



Notice of meeting of

Member Development Steering Group

To: Councillors Gunnell, Barnes, Williams, Runciman (Vice-Chair) and Wiseman

Date: Wednesday, 20 July 2011

Time: 4.00 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

At this point in the meeting, Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda.

2. Minutes (Pages 3 - 6)

To approve and sign the minutes of the meeting held on 16 March 2011.

3. Public Participation

At this pointing the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committees remit can do so. The deadline for registering is 5:00pm on Tuesday 19th July 2011.

4. Presentation from IT&T on the 'Do it Online' Self Serve Portal.

ICT Officers will present the benefits of the 'Do it Online' Self Serve Portal to enable Steering Group Members to see how it can benefit Members and residents alike.

5. Evaluation Report on the Induction (Pages 7 - 42) Programme and Next Steps in the Core Programme 2011/12.

This report informs Members of:

- The take up at events offered to date
- A summary of the feedback received
- Analysis of the take up
- The next steps in the core programme.

6. Member Development Budget 2010/11 & 2011/12.

Officers will provide a verbal update on the Member Development budget, for 2010/11 and 2011/12.

7. Member Development Steering Group Work Plan.

A discussion will take place on the future work plan of the Member Development Steering Group.

Democracy Officer

Laura Bootland

Tel:01904 552062

Email: laura.bootland@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Laura Bootland Democracy Officer

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

About City of York Council Meetings

Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোঅবী সর্ববরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

Yeteri kadar önceden haber verilmesi koşuluyla, bilgilerin terümesini hazırlatmak ya da bir tercüman bulmak için mümkün olan herşey yapılacaktır. Tel: (01904) 551 550

我們竭力使提供的資訊備有不同語言版本，在有充足時間提前通知的情況下會安排筆譯或口譯服務。電話 (01904) 551 550。

اگر مناسب وقت سے اطلاع دی جاتی ہے تو ہم معلومات کا ترجمہ مہیا کرنے کی پوری کوشش کریں گے۔ ٹیلی فون (01904) 551 550

Informacja może być dostępna w tłumaczeniu, jeśli dostaniemy zapotrzebowanie z wystarczającym wyprzedzeniem. Tel: (01904) 551 550

Holding the Executive to Account

The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	16 MARCH 2011
PRESENT	COUNCILLORS RUNCIMAN (CHAIR), D'AGORNE, GUNNELL AND WISEMAN

55. DECLARATIONS OF INTEREST

At this point in the meeting Members are asked to declare any personal or prejudicial interests they may have in the agenda. None were declared.

56. MINUTES

RESOLVED: That the minutes of the meeting held on 24 November 2010 be approved and signed by the Chair as a correct record.

57. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the Council's Public Participation Scheme.

58. INDUCTION STRATEGY AND PROGRAMME 2011/2012.

Members considered a report which outlined the final proposed induction strategy and programme for newly elected Members during 2011/12. Attached at Annex A was the final draft of the strategy, Members of the Steering Group had approved the draft in September 2010.

Officers outlined the report and advised Members of the following key points:

- The Strategy had been seen by Group Leaders the Chief Executive and they were happy with it.
- Group leaders had reminded Officers to be mindful of the budget and to try and limit the use of external training providers where possible.
- In respect of Personal Development Plans, the Council does not yet have enough experience of administering them to enable to exchange with another Council in undertaking them.
- The workshop outlined on page 16 of annex a, 'Time Management and the Modern Councillor' is deemed too important to stop and it and will continue to be offered to new Members.

- In week 9 of the Induction programme, York will be hosting the regional Induction Event which is usually held in Leeds which is good news for York.

The Chair pointed out that a Safeguarding Children and Adults training session appeared to be missing from the programme and felt that it should be incorporated early due to its importance. It was also commented that whilst being mindful of the budget, it is impossible to expect that everything can be covered in house.

RESOLVED: That Members recommended that the final draft Induction Strategy/Programme for 2011/12 be adopted subject to any further comments arising from Council Management Team.

REASON: To enable arrangements for the delivery of a planned induction programme for 2011/2012 to commence.

59. MEMBER DEVELOPMENT PROGRAMME 2011/2012.

Members considered a report which outlined the draft proposed core programme of training and development for Members covering 2011/2012.

Officers outlined the report and highlighted the following points to Members:

- The suggestion that the 2 Leadership Academy places will be withdrawn from the programme due to the high cost of the course. Groups can still apply for a Member to attend the course, but will be required to make a case. For example, if a change of Leader is expected, then the Group can make an application to the Member Development Steering Group for consideration. The free place will still be available.
- Interactive Workshop for Planning Training as detailed on page 25 of the agenda is a new approach to planning training suggested by the Assistant Director of Legal, Governance and ITT.
- Training can be offered to Parish Councils and Members suggested making a small charge.

Members suggested that a further report should be brought back to the Steering Group regarding criteria for attendance the leadership academy.

RESOLVED: That Members approved the draft Core Programme for 2011/12, subject to the comments detailed above.

REASON: To enable arrangements for the delivery of planned events for 2011/2012 to commence.

60. SECOND MONITOR OF MEMBER TRAINING AND DEVELOPMENT.

Members considered a report which informed them of the take up to date of events offered in the second half of 2010/2011 through the Core Programme, together with a summary of feedback received.

Officers advised that there had been many positive comments and reviews of the training and development events.

Members thanked the Senior Member Support Officer for arranging the programme.

RESOLVED: That Members commented on the report as detailed above, and referred the report to the Standards Committee for consideration as set out in paragraph 17.

REASON: In order to comply with the monitoring arrangements set out in the Steering Group's Terms of Reference as approved by Council.

Councillor Runciman, Chair
[The meeting started at 4.00 pm and finished at 5.00 pm].

This page is intentionally left blank



Member Development Steering Group20th July 2011**Report of the Assistant Director Governance & ICT****Evaluation Report on the Induction Programme and Next Steps in the Core Programme for 2011/12****Summary**

1. This report informs Members of:
 - The take up at events offered to date
 - A summary of the feedback received
 - Analysis of the take up
 - The next steps in the core programme

Background

2. The Council has put in place effective systems for recording the data it holds in respect of development activities offered to Members. Under the Council's Member Training & Development Policy, this Steering Group is empowered to monitor both take-up and feedback in relation to both the induction and core programmes.

Consultation

3. Evaluation forms are available at the end of every event, including induction, and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.
4. In terms of developing the Core Programme, Council Management Team and training providers are thoroughly consulted in advance of any proposals being reported to the Steering Group.

5. The personal development planning experience and evaluation processes are crucial to informing an effective Core Programme.

Monitoring of Take Up of Training & Development

6. In January 2009 Council introduced an annual minimum requirement relating to the number of development activities Cabinet and non-Cabinet Members should attend over the course of a year, these being:

- Cabinet Members 12 development sessions
- Non-Cabinet Members 8 sessions

7. Details of Members' attendance levels at all events offered between 6th May 2011 and 14 July 2011 are set out in **Annex A** to this report.

Analysing Take Up

8. The take up figures shown in **Annex A** reflect Members engagement with a wide spectrum of development opportunities including events offered in the induction programme, core programme, external seminars and topical briefings. In addition to this training offered by partner organisations such as the Police and Fire Authorities is included.
9. Members are encouraged to notify Democratic Services of any qualifying events they have attended throughout the year, which could be added to their personal targets.
10. **Annex A** shows that to date:
 - All Cabinet Members have undertaken at least one qualifying event/activity since 6th May 2011; with most registered for further events due to take place later in the year.
 - 12 Non-Cabinet Members have already exceeded their training targets for the year; with many registered for further events due to take place later in the year.
 - 8 Non-Cabinet Members have yet to undertake any qualifying events or activities so far this year
11. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups who have not attended any qualifying events or activities to

take advantage of the remaining sessions that will be offered throughout the remainder of the municipal year.

12. In accordance with the Council's Member Training & Development Policy, details of the final target figures achieved by Members in 2010/11 will be reported to Standards Committee at its next meeting on 26 August 2011, before they are submitted to Council in October 2011.

Evaluating the Core Programme (including in year additions)

13. In addition to the monitoring of take up at development events another key aspect to measuring the success and effectiveness of the development sessions on offer is measured through feedback received from attendees.
14. Details of feedback received between 6th May and 14th July 2011 is summarised at **Annex B** to this report.

Summary of Feedback

15. The beginning of this year has seen a very busy induction and training period for Members. Feedback on events has, on the whole, been very positive. In particular the media training on 17th May was well received with comments such as *'the mock radio interviews in particular, which as a complete novice, took me out of my comfort zone but were good experience'* and *'I felt this was a really beneficial session for me. Mark provided some really useful tips and he is a very natural tutor.'*
16. The in-house dismissal appeals training on 13th June was attended by all Members involved in Corporate Appeals and comments received included *'an excellent session, well worthwhile'*. This training was a new initiative following an Internal Audit Report on Disciplinary Procedures, which recommended:
 - i. *Training courses on appeals will be run as part of the core programme*
 - ii. *Issues relating to training for appeals panel members will be taken forward through the Member Development Steering Group, who will be asked to determine what action should be taken. For example, whether member training for disciplinary appeal panel members should be made compulsory.*

Whatever action is agreed by the Group will be implemented by December 2011.

17. The working with young people event on 29th June 2011 involved over 20 young people from the Youth Council and was a very lively session aimed at breaking down barriers between Councillors and young people within the Ward context. The following comments illustrates positive views of the session; *'Excellent, interactive and gave young people chance to get over these concerns as well as enhancing opportunities for councillors to engage with young people/youth council'* and *'Excellent brainstorming session'*
18. The two scrutiny training events held on 8th June 2011 were both well received and well attended. David McGrath, a former Birmingham City Councillor ran two sessions the first aimed at Cabinet Members and Scrutiny Chairs; this looked at the measures needed to develop overview & scrutiny as a productive partner to enable it to assist the Council with some of the key corporate challenges in a time of fiscal austerity. The second event was targeted at all Members with an aim to look at practical strategies for Members to deliver community benefit and improved services through overview & scrutiny. David McGrath will be following up these events in late July 2011 when he will facilitate a scrutiny work planning session for all Members and Chief Officers.

Core Programme 2011/12 - Next Steps

19. Planning is underway for the second half of this year's core training programme and a provisional list of events is attached at **Annex C** to this report. In addition, Council Management Team and Senior Officers are currently being consulted on other appropriate training events/activities. Clearly, any outcomes arising from Personal Development Plans (PDPs) will also need addressing as a part of this year's Programme, subject to available funding.

Options

20. Members should:
 - Suggest any amendments or additions to the provisional core programme for the second half of this municipal year (**Annex C** refers)
 - Suggest any amendments to the report prior to referral to Standards Committee

- Refer the findings of this report to Standards Committee as part of the ongoing commitment under the existing Member Development Policy to evaluate the success of the programme
- Consider whether they wish to revise the Member Development & Training Policy to make training compulsory for any Member serving on Corporate Appeals Panels

Analysis

21. Analysis of the programme is contained within the body of this report.

Corporate Strategy 2009/2012

22. Monitoring the take up of development events and evaluating the core programme directly supports the Council's corporate aim of providing strong leadership, supporting and developing people and encouraging improvement in everything we do. However, a new Council Plan covering the period 2011-15 is being presented to Cabinet on 19 July and within the new Plan there is a commitment to supplement the Core Programme for Members with a focus on community leadership.

Implications

23. Financial – The annual training programme for Members is supported by the Member Development Budget and costs associated are met from within this budget, details of which are to be reported elsewhere on this agenda.
24. There are no known HR, legal or other implications associated with the contents of this report, other than the budgetary commitments referred to and the staffing resources to support implementation of the wider Core Programme.

Risk Management

25. In compliance with the Council's risk management strategy there are no risks associated with the contents of this report other than if the Steering Group were to choose not to refer the report to the Standards Committee, thus being in breach of the Terms of Reference for the Steering Group agreed by Full Council.

Recommendations

26. Members are requested to:

- (i) Comment on the contents of this report and its associated annexes prior to referral to Standards Committee;
- (ii) Approve the further key elements of the Core Programme and to refer them to the Standards Committee for consideration.

Reason: In order to comply with the monitoring arrangements set out in the Steering Group's Terms of Reference as approved by Council.

Contact Details

Author:

Tracy Wallis
Scrutiny Officer
Scrutiny Services
Tel: 01904 551714

Dawn Steel
Democratic Services
Manager
Tel: 01904 551030

Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director Governance & ICT
Tel: 01904 551004

**Report
Approved**

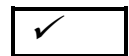


Date 15.07.11

Specialist Implications Officer(s) None

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None.

Annexes

Annex A Attendance Levels

Annex B Evaluation of Core Programme Events

Annex C Provisional Core Programme for the Second Half of the Year.

Training and Development Activity Attendance 6 May 2011 – 14 Jul 2011

Figures marked with * mean that particular Member has exceeded the target

	COUNCILLOR	Annual Target	Year to date	Remaining Target
1	ALEXANDER	12	2	10
2	ASPDEN	8	0	8
3	AYRE	8	0	8
4	BARNES	8	9	-1*
5	BARTON	8	10	-2*
6	BOYCE	8	5	3
7	BROOKS	8	9	-1*
8	BURTON	8	12	-4*
9	CRISP	12	4	8
10	CUNNINGHAM-CROSS	8	10	-2*
11	CUTHBERTSON	8	4	4
12	D'AGORNE	8	5	3
13	DOUGHTY	8	16	-8*
14	DOUGLAS	8	0	8
15	FIRTH	8	0	8
16	FITZPATRICK	8	14	-6*
17	FRASER	12	2	10
18	FUNNELL	8	7	1
19	GALVIN	8	5	3
20	GILLIES	8	4	4
21	GUNNELL	12	4	8
22	HEALEY	8	3	5
23	HODGSON	8	4	4
24	HORTON	8	0	LORD MAYOR
25	HYMAN	8	1	7
26	JEFFRIES	8	10	-2*
27	KING	8	0	8
28	LEVENE	8	10	-2*
29	LOOKER	12	1	11
30	MCILVEEN	8	5	3
31	MERRETT	12	6	6
32	ORRELL	8	0	8
33	POTTER	12	1	11
34	REID	8	2	6
35	RICHARDSON	8	11	-3*
36	RICHES	8	11	-3*

	COUNCILLOR	Annual Target	Year to date	Remaining Target
37	RUNCIMAN	8	2	6
38	SCOTT	8	0	8
39	SEMLYEN	8	11	-3*
40	SIMPSON-LAING	12	4	8
41	STEWARD	8	5	3
42	TAYLOR	8	2	6
43	WARTERS	8	3	5
44	WATSON	8	1	7
45	WATT	8	3	5
46	WILLIAMS	8	4	4
47	WISEMAN	8	7	1

Media Training

17-May-11

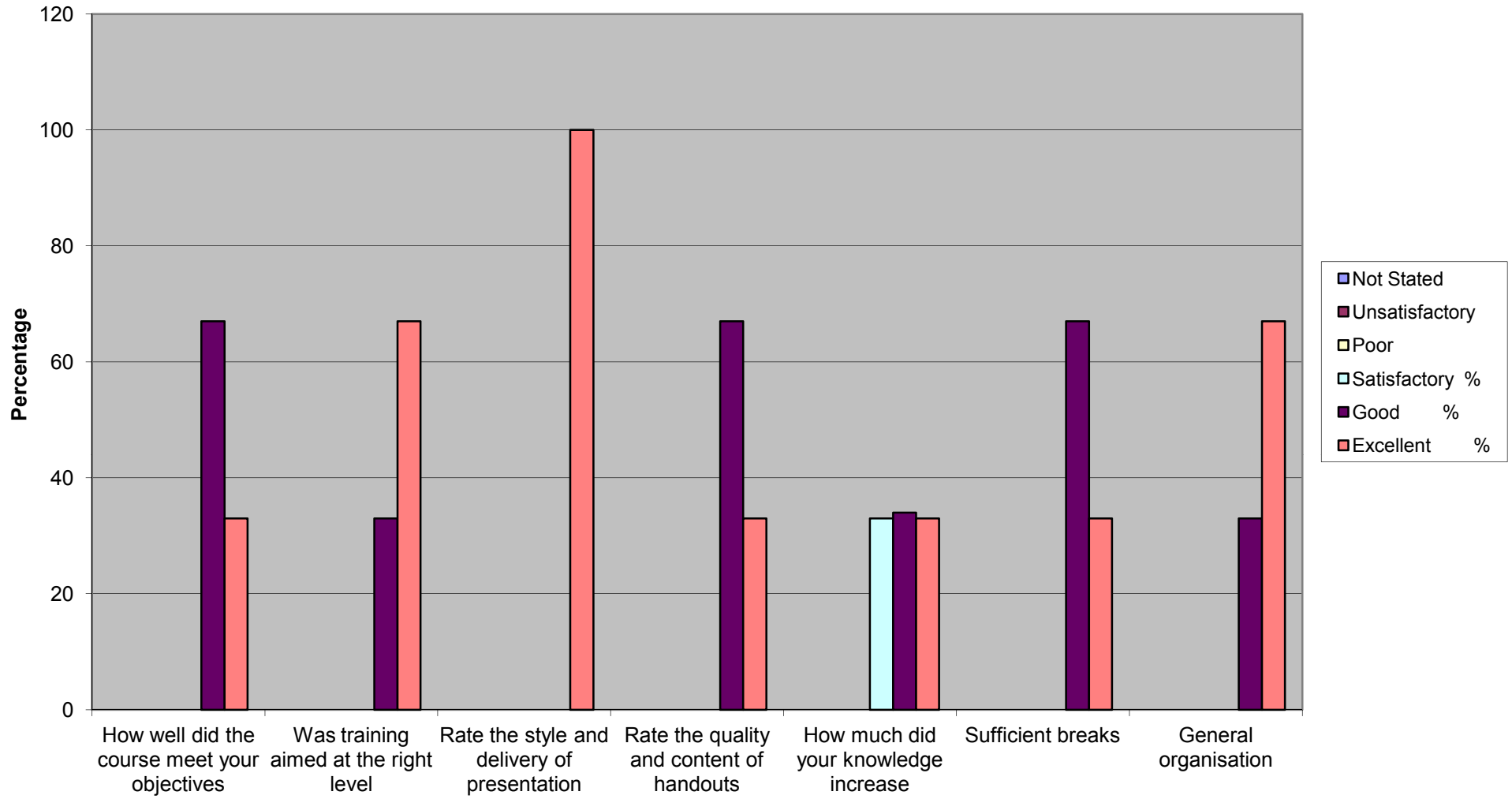
	Not Stated	Unsatisfactory	Poor	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives					67	33
Was training aimed at the right level					33	67
Rate the style and delivery of presentation						100
Rate the quality and content of handouts					67	33
How much did your knowledge increase				33	34	33
Sufficient breaks					67	33
General organisation					33	67

	Effective Organisation	Learning City	Inclusive City	All
Which of the Council's Strategic Aims and Objectives did attendees this session supported.	67%	67%	33%	33%

Comments

Extremely useful, lots of things to be aware of that I had not previously considered.
 The course was engaging and the presenter tailored it well to our individual needs and expectations.
 Very Helpful, good to know it's best looked at strategically.
 Useful, thought provoking, worth attending.
 Interesting insight into what the Council is doing in preparation for an increasing aged population.
 Lots of new Information, with help in how to access it.
 I felt this was a really beneficial session for me. Mark provided some really useful tips and he is a very natural tutor.
 The mock radio interviews in particular, which, as a complete novice, took me out of my comfort zone but were good experience.

Media Training



Corporate Health and Safety

19-May-11

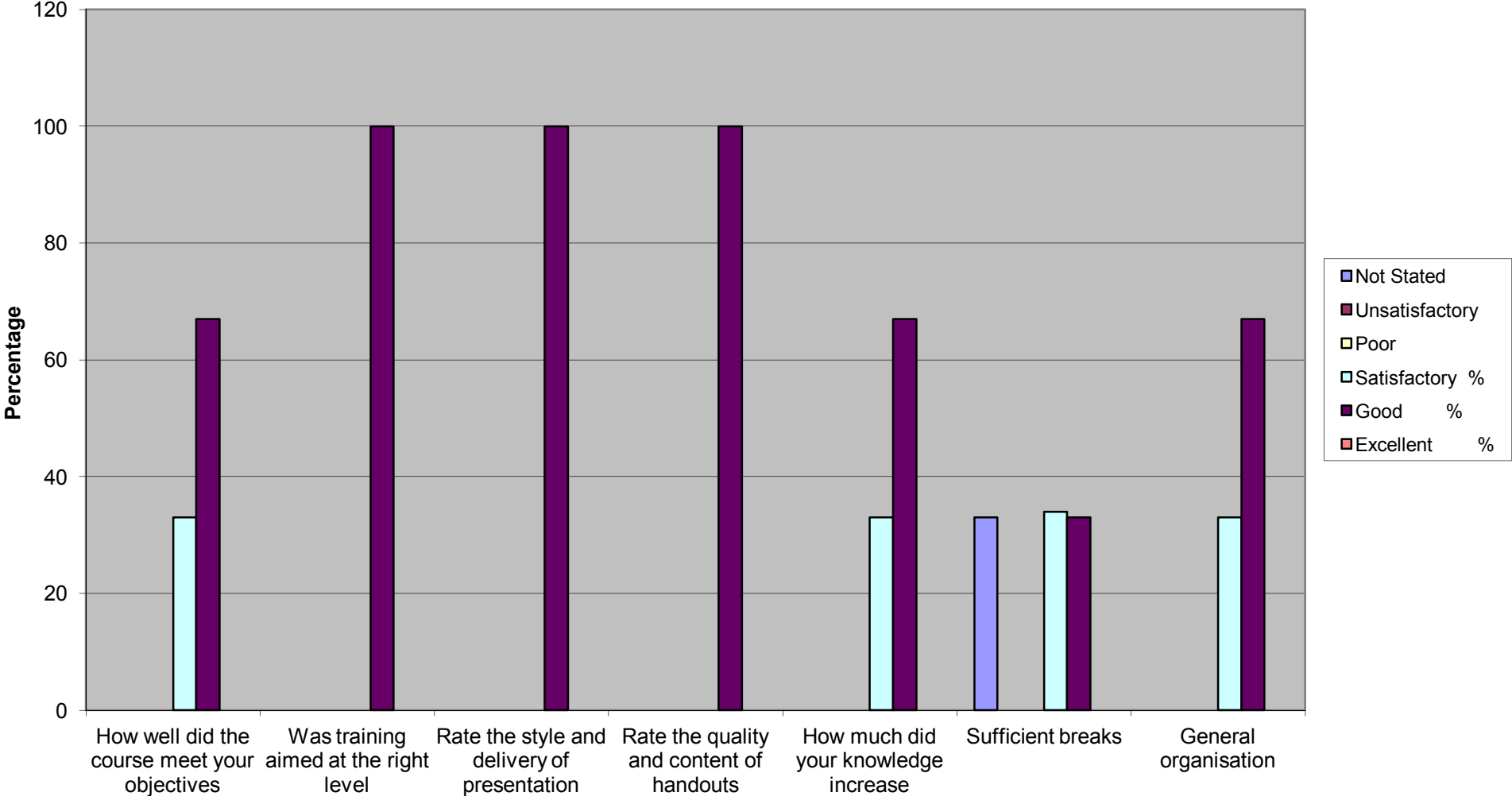
	Not Stated	Unsatisfactory	Poor	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives				33	67	
Was training aimed at the right level					100	
Rate the style and delivery of presentation					100	
Rate the quality and content of handouts					100	
How much did your knowledge increase				33	67	
Sufficient breaks	33			34	33	
General organisation				33	67	

	Effective Organisation	Learning City	Environmental Impact/ Sustainable City	Healthy City	Safer City
Which of the Council's Strategic Aims and Objectives did attendees this session supported.	100%	33%	100%	67%	100%

Comments

Very broad range of information in very short amount of time. Could have done with more practical specific information as to what we as Councillors could do. Enthusiastic delivery by tutor. Interesting introduction into the councils safety management systems.

Corporate Health and Safety



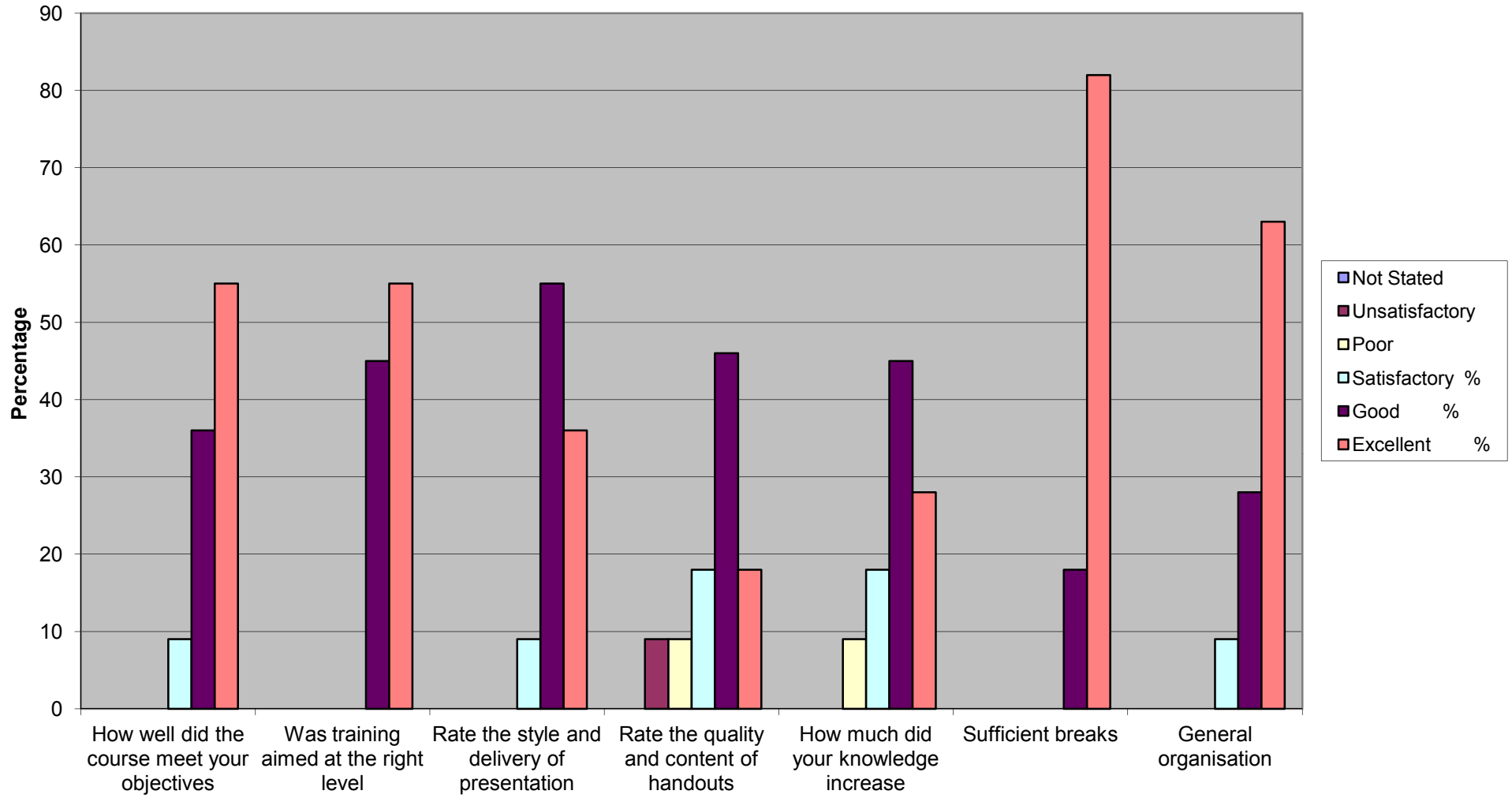
	Not Stated	Unsatisfactory	Poor	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives				9	36	55
Was training aimed at the right level					45	55
Rate the style and delivery of presentation				9	55	36
Rate the quality and content of handouts		9	9	18	46	18
How much did your knowledge increase			9	18	45	28
Sufficient breaks					18	82
General organisation				9	28	63

	Effective Organisation	Safer City	Inclusive City	City of Culture	Healthy City	Environmental Impact	Thriving City
Which of the Council's Strategic Aims and Objections did attendees this session supported.	36%	100%	45%	54%	45%	72%	90%

Comments

Handouts and presentation very inaccessible
 Handouts should be double sided
 Excellent
 Interesting and useful
 Informative and well delivered
 Relevent information delivered in easy to understand manner

Licensing Act 2003



Planning Workshop

	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives	5			18	63	14
Was training aimed at the right level		5		18	54	23
Rate the style and delivery of presentation				14	59	27
Rate the quality and content of handouts	5		5	14	54	27
How much did your knowledge increase		9		28	45	18
Sufficient breaks			9	9	41	41
General organisation				23	45	32

	Effective Organisation	Safer City	Inclusive City	City of Culture	All	Environmental Impact	Thriving City	Learning City	None
Which of the Council's Strategic Aims and Objections did attendees this session supported.	5%	9%	5%	5%	5%	59%	45%	5%	5%

Comments

Introduce yourself before starting the course
 Very good
 Interactive session, much more effective than "chalk and talk"
 Good for new Members/those new to planning

There was some initial confusion which room was to be used. Library staff did not appear to have session booked in.
The Course was suitable for new members with no planning experience. Although well delivered it was not suitable for all.
Question accessibility of Garden Room due to doors and door handle heights.

A very useful session

Workshop is a very good idea

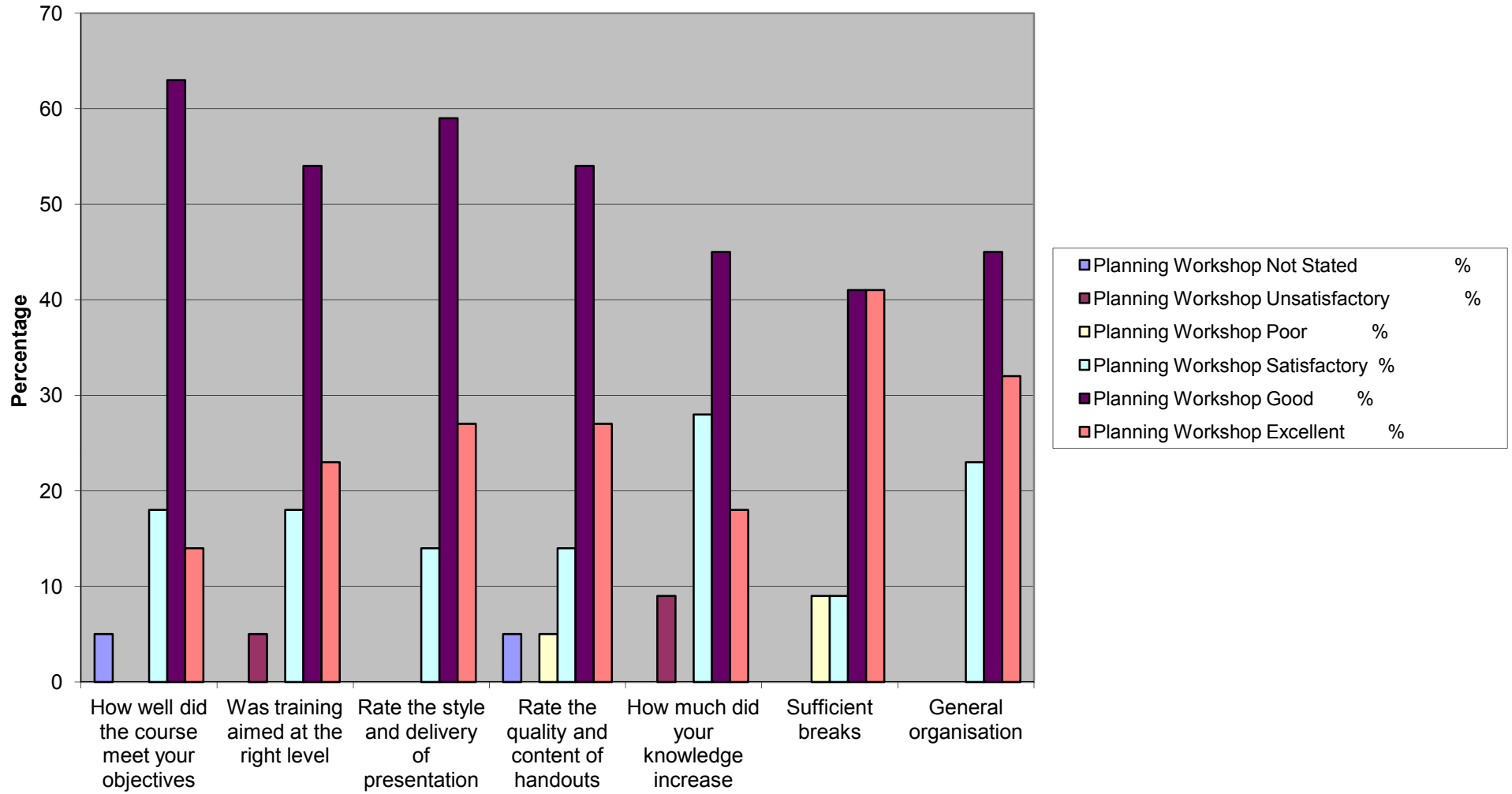
Useful practical and knowledgeable facilitators

Workshop Good idea. Clearer understanding of process.

Mainly aimed at new Members. Limited use to older members

The practical style of the workshop was particularly useful and it was good to work through a full application with some new and some more experienced members. Really helped to learn from other members experience.

Planning Workshop



Making a Difference, Scrutiny Training

	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives					50	50
Was training aimed at the right level					21	29
Rate the style and delivery of presentation				7	14	79
Rate the quality and content of handouts	29		7	29	14	21
How much did your knowledge increase	7		15	21	36	21
Sufficient breaks			7	14	36	43
General organisation			7	7	29	57

	All	Thriving City	Environmental Impact	Effective Organisation	Healthy City	Inclusive City	Learning City	Safer City
Which of the Council's Strategic Aims and Objections did attendees this session supported.	43%	21%	21%	43%	7%	14%	14%	14%

Comments

Very Good

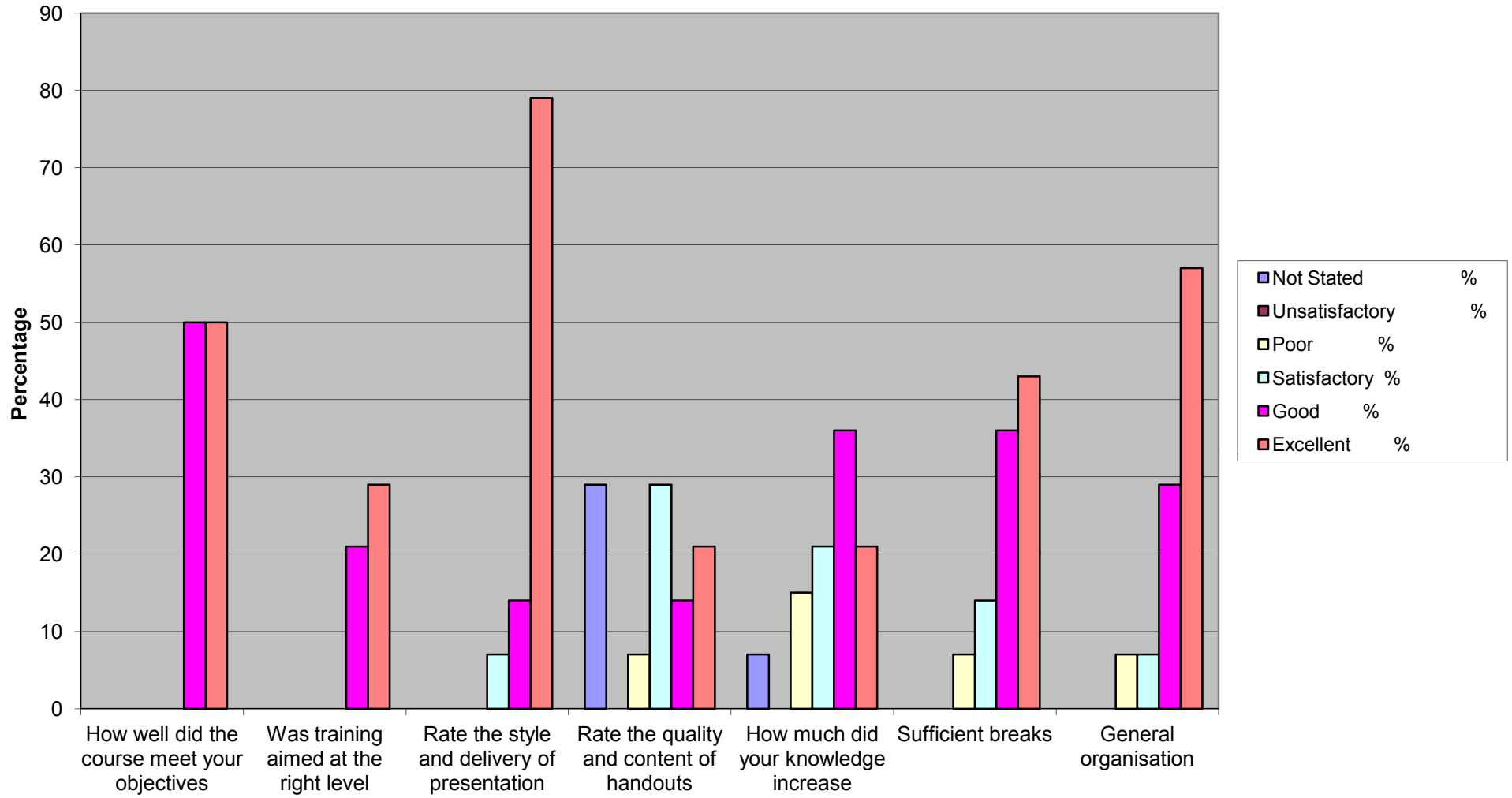
Learned a lot

Enthusiastic and energetic delivery, kept me interested through out

Very enthusiast and informative. Held rooms attention for 3 hours with difficult acoustic.

Some more specific York tools/frameworks may have been useful. However I recognise that this was not possible with Members here from other Authorities
The presenters enthusiasm was fantastic
Really insightful and a great introduction to Scrutiny
Very entertaining and enthusiastic delivery
Committed, interactive delivery
Overall very good, practical and focused. Perhaps a but too much management speak
Excellent - need to involve more officers

Making a Difference (Scrutiny)



Lets Talk Scrutiny

08-Jun-11

	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives				14	57	29
Was training aimed at the right level				14	72	14
Rate the style and delivery of presentation				14	57	29
How much did your knowledge increase		14		29	43	14
General organisation					71	29

	All	Effective Organisation
Which of the Council's Strategic Aims and Objections did attendees this session supported.	14%	28%

Comments

Very engaging and proactive

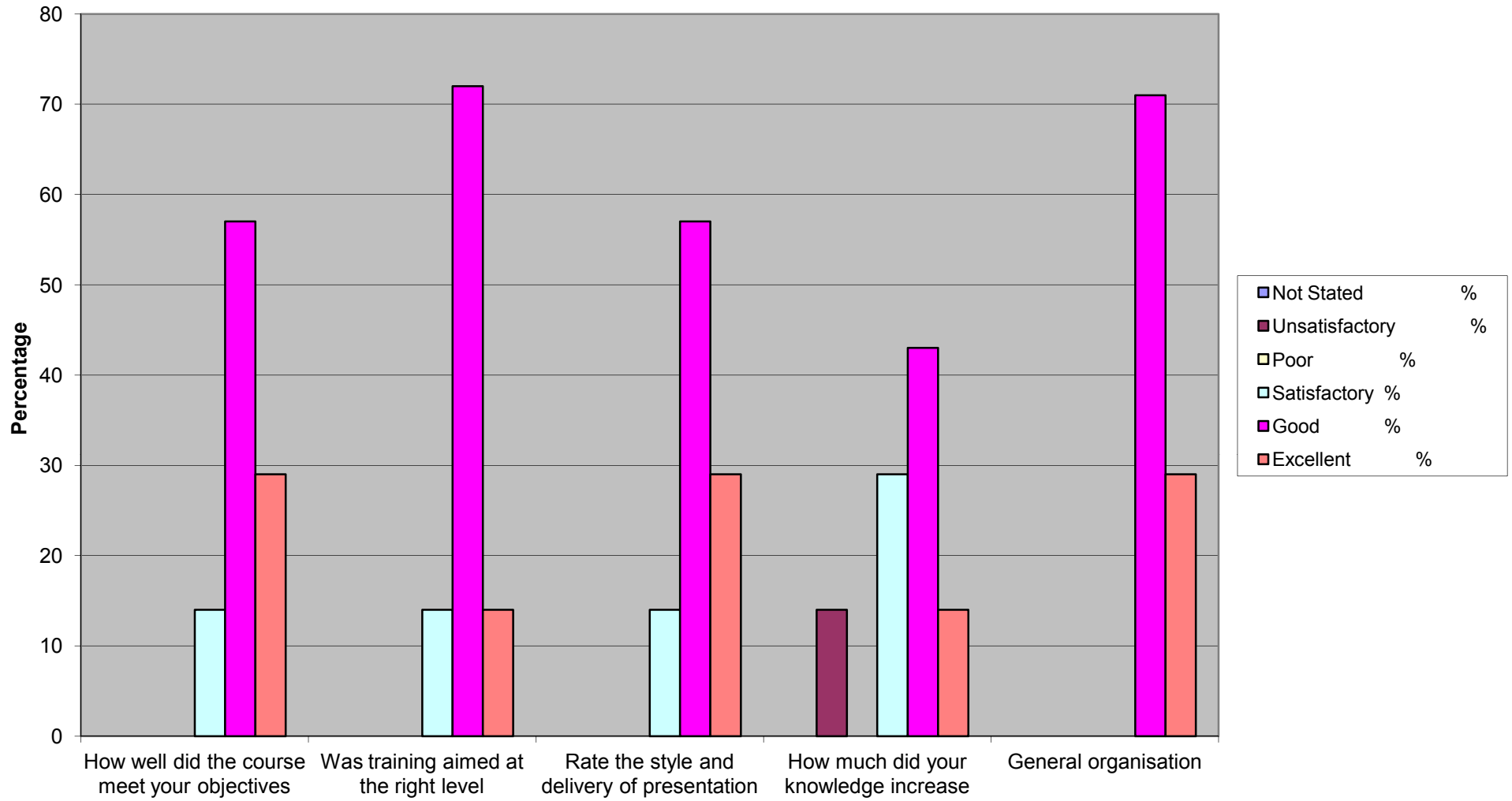
Had some good ideas for forward planning

Well done

Very good, made the subject engaging

Bad venue because trainer was behind me all the time and I was uncomfortable not being able to see him when he was speaking.

Lets Talk Scrutiny



Dismissal Appeals

13-Jun-11

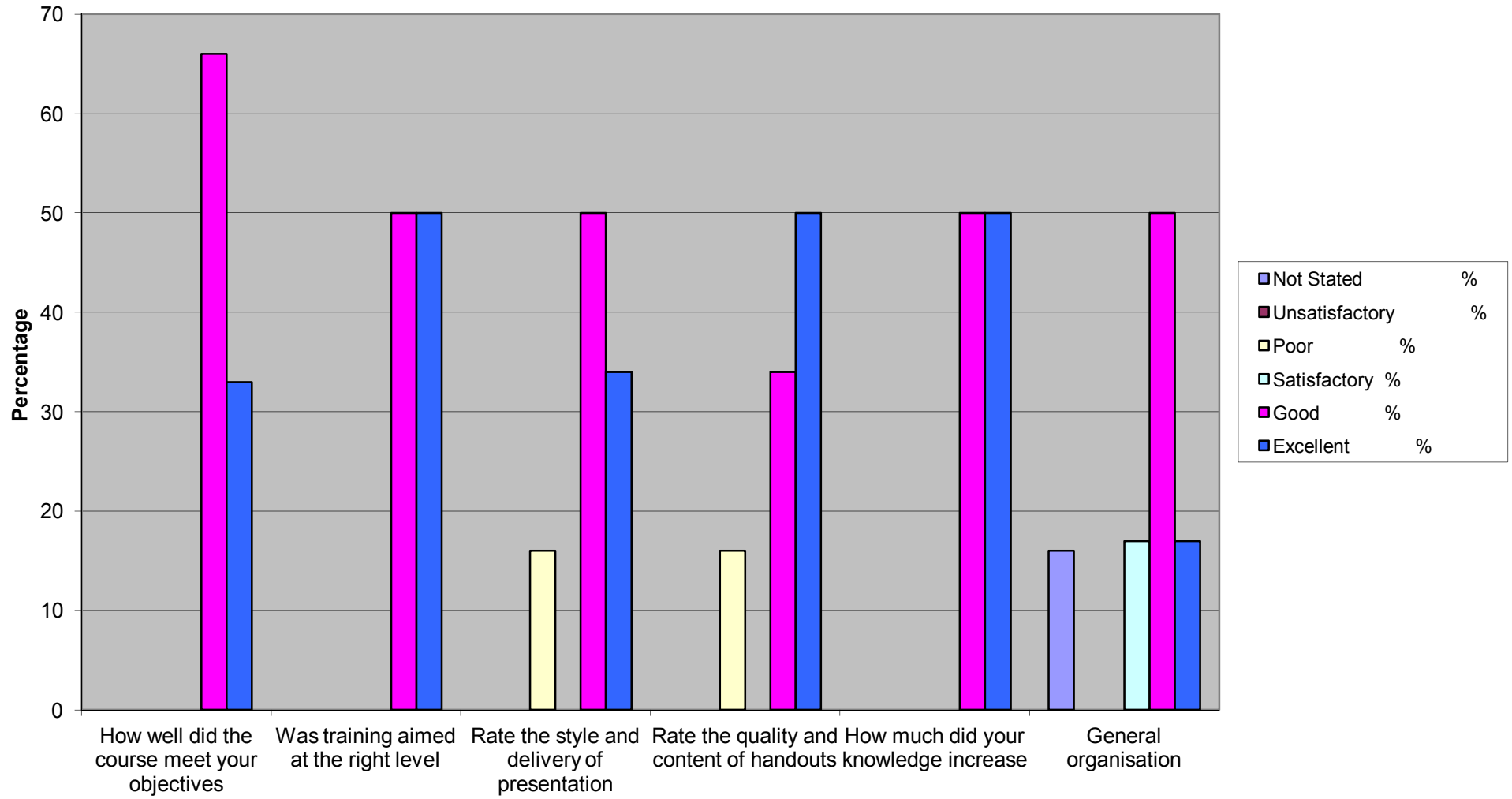
	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives					66	33
Was training aimed at the right level					50	50
Rate the style and delivery of presentation			16		50	34
Rate the quality and content of handouts			16		34	50
How much did your knowledge increase					50	50
General organisation	16			17	50	17

	Economy/Thriving City	Inclusive City	Effective Organisation	All
Which of the Council's Strategic Aims and Objections did attendees this session supported.	33%	16%	50%	16%

Comments

- Case studies really useful
- Good content & handouts
- An excellent session, well worth while
- Reading from the presentation made the session over long and not good practise

Dismissal Appeals



Managing Time and Difficult Situations

	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives			14		57	29
Was training aimed at the right level			14	14	43	29
Rate the style and delivery of presentation			14		14	72
Rate the quality and content of handouts		14			57	29
How much did your knowledge increase					57	43
Were there sufficient breaks during the session	14				14	72
General organisation			14			86

	Economy/Thriving City	Inclusive City	Effective Organisation	Safer City	Learning City	All
Which of the Council's Strategic Aims and Objections did attendees this session supported.	14%	29%	43%	29%	29%	29%

Comments

Extremely useful

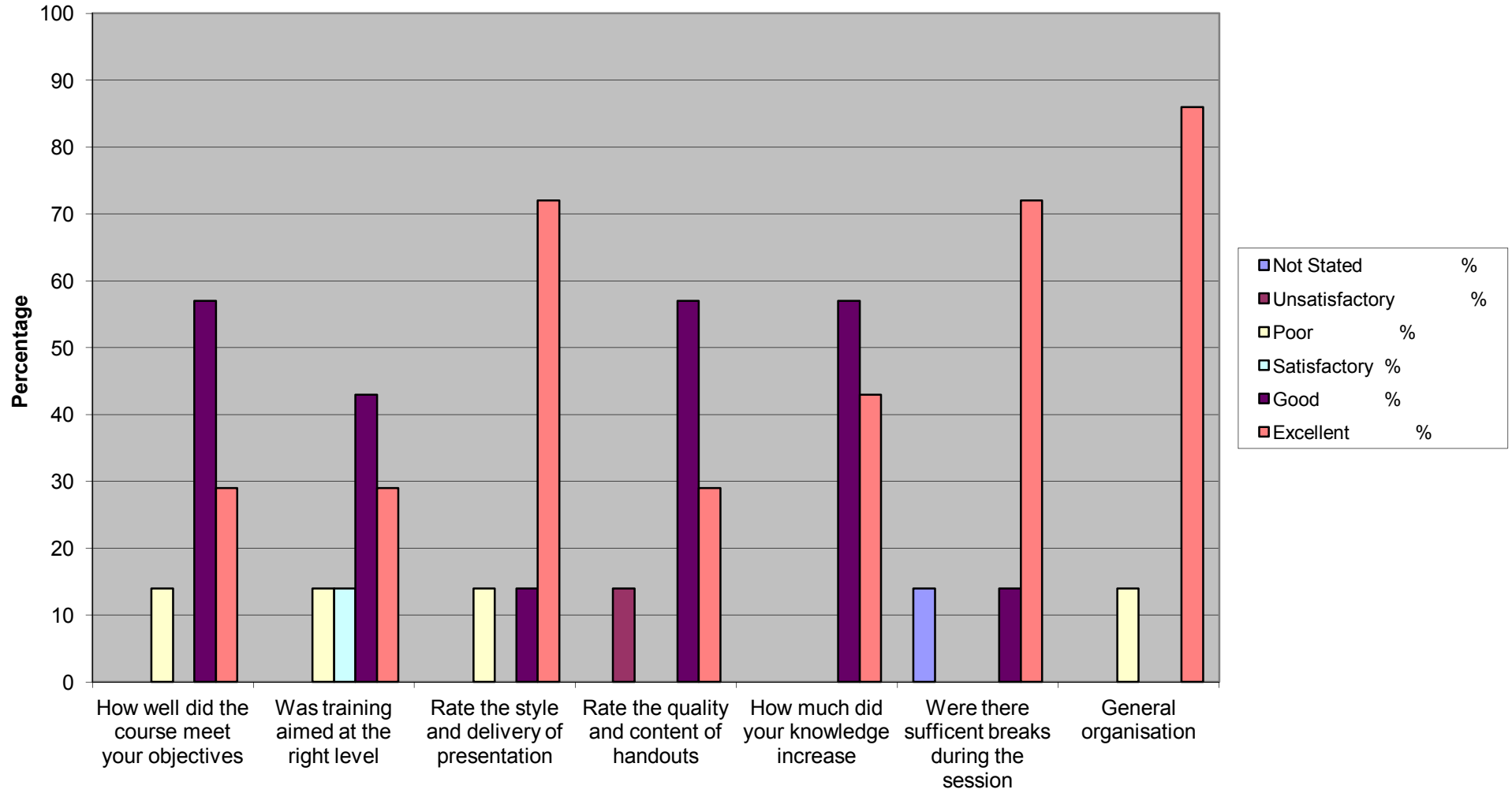
Delivery good, content appropriate

A good course but a little bit disjointed as David tried to fit in everything people wanted to do.

Useful hints and tips, enthusiastic session

Brilliant - more please, very knowledgeable

Managing Time and Difficult Situations



Equality and Human Rights

16-Jun-11

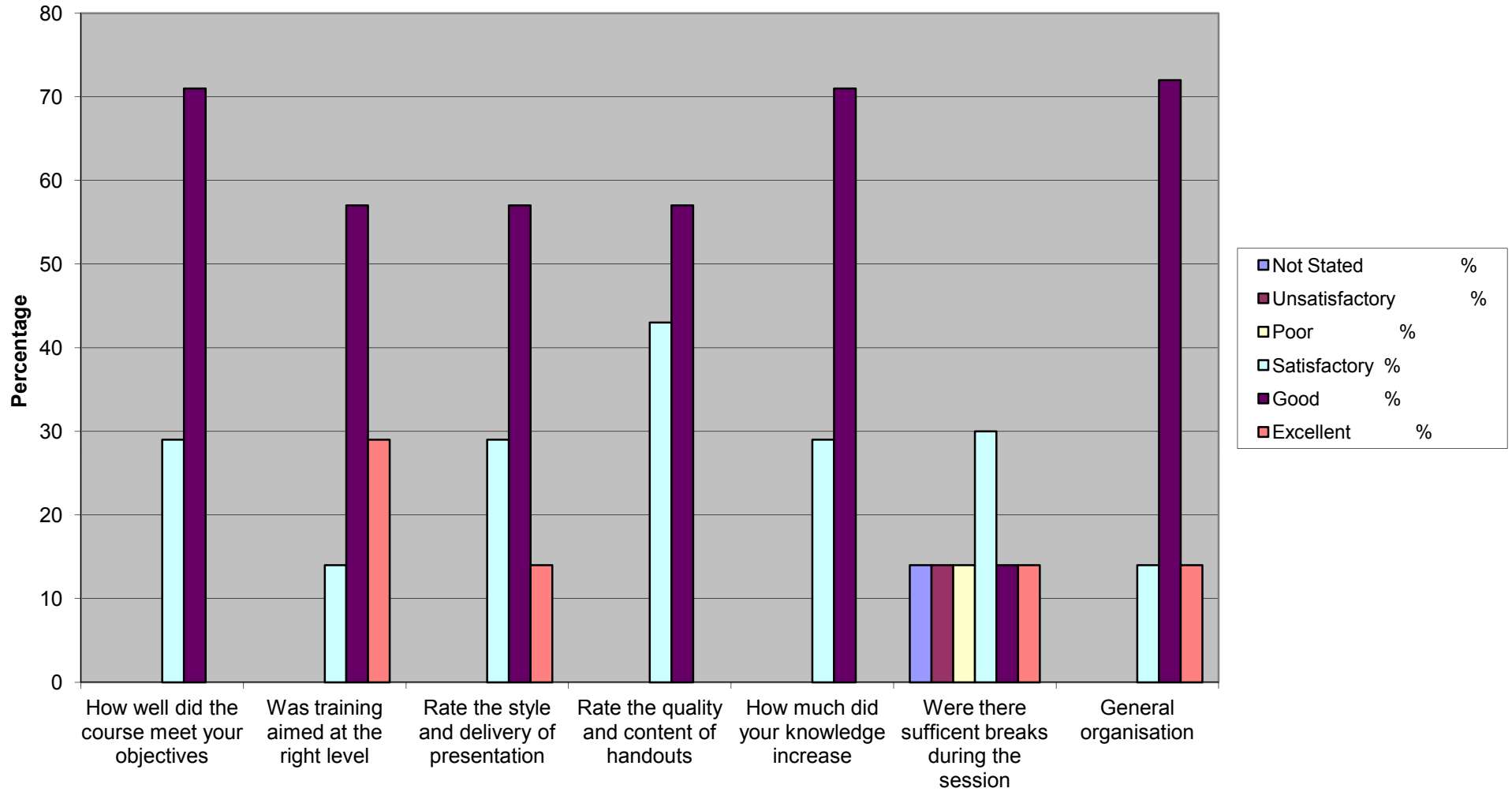
	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives				29	71	
Was training aimed at the right level				14	57	29
Rate the style and delivery of presentation				29	57	14
Rate the quality and content of handouts				43	57	
How much did your knowledge increase				29	71	
Were there sufficient breaks during the session	14	14	14	30	14	14
General organisation				14	72	14

	Economy/Thriving City	Inclusive City	Effective Organisation	Safer City	Environmental Impact	All
Which of the Council's Strategic Aims and Objections did attendees this session supported.	29%	57%	14%	28%	14%	29%

Comments

Interesting debate
 Delivered enthusiastically by facilitator
 Very good starting material for an engaging and positive discussion
 Generally a well rounded
 Interesting! Discussions interesting
 Good despite a late move to a smaller room

Equality and Human Rights



Working with Young People

29-Jun-11

	Not Stated %	Unsatisfactory %	Poor %	Satisfactory %	Good %	Excellent %
How well did the course meet your objectives				8	50	42
Was training aimed at the right level	8			8	34	50
Rate the style and delivery of presentation				8	42	50
Rate the quality and content of handouts	16		8	17	17	42
How much did your knowledge increase				16	34	50
Were there sufficient breaks during the session	16	17	8	34	8	17
General organisation		8		16	42	34

	Economy/Thriving City	Inclusive City	Effective Organisation	Safer City	Learning City	All
Which of the Council's Strategic Aims and Objections did attendees this session supported.	17%	67%	34%	42%	34%	17%

Comments	City of Culture	Healthy City
	34%	8%

Excellent brainstorming session
 Excellent delivery, very productive and good to see and meet new faces
 Excellent delivery, extremely productive and sure to be very useful.

Excellent, interactive and gave young people chance to get over these concerns as well as enhancing opportunities for councillors to engage with young people/youth council

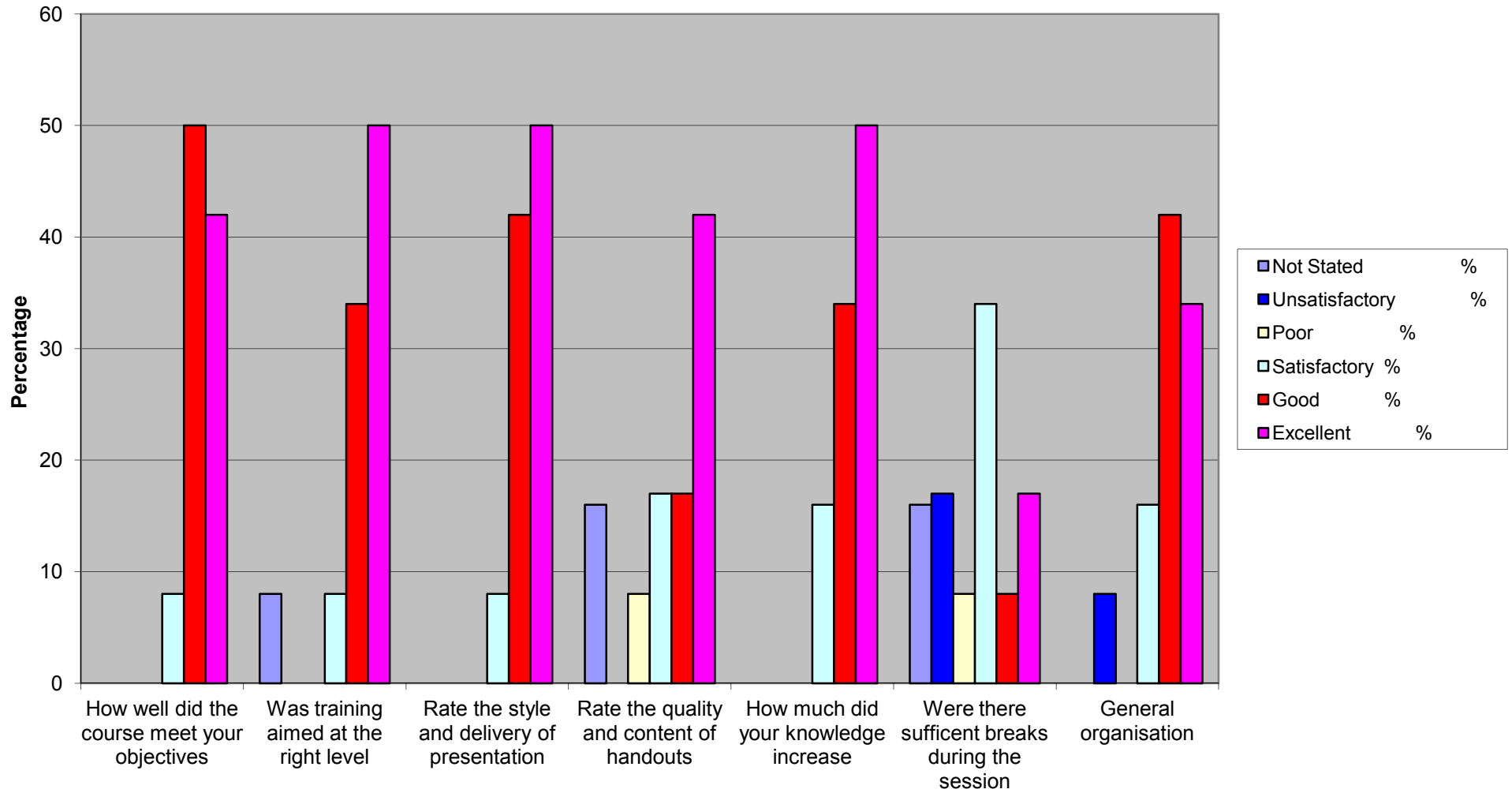
Really useful

Excellent session and very informative

Excellent meeting, wish I known the new start time

Excellent communication by all

Working with Young People



This page is intentionally left blank

**Draft Member Training & Development Programme
September 2011 to March 2012**

DATE	SESSION	TIME	VENUE
4 Aug 2011	Health Scrutiny Shared Learning Event	4-7pm	GH Main Hall
Tbc (but will be Sept 2011)	'Ageing Well' In-house event	Postponed from July new date tbc	GH
1 Sept	Members Guide to Welfare & Benefits	4-5.15pm	GH
	Safeguarding Vulnerable Adults	5.30pm – 7pm	GH
5 Sept	CfPS – Regional Workshop 'Ageing Well'	1pm-5pm	Park Inn
7 Sept	Member Induction Session – Environmental Services	3pm and repeated at 5.30pm	Eco-Depot
8 Sept	Summer Planning Update	1-2pm	GH
14 Sept	An Intro to Communities & Culture	2-3.30pm & repeated 6-7.30pm	GH
	Briefing to Members on the 'Fairness Commission'	5.30pm – 6.30pm	tbc

DATE	SESSION	TIME	VENUE
15 Sept	Summer Planning Update	2-3pm	GH
19 Sept	An Intro to Communities & Culture (repeat from 14/9)	2-3.30 repeated 6-7.30	GH
20 Sept	Regional Event – <i>Safeguarding This is an interactive event using drama based methods to demonstrate the issues around safeguarding in children and adults</i>	10am to 4pm	City Hall, Bradford
22 Sept	Summer Planning Update	3.30pm – 4.30pm	GH
6 Oct	Pre-Council Briefing Councillors and Social Media	4.30pm – 5.30pm	CC
19 October	The Basics of Local Gov Finance – What you need to know	5.30pm – 8pm	GH
10 Nov	Budget Overview	5.30pm – 7.30pm	GH
Nov (tbc)	Youth Council campaign briefing to Councillors	Tbc	tbc
29 Nov	'Speed Training' Event' - Emergency Planning (This will consist of a number of short (10 mins) inputs by emergency service, local authority and		Priory Street Centre

DATE	SESSION	TIME	VENUE
	some voluntary agencies. Whilst primarily aimed at Parish Councillors it may also be useful for full council members.)		
8 Dec	Pre-council Briefing Local Economic Assessments	4.30pm – 5.30pm	CC
12 Jan	Risk Management in Councillor Decision Making	5pm – 6.30pm	tbc
8 March	Spring Planning Update	1pm – 2pm	GH
15 March	Spring Planning Update	2pm – 3pm	GH
23 March	Spring Planning Update	3.30pm – 4.30pm	GH
29 March	Pre-Council Briefing – Available slot!!!	4.30pm- 5.30pm	CC
tbc	Briefing on the Dilnot Review (Social Care Funding)	tbc	GH
Tbc	Regional Event - Introduction to the Localism Bill	10am to 12pm	Wakefield Town Hall
tbc	Regional Event - Introduction to the Localism Bill	10am to 12pm Town Hall Leeds	Leeds Town Hall

Further suggestions for possible inclusion in the core programme have been received from the Assistant Director Governance & ICT and these are as follows. Further research will be undertaken to see how these can be provided:

- A training session on accessing resources for your Ward - a session pointing Members to funding pots they can bid for or support groups in their area to bid to along with tips for successful bids.
- Something quite practical on how neighbourhood working can empower members
- A mini bus or perhaps even bike tours around parts of the City where we know we have challenges/opportunities or where something special has been achieved. These could be partly led by Ward Members and would give Members an opportunity to see parts of the City that they might not be too familiar with