if possible. A very good debate.
- More depth.
- More information about what makes a Metropolitan centre successful.
- Keep updated.
- How internet is impacting now and how it will impact in the future.
- I found this one of the worst training sessions I have ever attended. I am rather precise about data and facts. I questioned some of the points made by the presenter that I thought were wrong (and still do). These were not errors in the data but were loose interpretations when more precision was possible.

Role of a Member During a Major Incident – 8 December 2011:

- Create a 'plasticised' aide memoire.
- A bit more debate would have been of benefit to all present.
- When the Belmond incident happened, I was stuck in traffic but was never informed at any time of the incident until I checked the Council website. So it might be a good idea to let Members know when incidents happen so that we are aware of things happening.
- Lesson learned not to rush in!
- Great training, well presented, well done.
- Business continuity for local businesses.

2.2 Planned Activity for remainder of municipal year

Event	Dates Provider/ Facilitator	Venue/ Time	Activity and target audience
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
Members Quarterly Briefing: **1. Housing Needs** **2. The Localism Act** **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 - Session will focus on whichever regulation relating to the act is published first - Supply market & internal commercial management
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
Confident Public Speaking	16 April 2012 Impact Factory	Committee Room 1 & 2 6.00-8.00 & 8.00-10.00 pm	**All Members** (this training will be offered to members in their individual Groups)

Project Management	25 April 2012 OPM	Committee Room 1 & 2 7.00 pm	All Members

2.3 Member Development Training Dates for 2012/13

2012	All Sessions run from 7.00-8.30 pm
	(Q)* – Quarterly Briefing
	Thursday 31 May
	Wednesday 27 June (Q)*
	Thursday 26 July
	Thursday 18 October (Q)*
	Tuesday 20 November
	Thursday 20 December
2013	Thursday 24 Jan
	Thursday 28 February (Q)*
	Monday 22 April

2.4 Update on IT Training following the online training needs analysis

The analysis of training needs has been circulated to two current contracted training organisations to quote on the provision of the training. It is proposed that a timetable of available coaching sessions is circulated to Members who book a session. The trainer will review the Members' individual needs and take them through practical examples of the items they themselves had identified. For some Members they may need to book more than one session to cover all their needs.

2.5   Update on Mandatory Training

At its last meeting Members received a tabled document outlining the six Mandatory training areas for members, and a breakdown of the number of members who had not yet completed the various mandatory training.

MANDATORY TRAINING	OUTSTANDING
LICENSING (16 Members on the Panel)	2/16
PLANNING (14 Members on the Panel)	1/14
PERSONNEL APPEALS (19 Members on the Panel + 1 Vacancy)	2/19
SAFEGUARDING ADULTS	17/63
SAFEGUARDING CHILDREN	9/63
EQUALITIES & DIVERSITY	25/63

Following discussions on this document, it was agreed that officers should seek clarification on what sanctions if any could be imposed on members who failed to undertake the requisite training.

This has been discussed this with the Head of Legal who has advised that the responsibility for the imposition of sanctions, if any, rests with the Standards Committee and that this matter should be referred to that Committee for consideration.

2.6   Update on Social Network Sites

Officers have advised that Members may not use the Council logo on their profiles on Social Media sites, as the Council cannot control what is being put on these sites and could be at risk, for example, of breaching the code on publicity. See appendix A for further details.

2.7   Update on Accreditation of Members' Learning/Learning Pool

Accredited training usually involves completing a programme of study that often uses a blended learning approach of e-learning, class attendance and assessments.

Progress in considering the feasibility of accreditation of Member's learning is reported below.

Learning Pool who provide the 'modern councillor' e-learning system were approached to see whether they could support accreditation. Their view was that whilst e-learning modules could form part of an accredited programme the process of accreditation and moderation is not something they would conduct. Learning Pool view themselves as a system provider and content sharing community and not necessarily as a training content provider.

Approaches to the West London Alliance and Office of Public Management re-enforced this view. OPM commenting "We have experience of running ILM accredited programmes as well as ILM endorsed programmes these tend to be highly structured with an approved curriculum. An endorsed programme may also include the option of written assignments but may not be mandatory. And we could also develop and provide an in-house bespoke programme with an award certificate."

OPM suggested an approach which would involve a day or evening programmes and working with members on co-designing a development programme that they want and where they test out their appetite for an endorsed or award programme with OPM, with or without an external body or academic institution. The West London Alliance OD Leads had a similar view.

OPM have been requested to consider preparing a proposal to help develop a suite of e-learning modules that could lead to endorsed or accredited learning. Their response and an assessment of potential cost will be reported to the Panel.

Learning Pool has also sent a request about Councillor engagement to the Learning Pool community of 7,200 members who may be able to offer suggestions to increase engagement.

2.8   **Other Training**

Health and safety evacuation training will be provided to officers in mid-March 2012. Facilities management are proposing that similar training be offered to Members at the beginning of one of their Group meetings. A separate session will be offered jointly to Liberal Democrat and Independent Members.

At a previous meeting Panel Members had requested that a repeat Children's Safeguarding training session be offered in April 2012. However, due to the large number of meetings in April, officers have been unable to identify a suitable date in April for this training, and it is therefore proposed that this training be scheduled as part of the Member Development Training Programme for 2012/13.

2.9   **Member Development Charter**

Harrow was awarded the Member Development Charter in September 2009 The Charter is valid for 3 years, which means if we wish to renew we must be reassessed by 30 September 2012. Officers are currently undertaking an internal review of our readiness for assessment and will report the outcome to the 3 April 2012 meeting of the Member Development Panel. The cost of re-assessment will be £2,000.

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	X	on behalf of the Chief Financial Officer
Date: 17.1.12		

Section 7 - Contact Details and Background Papers

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

Background Papers: None