



Notice of meeting of

Member Development Steering Group

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

Date: Thursday, 1 December 2011

Time: 5.00 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

- 2. Minutes** (Pages 3 - 8)
To approve and sign the minutes of the Member Development Steering Group held on 12 October 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 Wednesday 30th November 2011.**

- 4. Review of Member Development Policy.** (Pages 9 - 14)
The report reviews the Member Training & Development Policy (MT&DP) and suggests appropriate revisions which Members may wish to take on board as part of the annual review of the Policy.

5. Budget Monitor Report. (Pages 15 - 22)

This report details the current level of spend against the Member Training Budget for 2011/12 and includes costs for the extensive induction programme provided this year for newly elected Members.

6. Evaluation Report on Core Training Programme. (Pages 23 - 62)

This report informs Members of:

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

7. Work Plan. (Pages 63 - 64)

Members are asked to consider the Work Plan for the Member Development Steering Group.

Democracy Officer

Laura Bootland

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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

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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

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City of York Council

Committee Minutes

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	12 OCTOBER 2011
PRESENT	COUNCILLORS GUNNELL (CHAIR), WILLIAMS, JEFFRIES (SUBSTITUTE), RUNCIMAN (VICE-CHAIR) AND HEALEY (SUBSTITUTE)
APOLOGIES	COUNCILLORS BARNES AND WISEMAN

9. 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. None were declared.

10. MINUTES

RESOLVED: That the minutes of the meeting held on 20 July 2011 be approved and signed by the Chair.

11. PUBLIC PARTICIPATION

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

12. LOCAL DEMOCRACY WEEK EVENTS.

This report informed Members on 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 elected Members.

Officers reported that the 'Meet the Mayor' and the mock Council meeting event which had been attended by children from two local schools had been a success. The schools involved had since advised that they are keen to bring in further classes of children to take part in the same event at a later date. It is anticipated that the event will be used in future years for Local Democracy Week.

Other planned activities include Political Speed Dating involving members of the Youth Council and York Councillor's, visits to primary schools by the Lord Mayor and guided tours of the Guildhall.

RESOLVED: That Members noted 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: In order to comply with the requirements of the former I&DeA Charter and to actively raise awareness about the democratic process.

13. FEEDBACK FROM MEMBERS EXIT QUESTIONNAIRES (VERBAL UPDATE).

Members received a verbal update on the Members exit questionnaires following the local election.

Officers advised that they were in receipt of feedback from a number of past Members and were currently analysing the information and considering the best way in which to report the findings.

As some of the information is specific to the workings of the individual political groups, Officers advised that this would be reported to the relevant Steering Group member for each party in due course.

Upon advice from Officers, Members discussed the possibility of widening the Steering Groups remit to encompass Member Support in general as a lot of the information contained in the exit questionnaires did not fit within the current remit of the Steering Group.

Members suggested that it would be beneficial for the exit questionnaire to be brought back to the group for further consideration to ensure the information being collected is relevant to the Steering Group.

- RESOLVED:
- (i) That the verbal update was noted.
 - (ii) That the exit survey questionnaires be brought back to the steering group for further consideration and officers to look into the widening of Steering Group remit.¹

REASON: To keep Steering Group Members informed.

Action Required

1. Write report(s) for future meetings.

DS

14. REVIEW OF TRAINING AND DEVELOPMENT EVALUATION PROCESS AND FORM.

Members considered a report which asked them to consider the style of any new evaluation form and the process of gathering information.

Members made the following comments:

- Overall, the example form at Annex B was considered to be the simplest form but Members felt that it would benefit from a question on how well a training session had been delivered.
- If scales of numbers are used on the form, it should be made obvious what the numbers signify.
- A question to identify if a session had fulfilled Members requirements would be useful to identify if any further training is required in specific areas.
- Members queried whether the strategic aims and objectives question was required on the current CYC form. Officers confirmed that it was not necessary.
- Members could see advantages and disadvantages of both email and paper copies of evaluation forms. Officers commented that email copies could be sent out after events if necessary.
- The timing of the handing out of forms at training sessions is important to ensure that all members in attendance have the chance to complete them. Members felt that it

would be possible for a designated Member to hand out the form if the training provider is external.

- In response to Members questions, Officers advised that Democratic Services could carry out an annual or 6 monthly survey to double check on Members training needs.

Members agreed that an email version of a new form, taking into account the above comments, could be circulated to them via email for consideration instead of a further report being brought to the group in December.

RESOLVED: (i) That Members considered the report and commented as above.

(ii) That Members identified the form attached at Annex B as a suitable form style for the proposed new evaluation form and some key questions to be asked.¹

(iii) That a questionnaire be issued 6 monthly to all members to identify any training issues.

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

Action Required

1. Draft evaluation form be emailed to Steering Group members. TW

15. WORK PLAN

Consideration was given to the future work plan of the Member Development Steering Group.

It was noted that the Annual Review of Policy due at the December meeting was an essential item and would include the protocol for Member attendance at conferences.

The report on the Draft Training and Development Evaluation Process and Form would be removed from the December

meeting as Members had agreed to look at the draft form via email.

RESOLVED: That the Work Plan be approved.

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

16. URGENT BUSINESS

Councillor Runciman queried whether training sessions attended at Party Conferences could be recorded and count towards Members training target.

Officers advised that such courses could be included in the totals and that Members would need to provide a few key words about the course content. As Party Conferences have numerous courses, Officers suggested allowing Members to record 1 course per day for each day attended.

Councillor Gunnell, Chair

[The meeting started at 4.00 pm and finished at 4.55 pm].

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Member Development Steering Group

1 December 2011

Report of the Assistant Director, Governance & ICT

Member Training & Development Policy

Summary

1. The report reviews the Member Training & Development Policy (MT&DP) and suggests appropriate revisions which Members may wish to take on board as part of the annual review of the Policy.

Background

2. At Council in January 2009, all Members agreed the current policy document which guides the provision of training and development to Members and how Members are expected to engage with it.
3. This Steering Group is responsible for the coordination of all training and development activity to Members and, as such, is committed, together with its parent Committee (currently Standards Committee), to review the Policy on an annual basis. An annual review helps to keep the Policy current and relevant. Ensuring the Policy remains viable over the next 2 years will be key to continuing to deliver effective training and learning for Members. This, in turn, will be how the Council will be judged when it our Member Development Charter status is reviewed in 2 years time by the Local Government Group.
4. Following this year's District Elections, all Members (newly elected and returning) received their 'Guide to Being a York Councillor'. Section 4 of the 'Guide' is dedicated to information for Members about developing their skills, including the current Policy document. A copy of the Policy is attached at Annex A to this report, for convenience.

What Needs Reviewing

5. Steering Group Policy Statement

As part of its work in securing a corporate commitment to training and development for Members, the Steering Group produced a policy statement, in support of the Policy document, which sets out why, organisationally, this Group is committed to having well trained Members

6. Members of this Steering Group may wish to review the statement it made last year for currency. It can be found at the front of the attached Policy.

7. Being Corporate

The Council now has a revised Council Plan 2011-15, which sets out its key priorities for the next 4 years. These are to:

- Create jobs/grow the economy
- Get York moving
- Build strong communities
- Protect vulnerable people
- Protect the environment

The relevant section in the Member Development & Training Policy will need updating to reflect the new Council Plan. Some new wording has been suggested in the appropriate section of the policy attached.

8. Aims of the Policy

Members may wish to review these to ensure the aims reflect current and ongoing need.

9. Role of Member Development Steering Group

Members may again wish to review what the Policy stipulates the role of this Steering Group is in relation to the delivery of member training and development.

10. Budget

The Policy currently states (page 9) that 'expenses incurred by Members attending development activities will be reimbursed under the Members Allowances Scheme'. However, the Scheme of Allowances to Members will be reviewed by an Independent Remuneration Panel in January 2012, when it meets to review allowances paid and expenses/entitlements provided to Members.

It may be that that reference will need amending in the light of that review.

11. **Protocol on External Conferences**

Last year, this Steering Group introduced a protocol to better manage the organisation and costs of Members wanting to attend external conferences, in addition to undertaking activities and learning in the annual core programme. The protocol currently provides an opportunity for each Member to attend one external conference per year, on the basis that funding is split 50-50 between Democratic Services and the relevant services directorate.

12. In an effort to provide guidance and clarity to Members on what type of conferences they might find it beneficial to attend, a list of 'recommended' Conferences was put together (in consultation with Service Directorates) and included in the Policy. To date, 8 Members have taken up the opportunity to attend external conferences in the current year.

13. Despite the protocol, attendance at external conferences is still proving quite difficult to manage. Some of the ongoing issues raised are:

- Some conferences are free with minimal if any travel/accommodation costs;
- Some conferences are free but involve relatively expensive travel/accommodation
- Some Members don't want to go to any extra training outside the core programme at all
- Some Members (eg Cabinet Members or Chairs of high profile Committees) have a greater need to attend external training activity

Whilst the current protocol attempts to manage the situation, it is proving to be rather too restrictive, in that, it:

- Restricts opportunities for those Members perhaps most in need;
- Takes no account of relative travel costs, nor of whether the event is charged or free; and
- Provides opportunities for all, when the majority are not required

14. Members are asked to consider whether they wish to review this Protocol, as part of the Policy, and perhaps consider providing each Group with a potential sum to spend on external conferences from within the overall Member Development Budget. If the Steering Group was minded to review the protocol along these lines, then, it is suggested that some criteria ought to be provided to the groups setting out guidelines on what the funds should be allocated to. Any such criteria and a revised protocol for attendance at external training activities could be brought back to the next meeting of the Steering Group.
15. As part of this review, it is suggested, also, that the list of Annual Conferences be reviewed, in conjunction with Services Directorates for 2012/13.
16. **Monitoring & Evaluation**
When the Localism Bill is enacted, it is understood that Standards Committees may not exist in their present format up and down the country. As a result, the arrangements for this Steering Group to report to Standards Committee may disappear. It is suggested that it would therefore be appropriate for the Steering Group to report to the Cabinet instead, on a cyclical basis. If this is agreed, the monitoring/evaluation reporting cycle would need updating in the Policy.
17. **General**
The existing Policy refers to the Executive in places and these references will need to be updated and changed to reflect the new title of Cabinet given to that body by the new ruling Administration, upon the formation of the new Council in May this year.

Consultation

18. This Steering Group is the Member consultative body on Member training and development related issues. Any revisions made to the Policy will need to be communicated widely to all Members. Once the future of the Standards Committee is known, a decision will need to be made as to whether the revised Policy is reported to Cabinet for endorsement.

Options

19. (a) to suggest and recommend appropriate revisions to the Member Training & Development Policy, including the existing protocol on attendance at external conferences;

(b) not to make any revisions to the current Policy, other than factual updates, such as the changes to the Council Plan and Cabinet references.

Council Plan 2011-15

20. Having a Member Training & Development Policy demonstrates the Council's commitment to well trained and knowledgeable Members, in turn, making decisions relating to the new key priorities set out in the Council Plan.

Implications

21. There are no direct implications associated with the recommendations in this report. Clearly, there are financial and human resources implications which arise from any core training programme and opportunities provided by the Council to its Members, as a result of having a Member Training & Development Policy.

Risk Management

22. If Members do not review the existing Policy, there is a risk that the Policy will become tired and will not be responsive to the ever-changing training and development needs of Members, as their roles grow and legislative changes emerge.

Recommendation

23. Members are asked to consider what revisions to the Member Training & Development Policy they would like, in the light of the issues identified in paragraphs 5-17 of this report.

Reason

24. To enable the Policy to remain relevant and flexible enough to serve the best interests of providing well trained elected Members.

Contact Details

Author:

Dawn Steel
Head of Civic & Democratic
Services

**Chief Officer Responsible for the
report:**

Andrew Docherty
Assistant Director, Governance & ICT

**Report
Approved**

Date 24
November
2011

Specialist Implications Officer(s)

None

Wards Affected:

AI
I

For further information please contact the author of the report

Background Papers: None.

Annexes:

Annex A – Member Development & Training Policy – To follow.



Member Development Steering Group

1 December 2011

Report of the Assistant Director, Governance & ICT

Member Training & Development Budget

Summary

1. This report details the current level of spend against the Member Training Budget for 2011/12 and includes costs for the extensive induction programme provided this year for newly elected Members.

Background

2. The budget for inducting and training Members new and returned this year is £13k.
3. The Steering Group guides and oversees the provision of training to Members and, as part of its remit, receives regular monitoring updates on spend against the allocated budget. The Groups approval is sought every year to the Core Annual Training Programme to be provided. In March this year, the then Members of the Steering Group approved the full core programme and induction provision for 2011/12.

What Does the Budget Cover

4. The budget covers agreed costs for the following:
 - Personal development reviews (PDRs)
 - Activities/events organised as part of the Core Annual Programme
 - Any venues hired
 - Upto one external conference a Member per year
 - Travel/subsistence costs per Member associated with any authorised training provision
5. In particular this year, 23 Members have undertaken PDRs and 6 have attended external conferences to date.

- 6 This Steering Group has set a practice of keeping external trainers to an absolute minimum, both to better manage the budget and in recognition of the skills and knowledge otherwise available within the Council to impart knowledge and share learning with Members. It is also, in part, in response to the availability of free regional training from the Yorkshire & Humber Region this year and to the availability of on-line learning. This has meant that there have been just 3 externally funded induction events by the Authority this year, as a key part of the Core Programme in 2011/12. In essence, these were media training, scrutiny effectiveness and engagement and dealing with difficult situations from a former Member of another Authority.
7. Annex A shows detailed expenditure to date against the budget. In total, so far £9k approx has been spent and includes all the items mentioned in paragraphs 4-6 above. No further major areas of training are planned for Members for the remainder of the Municipal Year. Some costs will be incurred by the spring community based programme, but these will largely be transport related. Clearly, there may still be costs arising from any other Members wishing to take up an external conference. As usual the budget will be managed by the Head of Civic & Democratic Services but no overspends are predicted.

Consultation

8. This Steering Group is the Member consultative body on Member training and development related issues. No specific consultation is required on this report which is for the Steering Group's information, as previously requested.

Options

9. This report is for information only.

Council Plan 2011-15

10. Providing training and development to its Members demonstrates the Council's commitment to well trained and knowledgeable Members, in turn, making informed decisions relating to the new key priorities set out in the Council Plan.

Implications

- 11. There are no direct implications associated with this report, other than simply reporting the current costs of the provision of Member training and development during 2011/12, which are within budget

Risk Management

- 12. Regular monitoring against spend on the Member training and development budget by the Steering Group and Officers, ensures and eliminates any risk of any overspends in relation to the budget.

Recommendation

- 13. Members are asked to note the budgetary position is on target to be within budget at the end of the financial year.

Reason

- 14. To enable the budget to be appropriately monitored during year.

Contact Details

Author:

Dawn Steel
Head of Civic & Democratic
Services

Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director, Governance & ICT

**Report
Approved**



Date 24
November
2011

Specialist Implications Officer(s)

None

Wards Affected:

AI

For further information please contact the author of the report

Background Papers: None.

Annexes: Annex A – Current budget spend.

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Member Development Budget Expenditure @ November 2011

Annex A

<u>Date</u>	<u>Amount</u>	<u>Narrative</u>	<u>Comments</u>
06 /04 /11	1,000.00	Modern Councillor 12 Months subscription from 5 May 2011	
11 /05 /11 onwards	80.58	Refreshments associated with training	
19 /05 /11	17.50	Plastic Wallets for New Members	
24 /05 /11	425.00	Media Training - For new councillors - Tuesday 17 May 2011	
01 /06 /11	150.00	MCL Associates	
22 /06 /11	200.00	Cabinet & Scrutiny Chairs Focus Session - 8 June 2011	External Facilitator used
01 /07 /11	495.00	LGA Annual Conference 28-30 June 2011 - Councillor J Alexander	
05 /07 /11	540.00	Member Personal Development Reviews (June 2011) - 3 days @ £180 (including travel and other expenses)	
06 /07 /11	1,328.20	Making a Bigger Difference in Scrutiny - 8th June 2011	External Training Associates used
06 /07 /11	1,328.20	Managing your Time & Difficult Situations - June 2011	External Training Associates used
13 /07 /11	1,892	Scrutiny Work Planning Event - 25 July 2011	
13/07/11	138.70	Graduation from Leadership Academy – Cllr Crisp – return rail travel York to London and underground costs - 13/14 July 2011	
13/07/11	3.00	Courier, delivery & ticket costs for above	

Member Development Budget Expenditure @ November 2011

Annex A

22 /07 /11	129.00	York explore garden room essential planning 6th June	
22 /07 /11	117.00	York explore marriott room essential planning 9th June	
22 /07 /11	102.00	York explore garden room Councillor training 22nd June (Managing Difficult Situations & Time Management Skills for Councillors)	
27 /07 /11	795.00	CIPFA Cllr Gunnell 16/ 6/ 11	
17 /08 /11	95.00	ECDL Charges for Anna Semlyen Councillor	
22 /08 /11	-50.00	Hull Councillor Alan Clark attending one of our training sessions `Managing Difficult Situations /	
22 /08 /11	-170.00	Addition to previous invoice date 11.07.11 - Buffet for 25 people @ £6.80 per head	Income to budget – paid for by Yorkshire & Humber Region
06 /09 /11	14.50	Coventry to York 23rd Oct + £2.00 Courier Fee – Councillor Simpson-Laing (for annual conference)	
07 /09 /11	28.50	York to Oakham 21st Oct for Cllr Tracy Simpson-Laing. Older people’s project & course.	
07 /09 /11	3.00	Delivery & courier charges for tickets for Cllr Simpson-Laing	
09 /09 /11	21.00	Oakham to Coventry 21st Oct - Training Course for Councillor Simpson-Laing	
20 /09 /11	12.90	Cllr Ann Reid - York to Bradford for training course on the 20 September 2011	
20 /09 /11	2.00	Courier Fee for tickets for Cllr Reid	

Member Development Budget Expenditure @ November 2011

Annex A

05 /10 /11	23.80	Return Travel for Cllr`s Barnes & Levene from Coventry to York. Sunday 27 Novenber 2011 - Attended the Young Councillor`s Weekender	
05 /10 /11	5.00	Courier and ticket delivery fees for Cllr Barnes and Cllr Levene	
06 /10 /11	34.30	York to Coventry - Cllr Neil Barnes to attend the Young Councillors` Weekender in Coventry - 25 November	
06 /10 /11	32.35	Leeds to Coventry - Cllr David Levene, 25 November to attend the Young Councillors` Weekender Seminar	
13 /10 /11	180.00	Monday 3rd October 2011 - PDR reviews for Members	
13 /10 /11	180.00	Monday 10th October 2011 - PDR reviews for Members	
13 /10 /11	180.00	Tuesday 11th October 2011 - PDR review for Members	
07 /11 /11	180.00	Consultancy fee – 1 day @ £180 (including travel expenses) for Mike Leitch. Member Development for PDRs on 1 st November 2011	
Total	9,731.17		

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Member Development Steering Group**1st December 2011**

Report of the Assistant Director: Governance & ICT

Evaluation Report on the Core Training Programme (15th July to 15th November 2011) and Next Steps in the Core Training Programme**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
 - 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 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 the majority of events and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.
4. In relation to 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 Opportunities

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 development sessions

7. Details of Members' attendance levels at all events offered between 6th May 2011 and 15th November 2011 are set out in Annex A to this report.

Analysing Take Up

8. The take up figures shown in Annex A to this report reflect Members engagement with a wide spectrum of development opportunities including events offered in the core programme, new additions to the core programme, external seminars, Personal Development Reviews¹ 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 through the year, which could be added to their personal targets.
10. Annex A shows to date:
 - All Cabinet Members have undertaken at least one qualifying event/activity since 6th May 2011. One Cabinet Member has reached the target of attending 12 development sessions and another has exceeded the target having attended 22 sessions in total during this municipal year.
 - 25 non-Cabinet Members have already exceeded their training targets for the year
 - 3 non-Cabinet Members are yet to undertake any qualifying events or activities

¹ 13 additional Personal Development Reviews (PDR) were carried out in October and early November 2011. This brings the total of Councillors having had a PDR this municipal year to 23.

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.

Evaluating the Core Programme (including in year additions)

12. 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.
13. Details of feedback received between 15th July 2011 and 15th November 2011 is summarised at **Annex B** to this report.

Summary of Feedback

Positives

14. Since last reporting Members have been offered an extensive programme with several in year additions. Feedback on events (**Annex B refers**), has, on the whole been positive. The Scrutiny Work Planning event held in July saw a 57.45% turn out, however as this was a work planning event no formal evaluation was undertaken. Word of mouth feedback was positive and the topics chosen at the event have now been included in various Scrutiny Committee work programmes.
15. Another well attended session was a briefing on the newly formed 'Fairness Commission' with 29.79% attendance from Members and comments including '*Very enlightening – refreshing to discuss ideas and an intellectual base for decisions and policies*' and '*thought provoking*'. A Pre-Council Briefing entitled 'Councillors and Social Media' was also well attended (34.04% of all Councillors came to this). This session was aimed at all Councillors, but in particular those less familiar with using social media. Comments included: '*Interesting, but terrifying!*' and '*generally a good programme detailing the pros and cons of social media*'.
16. Another very popular session was on the new Business intelligence Hub, with 21 Councillors attending over two different sessions. These sessions received some very positive feedback including; '*Very good, very detailed and very comprehensive*' and '*it was well*

delivered, although the scope was enormous and needs plenty of time to digest’.

17. The Health Overview & Scrutiny Committee organised a popular event in November 2011 with all Members of the Council invited to come along and meet with various key health partners from across the city. The format used was that of ‘speed learning’; with Members spending approximately eight minutes at each table talking to each of the partners. The event was well attended and verbally, many Councillors had commented that it was good to see that all four Group Leaders were in attendance. The format appeared to work well and could potentially be used for other sessions in future training programmes. It also allowed Councillors to ask their own questions of each of the key partners who attended.
18. In addition to this, Members attended several planning presentations on various live issues including one on ‘the community stadium’. As always these had a fairly high attendance level. However, whilst these are recorded on Councillor Training Profiles, at present, no evaluation forms are circulated to gather feedback.

Negatives

19. There have, however, been some more negative comments on the training provided and work needs to be undertaken to address these. Some key improvements ought to be made to the following in the not too distant future:

Font sizes/colours in both handouts and on slides

20. This has been highlighted as being a problem at several different sessions this quarter. As the Steering Group read through the comments in Annex B to this report this will become apparent, with comments such as:
 - *‘double sided hand outs please’*
 - *‘I was dismayed to see capital letters used in the title of the Fairness Commission. Capital letters used in full words make interpretation very difficult for people who have a visual impairment. Also key words in the presentation in a pale pink font’*

- *'...it would have been a score of 5 if it had been visually accessible'*
 - *PowerPoint presentation not very accessible, print size inconsistent, colours often too pale so couldn't read'*
 - *'overheads not easy to read'*
 - *'Many of the slides were unreadable - too small print'*
21. This is clearly something that needs to be looked at and one way forward would be to put together a short 'dos and don'ts' list or a short set of protocols for those delivering training to Councillors in York. This could be circulated by Democratic Services at the time training is arranged.

Attendance levels

22. Comments have been made at some sessions regarding low turn out such as:
- *'Very useful; delivered by a very enthusiastic team. A shame that there was only one of me'*
 - *'Excellent event but disappointing turn out'*
23. The core training programme and in year additions have been fairly heavy, with Members also having had commitments elsewhere; this could be one reason why turn-out has sometimes been very low (5 or less Members attending).
24. Where possible repeat sessions with an expected low turn out have been cancelled. However, Democratic Services are not always aware that a Councillor cannot attend and there have been an increasing number of sessions where Councillors who were expected have not turned up. This may be something that Members of the Steering Group could address within their own political groups. Alternatively, this Group may like to consider a generally accepted minimum level of attendance, under which a session would usually be cancelled (not including compulsory training such as that for the Corporate Appeals Panel).
25. Lastly, one Member had commented on their dislike of the current evaluation form. As per discussions at the previous meeting of this

Steering Group a draft new evaluation form is attached at Annex C to this report.

Core Programme 2011/12 – Next Steps

26. Planning is underway for a range of 'Community Events' for spring 2012. A short flyer advertising what these might be was sent out with the Core Programme booklet in August 2011. A report with more details about these will be brought to the Steering Group at their January meeting.

Options

27. Members are asked to note the report and give guidance on potential solutions to the issues raised in paragraphs 19 to 25 of this report.

Analysis

28. Analysis of feedback received is contained within the body of this report.

Council Plan 2011-2015

29. The Core Training & Development Programme allows Members to develop their knowledge and skills and to understand key issues that may affect their residents and the city as a whole. This leads to improved decision making and service design.

Implications

30. **Financial** – The annual training programme for Members is supported by the Member Development Budget, details of which are to be reported elsewhere on this agenda.
31. 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

32. In compliance with the Council's risk management strategy there are no risks associated with the contents of this report.

Recommendations

33. The Steering Group are requested to:

- Note and comment on this report
- Give guidance on potential solutions to the issues raised in paragraphs 19 to 25 of this report.

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

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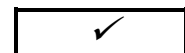
Report
Approved



Date 22.11.2011

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 of Events

Annex C Draft New Evaluation Form

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Training and Development Activity Attendance 6th May 2011 – 15 Nov 2011

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

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

	COUNCILLOR	Annual Target	Year to date	Remaining Target
37	RUNCIMAN	8	15	-7*
38	SCOTT	8	0	8
39	SEMLYEN	8	19	-11*
40	SIMPSON-LAING	12	12	0
41	STEWARD	8	13	-5*
42	TAYLOR	8	4	4
43	WARTERS	8	4	4
44	WATSON	8	9	-1*
45	WATT	8	6	2
46	WILLIAMS	8	11	-3*
47	WISEMAN	8	17	-9*

Session 1

Date: 19th July 2011

Course Title: Briefing on Statement of Accounts

Number of attendees: 5

Number of Evaluation Forms Returned: 0

% Councillors attending: 10.64%

Session 2

Date: 21st July 2011

Course Title: Neighbourhoods Seminar – Grants & Partnerships

Number of attendees: 2

Number of Evaluation Forms Returned: 0

% Councillors attending: 4.25%

Session 3

Date: 21st July 2011

Course Title: York Central Historic Core Conservation Area Appraisal

Number of attendees: 7

Number of Evaluation Forms Returned: 0

% Councillors attending: 14.89%

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Session 4

Date: 25th July 2011

Course Title: Housing & Public Protection

Number of attendees: 6

Number of Evaluation Forms Returned: 5

% Councillors attending: 12.77%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					4	1
Was the training aimed at the right level					3	2
How did you rate the style and delivery of the session					2	3
How did you rate the quality and content of handouts				3	1	1
How much did your overall knowledge of the topic covered increase?				1	1	3
Were there sufficient breaks during the session				1	3	1
How did you rate the general organisation of the session				1	2	2

Other comments:

Handouts weren't double-sided

'Romp through'

Very interesting as it's normally outside my scope

Good venue except room rather warm (Venue was 4 Fishergate)

Excellent – Good content & excellent handouts

Useful overview of provision & service issues, especially helpful regarding provision of affordable housing

Rather a lot of handouts

Session 5

Date: 25th July 2011

Course Title: Scrutiny Work Planning

Number of attendees: 27

Number of Evaluation Forms Returned: Forms not handed out for this event

% Councillors attending: 57.45%

Session 6

Date: 1st September 2011

Course Title: Members Guide to Welfare & Benefits

Number of attendees: 8

Number of Evaluation Forms Returned: 5

% Councillors attending: 17.02%

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				1	4	
Was the training aimed at the right level			1	1	3	
How did you rate the style and delivery of the session				2	3	
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall knowledge of the topic covered increase?				2	2	1
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session				1	4	

Other comments:

Bit rushed given the complexity of the subject

Not long enough

Good

Assumed a higher level of knowledge of current benefits than most of us had

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Session 7

Date: 1st September 2011

Course Title: Safeguarding Vulnerable Adults

Number of attendees: 5

Number of Evaluation Forms Returned: 5

% Councillors attending: 10.64%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					3	2
Was the training aimed at the right level					2	3
How did you rate the style and delivery of the session					2	3
How did you rate the quality and content of handouts					3	2
How much did your overall knowledge of the topic covered increase?				1	2	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					3	2

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Other Comments:

Good overview, with good interaction from the audience

Informative

Very helpful & useful. Two way discussion and we were able to raise issues that need more work

Session 8

Date: 7th September 2011

Course Title: Induction Session: Environmental Services

Number of attendees: 8 (over 2 sessions)

Number of Evaluation Forms Returned: 6

% Councillors attending: 17.02%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					3	3
Was the training aimed at the right level					3	3
How did you rate the style and delivery of the session					4	2
How did you rate the quality and content of handouts				1	3	2
How much did your overall knowledge of the topic covered increase?				1	1	4

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					3	3

Other Comments:

Good

This was one of the best presentations I've been to since being elected in May 2011

Very good presentation on the activities of environmental services

Session 9

Date: 7th September 2011

Course Title: Taxi Licensing Training

Number of attendees: 10

Number of Evaluation Forms Returned: 9

% Councillors attending: 66.66% (in this instance this is a % of the number of people on the Licensing, Gambling & Regulatory Committee rather than a % of the total number of Councillors)

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives	2				4	3
Was the training aimed at the right level				2	5	5

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

How did you rate the style and delivery of the session			1	3	4	1
How did you rate the quality and content of handouts	1*				6	2
How much did your overall knowledge of the topic covered increase?				4	4	1
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session				2	4	3

Other Comments:

Absolutely fine

Officers in the licensing department have all this knowledge and would be able to do this session really well
 Delivery of the session was fine, not sure I needed to be here so left early. Too many people on the Licensing, Gambling & Regulatory Committee

*Was told to go

Session 10

Date: 8th September 2011, 15th September 2011 & 22nd September 2011

Course Title: Summer Planning Update

Number of attendees: 15 (over 3 sessions)

Number of Evaluation Forms Returned: 13

% Councillors attending: 20.27%

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					7	6
Was the training aimed at the right level					7	6
How did you rate the style and delivery of the session				1	9	3
How did you rate the quality and content of handouts	1		1	4	6	1
How much did your overall knowledge of the topic covered increase?				1	7	5
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session	2			2	4	5

Other Comments:

Good

Generally a very good & informative session

Worthwhile; the chance to ask questions on individual issues/cases was really useful

Double sided hand outs please

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Session 11

Date: 14th September 2011

Course Title: An Introduction to Communities & Culture

Number of attendees: 8 (over 2 sessions)

Number of Evaluation Forms Returned: 2

% Councillors attending: 17.02%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				1	1	
Was the training aimed at the right level					2	
How did you rate the style and delivery of the session				1	1	
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall knowledge of the topic covered increase?				1	1	
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					2	

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Other Comments:

A useful presentation, in particular the update on ongoing work on the York Archives project
Each section head gave a good overview of their aims and responsibilities

Session 12

Date: 14th September 2011

Course Title: The Fairness Commission

Number of attendees: 14

Number of Evaluation Forms Returned: 13

% Councillors attending: 29.79%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives	1		1	2*	7	2
Was the training aimed at the right level				3	7	3
How did you rate the style and delivery of the session				1	9	3
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall knowledge of the topic covered increase?	1		1	3	6	2

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session	2		1	2	7	1

Other Comments:

Started 5 minutes late

More about solutions to inequality in the literature

A good introduction

PowerPoint presentation not very accessible, print size inconsistent, colours often too pale so couldn't read

I was dismayed to see capital letters used in the title of the Fairness Commission. Capital letters used in full words make interpretation very difficult for people who have a visual impairment. Also key words in the presentation in a pale pink font

Interesting

Very enlightening – refreshing to discuss ideas and an intellectual base for decisions and policies

Thought provoking

Good to engage Councillors from all parties and present hard evidence of research bases for this work

Useful to have an extra briefing on 'The Spirit Level'

*It would have been a score of 5 if it had been visually accessible

Session 13

Date: 19th September 2011

Course Title: An Introduction to Sport & Active Leisure

Number of attendees: 1

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Number of Evaluation Forms Returned: 1

% Councillors attending: 2.13%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives						1
Was the training aimed at the right level						1
How did you rate the style and delivery of the session						1
How did you rate the quality and content of handouts						1
How much did your overall knowledge of the topic covered increase?						1
Were there sufficient breaks during the session						1
How did you rate the general organisation of the session						1

Other Comments:

Very useful; delivered by a very enthusiastic team. A shame that there was only one of me!

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Session 14

Date: 20th September 2011

Course Title: Taking a Lead on Safeguarding

Number of attendees: 1

Number of Evaluation Forms Returned: None issued (regional event)

% Councillors attending: 2.13%

Session 15

Date: 21st September 2011

Course Title: Briefing – Dilnot Review

Number of attendees: 8

Number of Evaluation Forms Returned:6

% Councillors attending: 17.02%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				1	2	3
Was the training aimed at the right level					3	3
How did you rate the style and delivery of the session					3	3
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

How much did your overall knowledge of the topic covered increase?				2	2	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session	1				2	3

Other Comments:

Very useful
Good, clear

Session 16

Date: 22nd September 2011

Course Title: National Planning Policy Presentation Framework

Number of attendees: 14

Number of Evaluation Forms Returned: None issued

% Councillors attending: 29.79%

Session 17

Date: 5th October 2011

Course Title: Ageing Well

Number of attendees: 12

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Number of Evaluation Forms Returned: None issued (external trainer issued their own –still awaiting a summary)
 % Councillors attending: 25.53%

Session 18

Date: 6th October 2011

Course Title: Pre Council Briefing – Councillors & Social Media

Number of attendees: 16

Number of Evaluation Forms Returned: 12

% Councillors attending: 34.04%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				7	4	1
Was the training aimed at the right level			2	5	5	
How did you rate the style and delivery of the session	1			3	7	1
How did you rate the quality and content of handouts				4	6	2
How much did your overall knowledge of the topic covered increase?			3	1	7	1
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

How did you rate the general organisation of the session	2			2	5	3
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Other Comments:

Useful introduction

A good introduction for Councillors (but will they take in on board?)

Interesting – but terrifying

Generally a good programme detailing the pros/cons of social media

Need time to get started and keep up to date

Technical details explained well but I'm not sure it has made me any keener to use them

I was already aware of the content of the course but it would have been useful for complete novices

Useful

Very much a beginner's course – aimed at newcomers

Session 19

Date: 19th October 2011

Course Title: Briefing: NHS Reforms

Number of attendees: 3

Number of Evaluation Forms Returned: 3

% Councillors attending: 6.38%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your						3

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

objectives						
Was the training aimed at the right level						3
How did you rate the style and delivery of the session						3
How did you rate the quality and content of handouts						3
How much did your overall knowledge of the topic covered increase?					1	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					1	2

Other Comments:

Excellent event but attendance disappointing

Session 20

Date: 27 October 2011

Course Title: Planning Presentation: Dobbies Garden Centre

Number of attendees: 13

Number of Evaluation Forms Returned: None issued

% Councillors attending: 27.66%

Session 21

Date: 27 October 2011

Course Title: Planning Presentation: Community Stadium

Number of attendees: 17

Number of Evaluation Forms Returned: None issued

% Councillors attending: 36.17%

Session 22

Date: 27th October 2011

Course Title: Adoption Panel Members Training

Number of attendees: 1

Number of Evaluation Forms Returned: None issued

% Councillors attending: Not applicable

Session 23

Date: 31st October 2011 & 15th November 2011

Course Title: The New Performance Hub/Business Intelligence Hub

Number of attendees: 21 (over 2 sessions)

Number of Evaluation Forms Returned: 18

% Councillors attending: 44.68%

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				4	11	4
Was the training aimed at the right level				4	10	4
How did you rate the style and delivery of the session				3	11	5
How did you rate the quality and content of handouts			1	6	9	2
How much did your overall knowledge of the topic covered increase?				1	12	5
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session	1			3	10	4

Other Comments:

Overheads not easy to read

Did not realise how much information is available – need to be selective

A useful introduction to what is available

It was well delivered, although the scope was enormous and needs plenty of time to digest

There needed to be more time to discuss and question – it was very content heavy

I will be really glad when you change the design of the evaluation form

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Lots of information but will need to 'play' on the Business intelligence Hub to know if I have understood it

Many of the slides were unreadable – too small print

Very good, very detailed, very comprehensive

Needed 1.5 hours not 1 hour

The session did provide a good overview of the Business intelligence Hub and how to obtain data

An awkward pause around slide 3 questions – suggest using an ice breaker activity to elicit attendees' views.

Would also get the audience warmed up more quickly. Need to clarify procedure for correcting or updating snapshot reports, also method of accessing external data (using hub as an intelligence gateway)

Need time to look at, maybe set a date for us to return to give feedback

Increased my knowledge of the subject

Good

Session 24

Date: 2nd November 2011

Course Title: Localism Roadshows

Number of attendees: 7

Number of Evaluation Forms Returned: Not applicable (regional event)

% Councillors attending: 14.89%

Session 25

Date: 3rd November 2011

Course Title: Health Scrutiny Sharing & Learning Event

Number of attendees: 15

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Number of Evaluation Forms Returned: 5

% Councillors attending: 31.91%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				1	1	3
Was the training aimed at the right level	1		1		1	2
How did you rate the style and delivery of the session				1	1	3
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall knowledge of the topic covered increase?				1	2	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session				1	1	3

Other Comments:

Although maybe not everyone's cup of tea, I personally found this a very interesting and informative format Interesting exercise which enabled the maximum amount of information to be delivered in a personal and precise method, in the shortest available time

I liked the way of moving from one table to another after a few minutes of discussion. The span of the topics may have been a little too wide as it was tricky to take everything in

Not sure this was training – more fact finding and networking. Found the format somewhat overwhelming at first, but once in conversation with the participants the conversation flowed and it was all helpful and positive. Would attend another event like this

Good event; a bit long at each table

Session 26

Date: 8th November 2011

Course Title: Visit to Yorkshire Ambulance Emergency Centre

Number of attendees: 1

Number of Evaluation Forms Returned: Not applicable

% Councillors attending: 14.28% (shown as a percentage of the number of members sitting on the Health Overview & Scrutiny Committee)

Session 27

Date: 10th November 2011

Course Title: The Basics of Local Government Finance

Number of attendees: 5

Number of Evaluation Forms Returned: 5

% Councillors attending: 10.64%

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					3	2
Was the training aimed at the right level					2	3
How did you rate the style and delivery of the session					2	3
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall knowledge of the topic covered increase?			1	1	1	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					1	4

Other Comments:

Very good

Very very good

Very well delivered

Made what is going on clearer

Very clear and excellent overview

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Session 28

Date: 14th November 2011

Course Title: Audit & Governance Training

Number of attendees: 6

Number of Evaluation Forms Returned: 6

% Councillors attending: 12.77%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives					5	1
Was the training aimed at the right level					5	1
How did you rate the style and delivery of the session	2				3	1
How did you rate the quality and content of handouts					4	2
How much did your overall knowledge of the topic covered increase?				1	3	2
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session					4	2

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

Other Comments:

Good solid overview
 Very good – clear & understandable
 Very interesting & good to fill in the gaps
 Interesting issues/future challenges for audit

Session 29

Date: 16th November 2011

Course Title: City Transport Issues

Number of attendees: 10

Number of Evaluation Forms Returned: 7

% Councillors attending: 21.28%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How well did the course meet your objectives				3	4	
Was the training aimed at the right level				3	3	1
How did you rate the style and delivery of the session				2	5	
How did you rate the quality and content of handouts	N/A	N/A	N/A	N/A	N/A	N/A
How much did your overall			1	4	2	

Details of Feedback Received 15th July 2011 to 15th November 2011

Annex B

knowledge of the topic covered increase?						
Were there sufficient breaks during the session	N/A	N/A	N/A	N/A	N/A	N/A
How did you rate the general organisation of the session	1		1	2	3	

Other Comments:

Informative – complicated topic

Interesting, however limited by length of session to investigate solutions in depth

IT problems meant a late start

Well done for the attempt on a wide topic in a short space of time

Already aware of most of these issues but still useful to know what is planned

Would like to have had more detail on public transport, possibly at the expense of the more general areas (eg: why transport is important)

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Title of Session:	
Date:	
Presenter(s):	
Venue:	

With 1 being unsatisfactory, 2 poor, 3 satisfactory, 4 good and 5 excellent

1. How would you rate the following:

Venue	1	2	3	4	5
Facilities	1	2	3	4	5
Visual Aids	1	2	3	4	5
Handouts	1	2	3	4	5
Facilitator	1	2	3	4	5

Comments:

2. How would you rate the session 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:

Councillor Training Evaluation Form

Annex C

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

6. How did you rate the delivery of the session?
1 2 3 4 5

7. What did you learn and how do you expect to use it?

Comments:

8. Is the session enough for your requirements? Do you need further training?

Comments:

9. Overall how would you rate the standard of the session?
1 2 3 4 5

10. Any other comments

Comments:

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

Member Development Steering Group Annual Work Plan

MDWG Meeting	Detail	Report to Standards Committee	Report to Council
March 2011	<ul style="list-style-type: none"> • Agree Member Induction/ Strategy • Agree Member Induction/Development Programme • Monitor of take-up and evaluation 		
July 2011	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Local Democracy Week Events • Feedback from Members Exit Questionnaires (<i>Verbal Update</i>) • Review of Training & Development Evaluation Process & Form • Work plan 		
December 2011	<ul style="list-style-type: none"> • Annual Review of Policy • Annual Budget Monitor • Monitor of Take Up/Evaluation • Work plan 		
January 2012	<ul style="list-style-type: none"> • Spring Community Events (Additions to the Core Programme) • Demonstration on 'MORE' (Member Online Resource Environment) • Work plan 		
March 2012	<ul style="list-style-type: none"> • Six Monthly Survey on Training Courses Attended • Monitor of Take Up/Evaluation 		

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

