CITY OF YORK COUNCIL

Notice of meeting of
Member Development Steering Group

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

Date: Wednesday, 12 October 2011

Time: 4.00 pm

Venue: The Guildhall, York.

A G E N D A

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 of the Member Development Steering Group held on 20th July 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 11th October 2011.**

4.   Local Democracy Week Events.   (Pages 7 - 10)
This report summarises the events and activities planned during Local Democracy Week between 10-16 October 2011, in support of raising awareness about the democratic process and the role of Councillors.

YORKPRIDE

5.   Feedback from Members Exit Questionnaires (Verbal Update).
Officers will provide a verbal update to the Committee on the recently completed Members exit questionnaires which were undertaken following the recent election.

6.   Review of Training and Development (Pages 11 - 32)
Evaluation Process and Form.
At a meeting of the Member Development Steering Group held on 20 July 2011 it was agreed that the form currently used to evaluate member training sessions be reviewed. This report asks Members to consider the style of any new evaluation form and the process for gathering information.

7.   Work Plan   (Pages 33 - 34)
Members are asked to consider the work plan for the 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.

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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.

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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.

Agenda Item 2

City of York Council	Committee Minutes

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	20 JULY 2011
PRESENT	COUNCILLORS GUNNELL (CHAIR), RUNCIMAN (VICE-CHAIR), BARNES, WISEMAN AND JEFFRIES (SUBSTITUTE FOR COUNCILLOR WILLIAMS)
APOLOGIES	COUNCILLOR WILLIAMS

1. DECLARATIONS OF INTEREST

At this point in the meeting Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. Councillor Gunnell declared a personal interest in agenda item 5 – "Next Steps in the Core Programme" as a member of the Management Committee of the Welfare Benefits Unit.

2. MINUTES

RESOLVED: That the minutes of the meeting held on 16 March 2011 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

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

4. PRESENTATION ON THE 'DO IT ONLINE' SELF SERVE PORTAL.

Officers gave a presentation on the council's "Do it Online" self-serve portal. A demonstration was given as to the range of services that were available using the portal and the ways in which Members could use the system.

Members stated that it would be particularly beneficial if the system better enabled them to track the progress of issues that they had reported.

Members' views were sought as to how use of the system could be promoted to other Members. They suggested that updates be provided by email.[1]

RESOLVED: That the services available through the "Do it Online" portal be noted and that the group be kept informed of future developments.

REASON: To ensure that Members are kept informed of the benefits of the new portal.

Action Required
1. Email Members about updates to the system   HS

5. **EVALUATION REPORT ON THE INDUCTION PROGRAMME AND NEXT STEPS IN THE CORE PROGRAMME 2011/12.**

Members received a report that provided details of the take up of training events and a summary and analysis of the feedback received. The report also included details of the next steps in the core programme.

Members made the following comments:

- The Member Development & Training Policy should be amended to make training compulsory for any Member serving on Corporate Appeals Panels.
- Concerns were expressed at some of the contradictory ratings and comments in respect of several of the training sessions. It was agreed that the evaluation form should be reviewed to ensure that it enabled accurate and informative feedback to be obtained from attendees.[1]
- When data included percentage figures, it would also be beneficial to include the number of individuals concerned.
- In respect of pre-council briefings, consideration should be given to repeating these sessions to provide a second opportunity for Members to attend.
- Members welcomed the suggestion that a minibus or bike tour of the city be arranged to raise awareness of the council's assets.
- Consideration should be given to holding a further IT drop-in session.
- A training session on the personalisation agenda should be included in the programme.

- Consideration should be given to setting a minimum number of attendees to determine whether a training session was viable.
- When arranging training sessions, every effort should be made to avoid scheduling these at times which clashed with meetings or other council events.
- In respect of training sessions that were delivered by officers from within the Council, it was suggested that consideration be given as to whether opportunities could be made available to officers to develop their skills as trainers. Whilst it was recognised that officers had subject knowledge, they may not necessarily have skills in delivering this information to a group as part of training event.

Officers were thanked for their work in preparing the training programme.

RESOLVED: (i)   That the comments detailed above be noted and taken into account in the planning of future training opportunities.

  (ii)   That the findings of the report be forwarded to the Standards Committee.

  (iii)   That the Member Development Training Policy be revised to make training compulsory for any Member serving on the Corporate Appeals Panel.

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

Action Required
1. Email draft of revised form to Members of the group   TW

6.   **MEMBER DEVELOPMENT BUDGET 2010/11 & 2011/12.**

Officers gave a verbal update on the Member Development Budget 2010/11 and 2011/12. It was noted that the predicted outturn was in line with the budget that had been set. A sum of £450 had been put aside for those PDRs that were still outstanding. A further update on the budget would be provided

at the next meeting, including details of expenditure on attendance at conferences.

RESOLVED: That the position in respect of the budget be noted.

REASON: To ensure that Members are kept informed of expenditure on development and training.

7.   MEMBER DEVELOPMENT STEERING GROUP WORKPLAN.

Consideration was given to the future work plan of the Member Development Steering Group. It was noted that an item on the Annual Report would be included on the agenda for the meeting in October 2011.

RESOLVED: That the work plan be approved.

REASON: In order to provide the Steering Group with a work programme for future meetings.

8.   CHAIR'S COMMENTS

Members paid tribute to the work that Amanda Oxley had carried out as Senior Member Support Officer. Amanda would be leaving the council after many years of service and would be greatly missed.

Details were given of the interim arrangements that had been put in place in respect of member training.

Councillor Gunnell, Chair
[The meeting started at 4.00 pm and finished at 5.20 pm].

CITY OF **YORK** COUNCIL

Member Development Steering Group   **12 October 2011**

Report of the Assistant Director (Governance and ICT)

Local Democracy Week 2011

Summary

1.   This report summarises the events and activities planned during Local Democracy Week between 10-16 October 2011, in support of raising awareness about the democratic process and the role of Councillors.

Background

2.   For the first time in October 2009, the Council ran a series of coordinated initiatives around Local Democracy Week. Those activities included an inaugural event about becoming a Councillor. That event was extremely successful and was run again as part of the programme last year, ahead of the May 2011 election, under the name "*A Councillor, Who Me*?". This evening session was designed to encourage enthusiastic, vibrant people of all ages, cultures and walks of life who want to make a difference in their local areas, to consider becoming a Councillor. This event was well received by those who attended.

In 2010 members of the public were also given the opportunity to take part in a guided "Corridors of Power" tour of the historic Guildhall and view the recently revealed Victorian Mosaic, under restoration at the time, as well as the spectacular Council Chamber. This tour was attended by around 50 people.

3.   Members will recall that what Councils and Councillors do to demonstrate their commitment to holding community events in support of community leadership, is a contributory factor towards achieving Member Development Charter Status with the newly formed Local Government Centre (formerly I&DeA). The Council successfully achieved Charter status in September 2011.

Local Democracy Week Programme 2011

4. The following events have been arranged for this years' Local Democracy Week taking place from 10 -16 October 2011:

Monday 10 October
Meet the Lord Mayor/Mock Council meeting in the Council Chamber.
Key Stage 2 pupils from Carr Junior School and Headlands Primary School's new school councils will be visiting the Mansion House to meet the Lord Mayor, learn about the role as first citizen of the City and take a look around the Lord Mayor's official residence. The children will even be able to try on mini Lord Mayor and Sheriff's robes! The children will then spend some time in the Council Chamber where they will take part in a mini budget meeting, 'chaired' by the Deputy Lord Mayor, and have the opportunity to decide for themselves what to spend the Council's budget on.

Wednesday 12 October
Political Speed Dating - A political speed dating event between members of the Youth Council and City of York Councillors has been arranged to take place on Wednesday 12th October between 5pm – 5:25pm, prior to the Youth Council's first meeting of the year. Young People with be given the opportunity to put questions to the Lord Mayor, Deputy Lord Mayor, Chair of Young Person's Working Group, Cabinet Member for Education, Children and Young People's Services, and Chair and Vice Chair of the Member Development Steering Group.

Thursday 13 October
Visits to Primary Schools - As part of a year long programme in which the Lord Mayor will visit all primary schools to speak to pupils about the mayoralty in York, during Local Democracy Week he will be visiting Westfield Primary Community School and Tang Hall Primary school. He will be accompanied by the Sheriff.

Friday 14 October
'Corridors of Power' – 2pm and 4pm - A guided tour and insight into the intriguing history of York's fifteenth century Guildhall. Originally a meeting place for the powerful merchant guilds that

effectively controlled the government and business climate of York the Guildhall continues to be the hub of local democracy with the majority of York's Council decision making taking place in this wonderful building.

Members of the public will be able to view the recently restored Victorian Mosaic as well as listen to a wealth of interesting historical facts about this hidden gem and it's meeting rooms including the spectacular Council Chamber. In addition, weather permitting there will also be a rare opportunity to venture down Common Hall Lane a vaulted walkway which runs beneath the Guildhall and down to the river. ***These tours are free tour to Members of the public on the day.***

 Thursday 13th, Friday 14th and Saturday 15th October
Mansion House Tours - at 11am, 12.30pm and 2pm. The Mansion House is an architectural masterpiece and one of York's great historic treasures. It is the official residence of The Lord Mayor of York who is Chairman of City of York Council and the first citizen of the city. Visitors will receive a guided tour and will be able to view key items from the civic collection on display including silver, paintings and furniture. ***Entry to the Mansion House is free to York Citizens and £5 to non-residents, no need to book***.

Consultation

5.   Democratic Services has linked up with Education and Children's Services in terms of the work both are doing to support Local Democracy Week. A poster has been commissioned for public display at the Guildhall to promote the activities taking place at the Guildhall and Mansion Hall, both venues being key to the history of democratic decision making in York.
         .
Options

6.   At the time of receiving this report, it is largely for information given that this meeting is taking part in the middle of Local Democracy Week. Activities for the week are being publicised through the Marketing & Communications team.

Council Plan

7. The aims of Local Democracy Week, in widening participation and involvement within and in the democratic process, accord with the underlying principles of the Council's Plan in making York an inclusive City, making sure that all citizens, regardless of race, age, disability, sexual orientation, faith or gender understand, feel included and can get involved in York's decision making.

Implications

8. Staff resources will be required to support the events listed and will come from within Democratic Services, Electoral Services and the Mansion House.

Risk Management

9. In compliance with the Council's risk management strategy, the only risk associated with the contents of this report could be the failure to maintain Charter Status when it is reviewed if the Council were to be seen not to be demonstrating a commitment to supporting events which promote community leadership and raise community awareness about the democratic process.

Recommendation

10. Members are asked to note the programme of activities for Local Democracy Week, initiated by Democratic Services, in furtherance of the commitment to Member Development Charter Status and to promote local decision making in York, particularly with 800 years of democracy in York approaching 2012.

Reason

11. In order to comply with the requirements of the former I&DeA Charter and to actively raise awareness about the democratic process.

Contact Details

Author: **Chief Officer Responsible for the report:**

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Democratic	Services	Assistant Director (Governance and
Manager		ICT)
Tel: 01904551030		

Report Approved √ **Date** 7/9/2010

Specialist Implications Officer(s)

None

Wards Affected: All √

For further information please contact the author of the report

Background Papers:
None.

Annexes:
None

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YORK
CITY OF
COUNCIL

Member Development Steering Group   **12th October 2011**

Report of the Assistant Director Governance & ICT

Review of the Evaluation Process

Summary

1. At a meeting of the Member Development Steering Group held on 20 July 2011 it was agreed that the form currently used to evaluate training sessions be reviewed. This was to ensure that it enabled accurate and informative feedback to be obtained from attendees. It would also seem timely at this stage to review the whole process used for evaluating training sessions and not just the form itself.

2. This report asks Members to consider the style of any new evaluation form and the process for gathering information.

Background

3. After most training sessions attendees are asked to complete an evaluation form which currently asks Members to give comments on their overall impression and delivery of the training session. In addition to this Members are asked to rate the following from 1 to 5 (with 1 being the lowest rating and 5 the highest).

    - How well did the course meet your objectives?
    - Was the training aimed at the right level?
    - How did you rate the style and delivery of the session?
    - How did you rate the quality of the handouts?
    - How much did your overall knowledge of the topic covered increase?
    - Were there sufficient breaks during the session?
    - How do you rate the general organisation of the session?

4. Finally, Members are currently asked to identify which, if any, of the Council's strategic aims and objectives the training session supported.

5. At the July meeting of the Member Development Steering Group (MDSG) Members asked for the current form to be reviewed. They expressed concerns regarding some of the contradictory ratings and comments reported in respect of several of the training sessions between 6th May and 14th July 2011. This led to doubts as to how useful and accurate the information currently gathered is and how effectively we analyse it. Members also identified the need to know how many people attended a course if reporting back on evaluation forms were to be expressed as a percentage.

6. From the above comments it seemed opportune to not only review the evaluation form but the way the form was analysed and reported back to MDSG.

Potential Ways Forward

7. In order to establish a way forward Members of the Steering Group are asked to consider the following questions:

    - What information do we want to collect?
    - Why do we want to collect it?
    - What we will do with the information once we have it?
    - How can the information be used to inform future training programmes?

8. To help Members answer the above questions reference should be made to the questions on the current form to see which, if any of them would still be a useful question to ask. A copy of the current evaluation form is attached at Annex A to this report.

9. To date, and for comparison, the officer has received evaluation forms from 3 other local authorities. Two of the forms are very similar to the one we use now and are predominantly set out in a 'tick box' format asking the attendee to rate different aspects of the training from 1 to 5. However both have more space for free hand comments and on one form, all 'tick box' questions also have a box for freehand comments. These forms are attached at Annexes B & C to this report.

10. There are several questions on the 2 forms mentioned above that do not currently appear on our form such as:

    - How could the session have been more useful to you?
    - What do you intend to do as a result of this training?

- If you had to pass on 3 key learning points to other Members what would they be?
- Who would you recommend attends this training?

11. The third evaluation form received from another local authority is quite different and takes the form of a target (Annex D refers). At this particular authority each session has its own tailored form with specific objectives relative to that individual training session. The information from this is then pulled into a short report. One month after the event, Members are asked to complete an online form (Annex E refers) to assess the impact of the training they have completed, information is again pulled into a short report. At this stage Members are asked the following:

- What aspect of your role was this event intended to support? (i.e. Ward Councillor, Committee Member, Committee Chair, Cabinet Member, Personal Development)
- Did this event improve your ability to carry out the above role?
- Have you been able to put into practice what you learned?
- Please describe any positive impact this training has had on the following? (You as an individual, The Council, the Community).
- There is also a box for any further freehand comments not covered by the questions above.

12. Any comments made that require follow up are pursued and regular reports are submitted to their equivalent of MDSG to keep the Committee informed.

13. In addition to considering the content of the form the Steering Group are asked their thoughts on how best to circulate the form the main options being:

- Paper handout directly after training session
- E-mail form shortly after training session

Consultation

14. This report acts as a consultation document to gauge the views of MDSG prior to bringing back a draft revised form to the next meeting of the Steering Group which will incorporate the comments made at today's meeting.

Options

15. There are no specific options associated with this report, however, Members of the Steering Group are asked to give their views on what style and format any new evaluation form should take, how the form should be circulated and how the information gathered should be evaluated.

Analysis

16. Firstly Members are asked to agree what information should be gathered (paragraph 7 & 8 refer) and how they wish to use this information. It is important that we ask the right questions in the first instance to ensure that the data we are collecting is meaningful. It is envisaged that information gathered would mainly be used to monitor take-up, keep track of attendees' views of training courses, identify what works and what doesn't work and inform the content of future training programmes. The Steering Group are asked to give clarity to any other potential uses for the information gathered they can identify.

17. A summary of information gathered will still be presented to the Steering Group on a regular basis in order that they can monitor both take-up and outcomes of training sessions.

18. The Steering Group are then asked to consider what they would like any new evaluation form to look like (paragraphs 9 to 12 refer). From the small amount of research done to date the 'tick box' style form seems the simplest and easiest to analyse. This style of form may limit the number of freehand comments received (even if room is left for these). It may however, be easier to consistently analyse a fixed set of questions, which are scored between 1 and 5, rather than trying to analyse many and varied freehand comments.

19. The 'target style' form (Annex D refers**)** is a very different approach to the current evaluation form used. Each 'target form' issued would need to be tailored to the individual training session (although some of the questions/objectives asked would remain the same for any session offered). This could lead to the Steering Group having a much clearer idea of the advantages and disadvantages of any particular training session/trainer. However it would be more resource intensive to administer as each form would need to be individually prepared. Analysis of the form would probably take the same amount of time as at present.

20. The Local Authority using the 'target style' form also use a follow up form as described in paragraph 11 of this report. This is accessed online, although it could also be sent via e-mail. Again, this is a very different approach to what we have previously used at City of York Council, and some Members may feel that it is overkill, having already completed an evaluation form at the time of the training session. However, it is possible that Members may have different views of a training course once they have had more time to reflect on it or once they have been able to put into practice what they have learned.

21. Sending out a follow up form after every session could be time-consuming and resource intensive for very little return or it could lead to positive results and assist in informing the content of future work programmes. Alternatively, Members may like to give consideration to a follow up form being sent out, quarterly, biannually or even annually. An annual form could list all the training courses an individual had attended that year and ask questions similar to those set out in the bullet points in paragraph 11 of this report. In addition a further question could be asked about what training sessions Members may like to see in future training and development programmes. However, if this were the case the timing of any annual evaluation form would need to be carefully considered in order that the timescales for putting a programme together could be met.

22. Members are asked to consider how the main evaluation form should be circulated, either in paper format directly after a training session or via e-mail the next day. There are pros and cons to both approaches. Handing out forms immediately after a training session may lead to more forms being returned, however unless the form is quick and easy to complete it is unlikely that all 'boxes' will be filled out. E-mailing forms could lead to more comprehensive responses, but it is unknown whether this would lead to an increase in the number of forms returned. With many of the training sessions the Democratic Services Team need to rely on officers in other Directorates to hand out the evaluation forms. If forms were distributed via e-mail the day after a training course the onus would be on the Democratic Services Team to distribute the form and chase for return.

23. In summary, and in order that a draft revised evaluation form can be presented back to them at the next MDSG meeting, Members are asked to

- Consider what information they would like to collect and why and identify some possible questions for the draft revised evaluation form

- Consider which style of form they prefer

- Consider how they would like the evaluation form to be distributed (as a hand-out after a training session or e-mailed the following day)

- Consider whether they would like to introduce a follow up form on a quarterly, bi-annual or annual basis

Corporate Strategy 2009/2012

24. This report is linked with the 'Effective Organisation' element of the Corporate Strategy 2009/2012 – 'we shall be a modern Council, with high standards in all we do, living up to our values and be a great place to work.

Implications

25. **Financial:** There are no financial implications associated with the recommendations within this report.

26. **Human Resources:** There are no Human Resources implications associated with the recommendations within this report.

27. **Legal:** There are no legal implications associated with the recommendations within this report.

28. There are no other implications associated with the recommendations within this report.

Risk Management

29. In compliance with the Council's risk management strategy there are no risks associated with the recommendations set out within this report.

Recommendations

30. Members are asked to :

- Consider and comment upon this report

- Identify a suitable form style for the proposed new evaluation form and some key questions to be asked

- Consider how the form should be distributed

- Consider whether they would like to introduce a further evaluation form on a quarterly, biannual or annual basis

  Reason: To inform the content of a revised evaluation form and the process to be used to gather information.

Contact Details

Author:	**Chief Officer Responsible for the report:**
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Report Approved ✔ **Date** 04.10.2011

Specialist Implications Officer(s) None

Wards Affected: All ✔

For further information please contact the author of the report

Background Papers:

Evaluation forms from other local authorities

Annexes
Annex A Current Evaluation Form
Annex B Example Evaluation Form (1)
Annex C Example Evaluation Form (2)
Annex D Example Evaluation Form (3)
Annex E Evaluation Form – 1 Month After Training

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CITY OF YORK COUNCIL - EVALUATION OF MEMBER TRAINING

Title & Date of Course:

Delivered by: **Venue:**

The Member Development Steering Group review feedback on a regular basis and use the information to inform future programmes. **Please use the space below to comment on your overall impression of the session and its delivery.**

Please record your satisfaction by ticking the appropriate circle. 1 being the lowest rating and 5 being the highest

About the Course

How well did the course meet your objectives?   ① ② ③ ④ ⑤

Was the training aimed at the right level?   ① ② ③ ④ ⑤

How did you rate the style and delivery of the session?   ① ② ③ ④ ⑤

How did you rate the quality and content of handouts?   ① ② ③ ④ ⑤

How much did your overall knowledge of the topic covered   ① ② ③ ④ ⑤
Increase?

About the organisation of the course

Were there sufficient breaks during the session?   ① ② ③ ④ ⑤

How do you rate the general organisation of the session?   ① ② ③ ④ ⑤

Which if any of the Council's strategic aims and objectives do you feel this particular session supports *(this only applies to delegates from City of York Council)*

Supporting the Economy/Thriving City ☐   Safer City ☐   Inclusive City ☐

Environmental Impact/Sustainable City ☐   Healthy City ☐   Learning City ☐

Effective Organisation ☐   City of Culture ☐   All of these ☐
None of these ☐

Please return this form to: Democratic Services, The Guildhall York

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Learning and Development

Training Evaluation Form
Councillor Development Training

Name:
Date:
Presentors:
Organisation:

(Rating 1 to 5, 5 being the best)

1. How would you rate the following:

a.	Venue	1	2	3	4	5
b.	Facilities	1	2	3	4	5
c.	Visual Aids	1	2	3	4	5
d.	Handouts	1	2	3	4	5
e.	Facilitator	1	2	3	4	5

Comments:

(Rating 1 to 5, 5 being the best)

2. How would you rate the course in meeting its objectives?   1   2   3   4   5

Comments:

---

3. I think that the training provided will improve my effectiveness   1   2   3   4   5

Comments:

4. Was the level of the subject matter:
   Too Advanced? ☐   Just Right? ☐   Too Basic? ☐

---

5. Was the length of the course:
       Too Long? ☐   Just Right? ☐   Too Short? ☐

		(Rating 1 to 5, 5 being the best)				
6.	Overall, how would you rate the standard of the course?	1	2	3	4	5

Comments:

Thank you for taking the time to complete the form.
Please return this form, to the Democratic Services Unit

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TRAINING – INTERNAL EVALUATION FORM
MEMBERS

Please spend a few moments to give us your views on this training session. Your feedback will be kept private and confidential and will only be used to help us improve the content and delivery of training. We may publicise the general findings of the feedback. Both positive and negative comments are welcome. *Thank you*.

YOUR NAME (optional):	
TRAINING COURSE:	
DATE:	**TIME:**
TRAINER(s):	

Please circle the number which reflects your views of today's training session

The training did not meet the stated objectives	1 2 3 4	**The training met the stated objectives**
The training was not relevant to my role	1 2 3 4	**The training will help me in my role**
The training did not cover what I expected it to	1 2 3 4	**The training covered what I expected it to**
The training was not enjoyable	1 2 3 4	**The training was enjoyable**
The training was not well organised	1 2 3 4	**The training was well organised**
The trainer's knowledge was poor	1 2 3 4	**The trainer's knowledge was good**
Questions were not addressed	1 2 3 4	**Questions were answered fully**
Discussion was not encouraged	1 2 3 4	**Discussion played an important part of the session**
The techniques used (e.g. role-play, small group-work) were not effective	1 2 3 4	**The techniques used (e.g. role-play, small group-work) were effective**
The course notes/slides were not useful	1 2 3 4	**The course notes/slides were very useful**
The venue/room was not	1 2 3 4	**The venue/room was**

suitable   **suitable**

Was the training   TOO SHORT   ABOUT RIGHT   TOO LONG?
(Please circle)

What was the most effective part of the session, and why?

What was the least effective part of the session, and why?

P.T.O.

How could the session have been more useful to you?

What do you intend to do as a result of this training?

What is your overall impression of the training? (Please circle)

    POOR   AVERAGE GOOD   VERY GOOD

If you had to pass on 3 key learning points to other Members what would they be?

Who would you recommend attends this training?

Please return this form to Democratic Services Team Leader. Thank you.

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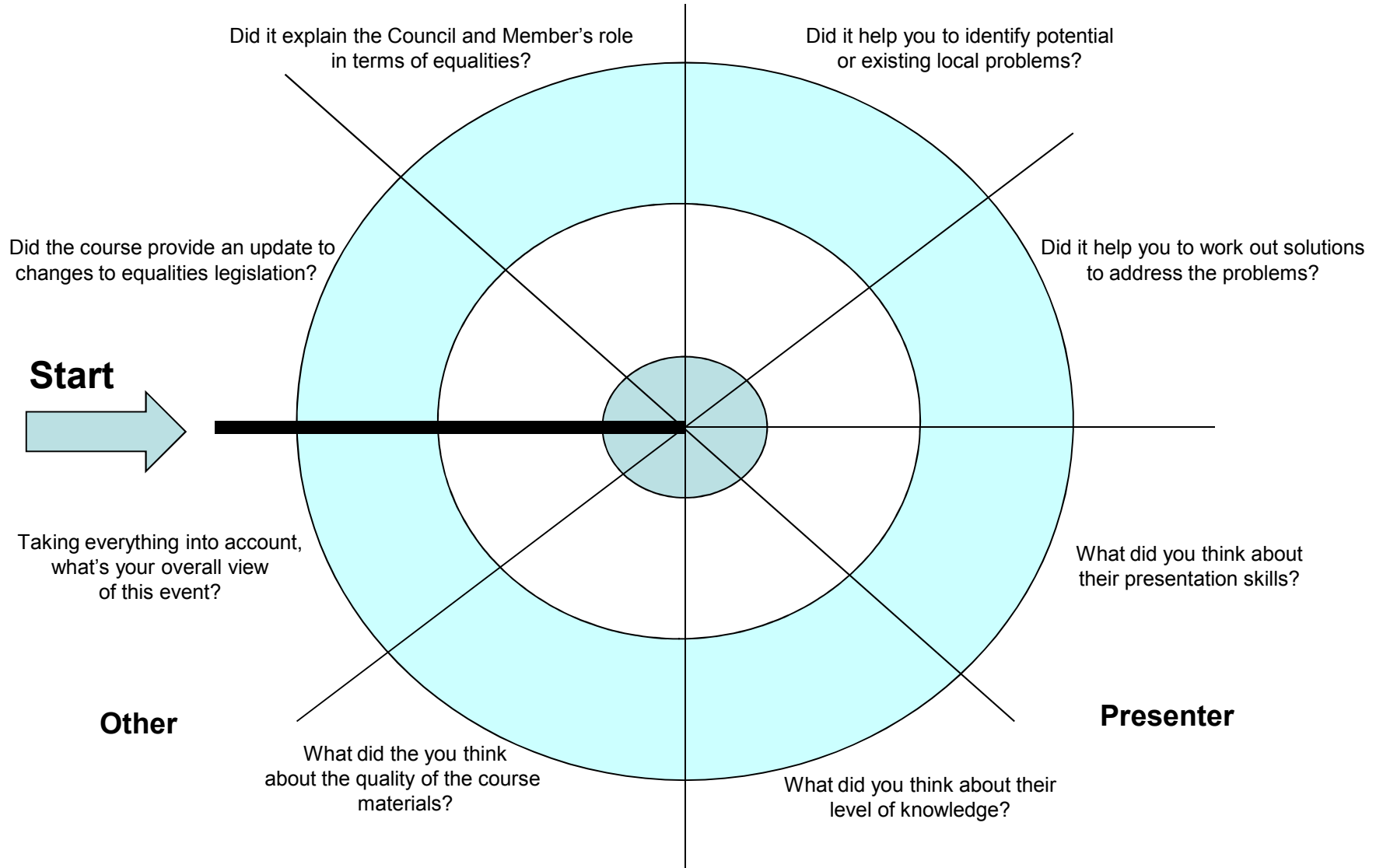
Member Development Feedback Questionnaire   **Annex D**

Title Equality and Diversity   **Presenter Name Date 25/07/11**

In order to enable us to monitor the quality of events, please put a cross in the appropriate section of the 'target' and return the sheet to the Member Development Officer/Presenter before you leave.

In the bulls eye if just right. In the middle band if it was more or less on target. In the outer ring if it was not very good

Your Thoughts on The Event

Did it explain the Council and Member's role in terms of equalities?

Did it help you to identify potential or existing local problems?

Did the course provide an update to changes to equalities legislation?

Did it help you to work out solutions to address the problems?

Start

Taking everything into account, what's your overall view of this event?

What did you think about their presentation skills?

Other

Presenter

What did the you think about the quality of the course materials?

What did you think about their level of knowledge?

Your Name …………………………...…….…….…….... Councillor/Parish Councillor/Officer (delete as appropriate) unless you prefer to remain anonymous
Please use the reverse for any general comments.

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Member Development Post-Event Evaluation Form

Please provide the Member Development Group with your feedback on the training that you recently attended.

Event Title * [   ]

Date Attended * Date Attended Day [DD ▼] Month [MM ▼] Year [   ]

What aspect of your role was this event intended to support? *

☐ Ward Councillor

☐ Committee or Scrutiny Panel Member or Chair

☐ Cabinet member

☐ Personal Development

☐ Other

[   ]

Did this event improve your ability to carry out the above role? *

Did this event improve your ability to carry out the above role?

☐ To a large extent

☐ Partly

☐ Not at all

Why? *

[   ]

Have you been able to put into practise what you learned? *

Have you been able to put into practise what you learned?

☐ To a large extent

☐ Partly

☐ Not at all

Why? *

[   ]

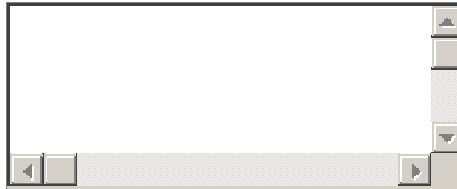## Please describe any positive impact this training has had on the following:
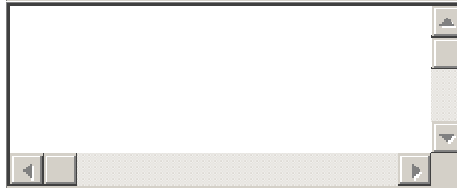
You as an individual *

The Council *

The Community *

Any other comments? *

Forename (leave blank to remain anonymous)

Surname (leave blank to remain anonymous)

Submit   Cancel

Member Development Steering Group Annual Work Plan

MDWG Meeting	Detail	Report to Standards Committee	Report to Council
March 2011	- Agree Member Induction/ Strategy - Agree Member Induction/Development Programme - Monitor of take-up and evaluation		
July 2011	- Receive presentation on 'Do it On-line' - Evaluation of Induction Programme & next steps in core programme - Verbal update on budget - Review Workplan		
September 2011	Cancelled		
October 2011	- Local Democracy Week Events - Feedback from Members Exit Questionnaires *(Verbal Update)* - Review of Training & Development Evaluation Process & Form - Work plan		
December 2011	- Annual Review of Policy - Annual Budget Monitor - Monitor of Take Up/Evaluation - Report on Draft Training & Development Evaluation Process & Form - Work plan		

In addition to the above the Steering Group will also consider other items including suggested training throughout the year.

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