

**Notice of meeting of
Member Development Steering Group**

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

Date: Thursday, 8 March 2012

Time: 5.00 pm

Venue: The Guildhall, York.

AGENDA

1. Declarations of Interest

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

2. Minutes

(Pages 3 - 8)

To approve and sign the minutes of the meeting held on 26 January 2012.

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 Committee's remit can do so. The deadline for registering is **5:00pm on Wednesday 7th March 2012.**

**4. Member Training and Development Policy (Pages 9 - 38)
Update and Revised Protocol on External
Conferences**

The report provides the updated Member Training & Development Policy (MT&DP), as previously reviewed by Members in December 2011, for their consideration. Specifically it includes a proposed revised protocol on attendance by Members at external conferences/events.

**5. Remit of the Member Development Steering
Group (Pages 39 - 44)**

This report proposes a revised remit for the Steering Group to enable it to advise on some proposed new terms of reference and a subsequent renaming of the Group.

**6. Outcomes from the Member Training and
Development Survey (Pages 45 - 60)**

This report sets out the outcomes from the recently undertaken Member Training & Development survey. Members are asked to comment on the outcomes, which are summarised in Annex A to this report.

**7. Evaluation Report on the Core Training
Programme (Pages 61 - 86)**

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

8. Work Plan (Pages 87 - 88)

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

9. Urgent Business

Any other business which the Chair considers urgent under the Local Government Act 1972.

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 detailed above who is responsible for servicing this meeting.

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

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Further information about what's being discussed at this meeting

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Holding the Cabinet to Account

The majority of councillors are not appointed to the Cabinet (39 out of 47). Any 3 non-Cabinet councillors can 'call-in' an item of business from a published Cabinet (or Cabinet Member Decision Session) agenda. The Cabinet 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 Cabinet 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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- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
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City of York Council

Committee Minutes

MEETING	MEMBER DEVELOPMENT STEERING GROUP
DATE	26 JANUARY 2012
PRESENT	COUNCILLORS GUNNELL (CHAIR), BARNES, DOUGLAS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

24. DECLARATIONS OF INTEREST

Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. None were declared.

25. MINUTES

RESOLVED: That the minutes of the meeting held on 1 December 2011 be approved and signed by the Chair as a correct record.

26. PUBLIC PARTICIPATION

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

27. DEMONSTRATION ON 'MORE' (MEMBER ONLINE RESOURCE ENVIRONMENT)

Members received a presentation and demonstration on Member Online Resource Environment from Chris Farquhar of City of Bradford Metropolitan District Council.

The website (www.more.lgyh.gov.uk) had been designed for councillors in Yorkshire and the Humber and would provide an opportunity to make members aware of events, news, information and development opportunities as well as a space to network and share ideas and good practice.

Details were given of a proposed Member Reference Group. The terms of reference of this group were currently being

drafted. It was hoped that the group would include representation from each of the councils involved.

Members welcomed this new on-line resource but stated that it was important that it was regulated to ensure that it was not used as a political tool. They suggested that it would be particularly useful if web-cam arrangements were in place for training sessions and other events.

- RESOLVED:
- (i) That the presentation on the Member Online Resource Environment be noted.
 - (ii) That, when available, the terms of reference for the proposed Member Reference Group be circulated to the political groups¹.

REASON: To ensure that Members are aware of this on-line facility and to encourage them to participate in its development.

Action Required

1. Circulate terms of reference when available.

TW

28. SPRING COMMUNITY EVENTS

Members received a report that set out proposals for the Spring Community Events Programme which would be offered to Members in April and May 2012. It was noted that these events were additions to the core programme.

Members were invited to comment on the proposals for the Spring Community events programme before the events were finalised and advertised to all Members of the Council.

Members stated that they were pleased with the events programme that was being proposed. They stated that it was important that arrangements were in place to ensure that the tour of the council assets took into account Members' access requirements.

Officers stated that, in future programmes, it was hoped to include ward visits. Members suggested that it would be useful if they were also offered the opportunity to visit West Offices.

RESOLVED: That the Spring Community Events programme be approved and advertised to all Members of the Council¹.

REASON: In order to deliver the commitment set out in the Council Plan 2011-2015.

Action Required

1. Circulate programme to all Members

TW

29. PROVISION OF INFORMATION FOR MEMBERS ON COLIN

Members received a report that gave details of proposals to review the current provision of information on the newly established “Zone 47” intranet base. This work formed part of a wider Democratic Services Development Plan.

Members discussed the following issues in respect of “Zone 47”:

- It was important to ensure that information was kept up to date.
- It would be helpful to include news and information in respect of policy changes and for there to be Member involvement.
- Consideration should be given to changing the name from “Zone 47”.
- There should be a link from the intranet to the Member Online Resource Environment.

RESOLVED: (i) That it be noted that “Zone 47” is currently under review and that the Steering Group will receive a further update on how this will work for “Member training and development” in due course.

(ii) That Members noted that they were invited to provide comments to the Chair of the Steering Group or the Head of Civic and Democratic Services on the existing provision of information on “Zone 47” and on what information might be useful for future, to help inform the review.

REASON: To keep the Steering Group informed about key developments affecting Member training and development.

30. WORK PLAN

Consideration was given to the Steering Group's Work Plan.

Discussion took place regarding the following issues:

- It was noted the Independent Remuneration Panel was currently reviewing the arrangements in respect of Members' allowances, including issues in respect of travel to conferences and other activities. Feedback would be given at the meeting scheduled for March 2012, when the protocol relating to conferences would be considered as part of the revised Member Development Policy.
- A suggestion was put forward that training should be offered on mentoring skills. It was noted that some Members were qualified to deliver this training and could be approached to ascertain if they would be willing to do so. Information could also be obtained regarding any mentoring training offered by the LGA.
- Further consideration should be given as to whether certificates should be issued to Members who had attended training sessions.
- A suggestion was put forward that portfolios should be maintained that evidenced a Member's committee experience and roles undertaken, as well as detailing their attendance at training and development events.
- Members requested that a written report be included with all agenda items.

The following additions to the work plan were agreed:

- A report to be presented to the Committee at the next meeting in respect of issues raised regarding certification of training courses and the feasibility of maintaining Member Portfolios¹.
- An additional meeting of the Committee to be held in April 2012. Agenda items to include:
 - The next core training programme
 - Personal Development Reviews

RESOLVED: That, subject to the agreed additions, the work plan be approved.

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

Action Required

1. Prepare report for Steering Group

DS

Councillor Gunnell, Chair

[The meeting started at 5.00 pm and finished at 6.15 pm].

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Member Development Steering Group

8 March 2012

Report of the Assistant Director, Governance & ICT

Member Training & Development Policy Update and Revised Protocol on External Conferences/Events

Summary

1. The report provides the updated Member Training & Development Policy (MT&DP), as previously reviewed by Members in December 2011, for their consideration. Specifically it includes a proposed revised protocol on attendance by Members at external conferences/events.

Background

2. At its meeting in December 2011, the Steering Group reviewed the full Member Training & Development Policy, as it is required to do annually under the terms of the Policy. The Policy has now been updated by officers, in accordance with Members' requirements. The updates to the Policy basically include revising the references to the new Council Plan for 2011-15 and reflecting the changes in officer support for developing Members, arising from the recent restructure of Civic & Democratic Services. The revised Policy is attached, in full, for information, at Annex A.

Reviewing the Protocol on Attendance at External Conferences/Events

3. At the time of reviewing the full Policy, officers identified concerns to the Steering Group regarding the practical interpretation of the existing Protocol governing Members' attendance at external conferences/seminars/events, outside of the Core Programme provided by the Council for the ongoing training and development of Members. As Members of this Group are aware the Protocol sits within the overall Policy. Attached at Annex B is a copy of the current Protocol.
4. **Current Protocol**
The current Protocol entitles any Member to attend one external conference/event per financial year. Such conference/event being match funded by Democratic Services, through the Member Development Budget, and by the relevant Services Directorate. Whilst the part and part funding arrangement has worked well, there have been other ongoing issues with the interpretation of the existing Protocol:

- 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, Group Leaders or Chairs of high profile Committees) have a greater need to attend external training activity

As a result, the current Protocol 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

5. A guiding list of 'recommended' Annual Conferences accompanies the Protocol. This is reviewed every year and the list for 2012/13 is currently under review with Services Directorates. The purpose of the list is merely to provide Members, and particularly newer Members and those who may have changed responsibilities, with some suggested external 'conferences/events' which they might find beneficial to their learning. Any 'conference/event' usually comes 'recommended' by the appropriate Service Director or Head of Service.
6. To date, 12 Members have taken up the opportunity to attend external 'external conferences/events' in 2011/12, in so far as the Policy entitles them. A number of additional requests have had to be rejected from some Members, where those Members had already attended their one 'external conference/event' and where the request could not otherwise be funded under the Members Scheme of Entitlements.
7. **Revised Protocol**
Attached at Annex C is a suggested revised Protocol, which has initially been discussed with Members of this Steering Group. The suggested changes to the Protocol for 2012/13 to include:
 - Providing Groups with an allocated 'pot' from which attendance at external conferences/events by Members of each Group will be funded;
 - Any requests for 'overspends' against this pot to be referred to the Steering Group for consideration;
 - Groups to provide Democratic Services with details of 'external conferences/events' to be attended, so that appropriate bookings and travel/subsistence arrangements can be made;
 - An updated list of Annual Conferences for 2012/13

Consultation

8. This Steering Group is the Member consultative body on Member training and development related issues. Members of this Group have already been consulted on the proposed revisions contained in the Protocol and on the review of the full Member Training & Development Policy.

Options

9. (a) to endorse the final revisions to the Member Training & Development Policy or suggest any further changes as may be appropriate; and

(b) to endorse or not the suggested changes to the Protocol on Attendance at External Conferences/Events, or, alternatively suggest other revisions.

Council Plan 2011-15

10. 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

11. 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

12. If Members do not revise the existing Protocol on Attendance at External Conferences/Events, then there is a danger that the Policy itself will not be responsive enough to the changing needs of Members, as their roles grow and legislative changes emerge.

Recommendation

13. Members are asked to endorse the updated Member Training & Development Policy set out at Annex A and to consider the proposed revised Protocol on Attendance at External Conferences/Events set out at Annex C.

Reason

14. To enable the Policy and Protocol 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 1 March 2012

Specialist Implications Officer(s)

None

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None.

Annexes:

Annex A – updated Member Development & Training Policy

Annex B – existing Protocol on Attendance at External Conferences etc

Annex C – revised Protocol on Attendance at External Conferences etc

Member Development Steering Group - Policy Statement

The Member Development Steering Group (MDSG) has overseen the development of a policy aimed at promoting training and development opportunities for York's members. For the purposes of this policy the term 'members' applies to the Authority's elected members along with any independent and co-opted members of Council bodies.

The Steering Group is committed to ensuring the Council has well trained Members to:

- become effective Community Leaders;
- fulfil their varying roles;
- further the Council's values and priorities set out in its Corporate Strategy, including improving the Council's organisational effectiveness; and
- play their part in achieving a shared vision for York.

Underpinning this commitment, the Group has developed a policy based upon the following principles of the joint Local Government Yorkshire & Humber/Improvement & Development Agency (ID&eA) Charter.

- developing elected members as effective community leaders
- adopting a member lead strategic approach to member development
- having a member learning and development plan in place that clearly identifies the difference development activities can make
- ensuring that learning and development is effective in building capacity
- addressing wider development matters to promote work-life balance and citizenship

To succeed in its ambitions, the Group is committed to ensuring:

- All members and co-opted members have equality of access to an annual core programme of training and development activities providing the skills and knowledge required to be effective both in their communities and their varying roles
- A planned and structured approach to training and development allowing equal access to development activities and maximising engagement at all levels
- Members take responsibility for their own development needs and fully participate in training and development activities
- Information on training and development activities is communicated in such a way as to give sufficient notice to attend

- adequate provision of resources for training and development opportunities to include a dedicated officer as first point of contact for all Member Training and Development matters
- all Members are offered an annual Personal Development Review with the aim of identifying and prioritising current training and development needs
- Where appropriate, shared training for members, senior officers and partners both within and across authorities is explored, to foster healthy working relationships and to make best use of resources
- there are no physical, social, religious or cultural barriers to Members participating in training and development activities
- evaluation and feedback relating to development activities are effectively monitored and reviewed so that future provision of training and development remains relevant and to a high standard

The delivery of our ambitions and commitment to developing Members to their full potential is set out in the Council's Member Training & Development Policy, which we will review annually.

Member Training & Development Policy

Introduction

It is vital that members on the Council are supported in all their diverse roles on the Council and this policy sets out the Council's commitment to providing a consistent and structured approach towards developing and supporting members in:

- Carrying out their existing roles efficiently, including effective community leadership;
- Preparing for future roles on an individual basis;
- Undertaking their specific duties and responsibilities;
- Contributing to improving the effective organisation of the Council;
- Keeping up to date with new legislation and changing policies

To demonstrate its commitment in recognising the potential and value of a well trained organisation, the Council has signed up to achieving Local Government Yorkshire & Humber/ I&DeA Member Development Charter status, pledging to adopt nationally recognised good practice guidelines.

Being Corporate

City of York Council's Council Plan sets out the Council's key priorities over the next four years from 2011 to 2015. As well as demonstrating to the city as a whole the work we are doing for our communities, the Plan also gives all teams in the council, however different in their day to day work, a shared purpose.

The Council Plan has five key priorities to:

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

The Council recognises that one of the many factors in achieving its shared vision for the City is the provision of good quality training and development opportunities for both officers and Councillors. Our Councillors will be trained in any new corporate developments or initiatives which affect their roles and are material to achieving the key priorities under the Council Plan.

A Councillor's Role

Once elected a Councillor (elected Member) must represent the best interests of their residents, the Council and the City working in partnership. In performing their duties, a councillor will have the following roles:

- Representing the local interests of the community they are elected to serve (ward councillor)
- Setting and developing council policies
- Helping to shape and advise upon the policies of others (partners with whom the Council works)
- Scrutinise and investigate the Council's work and activities and the work and activities of others (statutory partners)
- Promoting and maintaining high standards of behaviour across the Council and its parishes
- Consider and determine applications for planning and licensing consents and related issues

In addition to their roles as community representatives councillors may be appointed to:

- Cabinet
- Scrutiny
- Planning
- Standards or governance committees
- Outside Bodies
- Local Strategic Partnerships (LSP) Boards
- Ward Committees

Aims of the Policy

This policy is built around supporting all councillors in their particular roles, taking account of their diverse needs. It aims to:

- To ensure that support is available enabling individuals to acquire and develop a full range of skills to maximise their ability and capacity to deliver
- To encourage councillors to take responsibility for their continuing professional development whilst reinforcing that they are key to enabling the Council to achieve its aims and objectives
- To clearly define corporate responsibilities for officers in relation to

member training and development, including a named officer with a co-ordinating role

- To identify adequate resources to meet the objectives of the learning and development programme

In fulfilling these aims we will observe the following **key principles**:

- provide a planned approach to Member Development
- involve Councillors in their learning and development, from planning the learning programme through to delivery and evaluation
- maximise development opportunities for Councillors through partnership with other organisations and neighbouring authorities
- ensure that the contribution that member learning and development makes to meeting the Council's aims is evaluated and recognised
- support individual learning and development valuing and recognising the skills and experiences that councillors bring with them
- identify individual development needs through a focussed approach to personal development
- adopt a Member Development Programme with clear objectives and links to the aims of the Council, the roles and functions of members and the key changes affecting the Council's priorities
- deliver training and development in innovative ways to make the best use of the resources available to the Council;
- ensure that every member takes responsibility for their own learning and self development
- be flexible about the delivery of training and development, taking into account the diverse needs of individual councillors
- encourage and support mentoring both within party groups 'buddying' and by use of I&DeA peer mentors
- support members with caring responsibilities

Support & Resources

The following will assist in delivering the aims and key principles of the Member Training & Development Strategy

The Member Development Steering Group (MDSG)

The MDSG is made up of representatives from all parties who will oversee all Councillor training and development on behalf of the Council and will lead on the development of relevant strategies, policies and programmes for councillors.

Each member of the MDSG will act as an ambassador for training and development and positively support and encourage other Councillors to

identify training needs and take advantage of development opportunities. In particular the MDSG will:

- Ensure that all Councillors are encouraged to take part in a Personal Development Review (PDR) on an annual basis
- Ensure that an annual programme of development opportunities is provided meeting the identified needs through the PDR process and that delivery reflects individual learning style preferences
- Facilitate new approaches to learning and development and to encourage a culture of lifelong learning
- Review the Member Development Policy annually to ensure that it remains fit for purpose and continues to support the Council's aims and the needs of Members
- Encourage the Council and all councillors to actively promote citizenship
- Encourage the Council to promote community leadership and Councillors to develop their roles as community leaders

Member to Member Support

Members will be encouraged to share their knowledge and expertise with fellow members, where appropriate, by:

- leading workshops
- supporting newly elected members (buddying)
- speaking at external conferences & seminars in their capacity as an elected member
- considering the opportunity to become an accredited peer with the Local Government Group which involves mentoring elected members from outside the authority and being involved in the delivery Local Government Group seminars and conferences

Officer Support

Democratic Services will support training and development by:

- Providing the main support officer for all Councillor training and development and ensuring that all Members are clearly aware of training and development opportunities in good time;
- Providing officer support in relation to the preparation of agenda and minutes relating to meetings of the MDSG
- Providing 1-2-1 support to newly elected members as part of their planned induction programme
- Devising and delivering in consultation with the MDSG a programme of induction training for new Councillors
- Devising and delivering, in consultation with the MDSG, a comprehensive annual training and development programme for all

Councillors based on the needs identified through PDRs and other essential training;

- Provide administrative support for all training and including communication with Members and provision of feedback to providers;
- Managing the member training budget in consultation with the Member Development Steering Group;
- Advising and assisting the MDSG in carrying out their role

Budget

The Council allocates a Member Development Budget each year against which the MDSG monitors spending. In addition, from time to time regional funding is made available for specific areas of training and development, e.g. IT, mentoring etc. Where appropriate training and development opportunities will be opened up to neighbouring Councils at a nominal charge to help maximise resources.

Expenses incurred by Members attending training and development events will be reimbursed under the Members Scheme of Allowances and in accordance with an agreed protocol.

ITT Resources and Support

ITT equipment: is made available to each member upon election to enable:

- More effective communication with residents, the Council and it's partners
- The opportunity to explore e-learning/distance learning
- Self development opportunities e.g. researching information on the internet

Broadband Connections: are either paid on behalf of Members or reimbursed on a monthly basis depending on the broadband package.

ITT support: is made available via the Council's ITT helpdesk including out of hours assistance. Members also have access to the ITT on-line help facility.

Delivery of Training & Development

Elected and co-opted Members have a diverse range of development needs and learning preferences which will be delivered through a range of options to both provide and promote that diversity. Whether delivered through the Council's internal expertise or through specialist external training providers, access to training will be offered as follows:

- Core programme courses
- Written learning materials
- E-Learning packages
- Shadowing opportunities
- External conferences & seminars
- Peer mentors, political group/officer buddying
- Pre-Council Briefings, in-house briefings & workshops
- Study visits to other Councils or relevant partners
- Targeted training for newly elected Members
- Leadership development opportunities
- Sharing knowledge with other elected & co-opted Members

Promoting the Dissemination of Learning

Promoting the Dissemination of Learning is a requirement of the Local Government Group Member Development Charter. Attendance at external events is a valuable way of acquiring information about a wide range of issues including new and innovative practice, new legislation, and other regional and national developments.

It will therefore be expected that, wherever appropriate, Members who attend external events will lodge with the Members' Library any course information, handouts, etc. In addition, any Member attending external events must be prepared to provide a short written report as a minimum requirement, and where appropriate to provide briefing sessions to other Members in order to pass on information or learning that has been acquired.

Communicating and Raising Awareness

Communicating the commitments set out in this policy is essential to delivering successful training and development for Members. This will be achieved through:

- The Steering Group creating a supportive environment in which all Members feel able to take part in and take control of their own learning and development ;
- The role of the Council's Management Team in reinforcing the Council's commitment to developing officers and Members alike and raising the profile and awareness of this policy and the commitments within it;

- Democratic Services in providing advance notification of the core programme and events, involving and informing Members as early as possible and proactively seeking their engagement;

Provision of IT&T, in terms of using the intranet and other means to provide ongoing information on the policy, the core programme, emerging training opportunities and the Council's continuing approach to developing Members.

Key Strategic Elements

Induction:

- A comprehensive induction programme of training for every newly elected Councillors, enabling them to 'fast track', learning about the organisation and supported by the following:
- an induction day to meet key senior Councillors and Officers and learn more about corporate and constitutional processes
- a 1-2-1 with Democratic Services to discuss the support available to them and to identify any individual needs or concerns confidentially;
- an induction pack setting out the entitlements, support and guidance available, together with other useful information about the Council and it's processes;
- a six month review (1-2-1) to check 'satisfaction' levels and to identify any areas of concern

Personal Development Reviews:

- A personal development review (PDR) for all Councillors to identify individual needs in a safe and confidential environment with a trained consultant. A confident Councillor will naturally be more effective in taking forward the Council's improvement agenda and ensuring the delivery of strategic aims and priorities.
- An annual PDR review to check how the outcomes from the PDR have progressed and review individual development or training needs as a result of changes in roles, lifestyle or working practices;
- An annual review by MDSG relating to the personal development review process. Such a review will look at outcomes from the process and actual reviews undertaken, and identify any key themes which need to be fed into the Annual Core Training & Development Programme

Core Annual Training & Development Programme:

An annual core programme will be developed in consultation with the MDSG based on:

- identified needs from Personal Development Reviews (PDR's);
- the requirements of new legislation and emerging corporate themes;
- the Corporate Strategy and emerging corporate themes;
- ethical and governance requirements and changing standards;
- the impact of any scrutiny recommendations in terms of changing corporate practice;
- emerging themes or developments from partners

Seminars and External Conferences

- Attendance at seminars and conferences to inform learning on specific and specialist subjects, for instance as an Executive or Scrutiny Member or serving on a particular Committee;
- A commitment from each groups elected representative on the Steering Group (MDSG) to gain feedback from group Councillors attending conferences etc, to assist in future proofing conferences/seminars;
- A protocol to manage attendance at external conferences/seminars will be overseen by the Steering Group (MDSG) to ensure the Member Development Budget is spent appropriately

Arrangements for Monitoring & Evaluation

To be of real benefit, effective training has to try to match the needs of Members, the objectives of the organisation and its partners in achieving a shared vision for York.

It is essential therefore that all provision is reviewed for relevance and effectiveness. Monitoring and evaluation processes and outcomes will:

- be open and constructive, enabling any necessary enhancements to be made to future delivery;
- be regularly monitored by MDSG and Standards Committee, to ensure delivery of objectives and continuous improvement;
- be clearly communicated to Members and the public, through the reporting arrangements to MDSG and Standards Committee;
- set clear standards for achievement. Members will be required to attend a minimum number of training & development activities in a year (12 for Cabinet Members and 8 for non-Cabinet Members);
- ensure Members achievements are recognised and acknowledged both individually and within the political groups
- encourage Members to be self-aware in recognising their strengths and weaknesses;

Review	Steering Group	Full Council
Annual review of policy	October	December
monitor of take-up of events	November	
	March	July
monitor of evaluation of events	November	
	March	
Annual budget monitor	January	
Agree Member Development Programme	March	

Looking to the Future

This policy presents a corporate approach for the provision and delivery of all elected Member training and development, setting out strategies for communicating, monitoring and evaluating training provision.

The Policy will be reviewed annually by the Member Development Steering Group to ensure that it appropriately reflects the Council's approach towards Member training and development and that provision continues to meet the needs of the organisation and its Members.

Protocol for Councillor Attendance at Conferences & External Training & Development Events

This protocol applies specifically to external conferences or events which it may be appropriate for Members to attend but which fall outside of the Core Annual Training & Development for Members. . Attendance at party political conferences are specifically excluded from this protocol and all expenses associated with attendance at these events will be met by the relevant group or the individual concerned.

External conferences, seminars and events governed by this Protocol usually fall within three categories:

- 1 Conferences which are included on the list of Annual Conferences (see Annex 1 to this protocol) This is a guide provided to Members indicated which annual conferences in service areas the Council would consider advantageous for Members in specific roles to attend;
- 2 Conferences/events received directly by individual members from an external source.
- 3 Local, regional or national Conferences reported to Democratic Services through networks, the Local Government Group, the Local Government Information Unit (LGIU) etc.

Conferences largely result from changes in legislation or forthcoming new initiatives emerging locally, regionally or nationally. Often the subject matter is of particular value to Cabinet Members, Chairs of Committees or backbench Members working on topical scrutiny reviews. Under the terms of this protocol and to ensure appropriate Members have the opportunity to attend conferences or events key to their learning, each of the 4 Groups on the Council retains a 'conference pot' from which expenses for their Members attending such external events will be met.

'Conference Pot'

This 'pot' will be provided from the overall Member Development Budget managed by the Head of Civic & Democratic Services. For the financial year 2012/13, the 'pot' will amount to £5k and will be allocated to Groups on the following percentile basis:

Labour Group:	50% (£2,500)
Conservative Group:	20% (£1,000)
Liberal Democrat Group:	20% (£1,000)
Green Group + Independent	10% (£500)

Spend from the 'pot' allocated to each Group will be managed and agreed by the Group. The Group's representative on the Member Development Steering Group will be responsible for informing Democratic Services when a Member has been 'authorised' to attend a 'conference or external event', providing details of the event, costs and travel or subsistence arrangements. Democratic Services will then make the necessary booking and travel/subsistence arrangements.

Under this Protocol it is recognised that Groups with Cabinet Members will need to prioritise some spend from their 'allocation' on Cabinet Members, since many external conferences/events are increasingly aimed at Cabinet Members and key officers. Cabinet Members being responsible for a significant amount of expenditure on behalf of the Council and for making key decisions. It would therefore be appropriate for some weighting to be given by Groups on Cabinet Members as part of their allocation. This equally applies to Group Leaders, who are heavily involved in the strategic development of the Council and need to keep their learning and development at an appropriately 'high' level.

The remainder of the Member Development Budget will be managed by the Head of Civic & Democratic Services for the provision of a Core Programme and in election years, an induction programme aimed at newly elected Members.

Groups cannot overspend their 'allocation' under the terms of this Protocol, since the budget is actually managed overall by the Head of Civic & Democratic Services. Any requests to overspend will be reported to the Member Development Steering Group and the overall budgetary implications will be identified.

Joint Funding

Funding for any external conferences, etc, agreed under the terms of this Protocol and as provided by the 'pot', will still be met in part from the 'pot' and in part from the relevant Service Directorate. This is operated on a 50-50 matched funding basis and covers all associated costs under travel and subsistence.

Annual Conferences 2010/11

This list is a guide detailing conferences held during 2010/11 covering Council service and performance areas. Members may find the list useful to assist in prioritising an appropriate ad-hoc training opportunity in accordance with the agreed protocol.

Executive Portfolios		
Portfolio Holder	Conference	When does it usually take place?
Leader (Economic Development & Community Safety)	Institute of Economic Development annual Conference	October
	LGA Safer Communities Annual Conference	October
City Strategy	Car Free Cities	June/July
	PTRC (formerly Planning & Transport Research and Computation)	May
Corporate Services	CIPFA Annual Conference	June
Housing & Adult Social Services	National Children & Adult Services Conference	November
	Institute of Housing Annual Conference	June
Children and Young People	National Children & Adult Services Conference	November
	North of England Education Conference	January
	Positive Activities for Young People	December
Neighbourhood Services	Environmental Health Annual Conference	February
	Annual Climate Change Conference	January
	Trading Standards Annual Conference	February
	PLA (Public Libraries Association)	April/May
Leisure Culture & Social Inclusion	LGA Annual Conference for Culture, Tourism and Sport	March

GENERAL INTEREST

Members on Planning	When does it usually take place?
English Historic Towns Forum	January/February
RTPI Planning Convention	June
Planning Summer School	August/September

Members on Scrutiny	When does it usually take place?
Centre for Public Scrutiny Annual Conference	June/July

Members on Standards	When does it usually take place?
Standards Board for England Annual Conference	October

Members on Social Inclusion	When does it usually take place?
Inside Government's Annual Social Inclusion Conference	October
Annual Conference Delivering Services for Gypsies and Travellers <i>(may also be of interest to members with Gypsy/Travellers sites within their ward)</i>	March

Ward Member Role	When does it usually take place?
LGIU & Municipal Journal National Conference for Councillors (Cllr '10')	February

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Protocol for Councillor Attendance at Conferences & External Training & Development Events

The purpose of this protocol is to give members and officers clear understanding of the process for the approval of Member requests to attend external training, seminars and conferences. Attendance at party political conferences are specifically excluded from this protocol and all expenses associated with attendance at these events will be met by the relevant group or the individual concerned.

Requests to attend conferences and seminars fall within three categories:

- 1 Conferences which are included on the list of Annual Conferences (see Annex 1 to this protocol)
- 2 Ad-hoc Requests e.g. conferences which are received direct to the individual member from an external source.
- 3 Conferences which are received into Democratic Services which are then circulated to relevant members for their consideration

Such requests will be restricted to **a maximum of 1 per member per year**. Members are encouraged to identify in advance through their personal development review any conference with a specific theme which they would be interested in attending should the opportunity arise.

List of Annual Conferences

Criteria for Attending

Details of those members who are eligible to attend annual conferences are shown in the list of approved conferences (see insert). This is the only criteria required for eligibility to attend such conferences, however, if a member wishes to send a substitute in their place, then they must seek clearance from the relevant Head of Service.

Approval & Funding Arrangements

Approval together with any arrangements for attendance at these conferences can be made either by the relevant directorate or by Democratic Services. The Council no-longer has a separate budget for

conferences on the standing list, therefore, funding for any costs including travel and accommodation for these conferences will be met jointly between the relevant directorate and democratic services. For this reason, it is essential that both departments provide a charge code to which their relevant portion of the costs can be charged.

Other Conferences

Throughout the year members receive a large proportion of emails and flyers advertising external events at both a regional and national level.

Criteria for Attending

Members will need to ask themselves one of the following questions before requesting to attend an ad-hoc external conference or training event.

- Does the event directly relate to the priorities and work of the Council, and to their role, OR
- Does the event directly address new legislation, new “best practice” requirements, or other innovation, OR
- Does the event match any of the areas identified for development in their Personal Development Review? (PDR)
(Whilst priority will be given to those members who have flagged up the request through their PDR, the PDR process is not a prerequisite of a request being approved)

Other factors will also be taken into account, which will include 'best value' (e.g. consideration of the delegate fee, travel and accommodation costs, location and whether the member has already had a request approved in that budget year.

External Opportunities offered by Democratic Services

Similar to ad-hoc requests, emails and flyers advertising external events are often received into Democratic Services where they are assessed for suitability / value for money etc. Subject to available budget, these may be forwarded to members who:

- Have identified the topic as a relevant area for development through their Personal Development Review

- Would directly benefit from attending the seminar due to their role/portfolio

Approval Process

Approval to attend an external seminar forwarded by Democratic Services is automatic by nature of the invitation. Members wishing to take up such an offer should respond to the Senior Member Support Officer accepting the offer of a place so that registration and travel/accommodation arrangements can be made

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Protocol – Member Attendance at External Conferences/Events

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External conferences, seminars and events governed by this Protocol usually fall within three categories:

- 1 Conferences which are included on the list of Annual Conferences (see Annex 1 to this protocol) This is a guide provided to Members indicated which annual conferences in service areas the Council would consider advantageous for Members in specific roles to attend;
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- 3 Local, regional or national Conferences reported to Democratic Services through networks, the Local Government Group, the Local Government Information Unit (LGIU) etc.

Conferences largely result from changes in legislation or forthcoming new initiatives emerging locally, regionally or nationally. Often the subject matter is of particular value to Cabinet Members, Chairs of Committees or backbench Members working on topical scrutiny reviews. Under the terms of this protocol and to ensure appropriate Members have the opportunity to attend conferences or events key to their learning, each of the 4 Groups on the Council retains a 'conference pot' from which expenses for their Members attending such external events will be met.

'Conference Pot'

This 'pot' will be provided from the overall Member Development Budget managed by the Head of Civic & Democratic Services. For the financial

year 2012/13, the 'pot' will amount to £5k and will be allocated to Groups on the following percentile basis:

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Spend from the 'pot' allocated to each Group will be managed and agreed by the Group. The Group's representative on the Member Development Steering Group will be responsible for informing Democratic Services when a Member has been 'authorised' to attend a 'conference or external event', providing details of the event, costs and travel or subsistence arrangements. Democratic Services will then make the necessary booking and travel/subsistence arrangements.

Under this Protocol, it is recognised that many Members have additional duties given to them by their Groups as a part of their Council life. Groups with Cabinet Members may need to prioritise some spend from their 'allocation' on Cabinet Members, since many external conferences/events are increasingly aimed at Cabinet Members and key officers. Cabinet Members being responsible for a significant amount of expenditure on behalf of the Council and for making key decisions. It would therefore be appropriate for some weighting to be given by Groups towards Cabinet Members as part of their allocation. This equally applies to Group Leaders, who are heavily involved in the strategic development of the Council and need to keep their learning and development at an appropriately 'high' level.

The remainder of the Member Development Budget will be managed by the Head of Civic & Democratic Services for the provision of a Core Programme and, in election years, an induction programme aimed at newly elected Members.

Groups cannot overspend their 'allocation' under the terms of this Protocol, since the budget is actually managed overall by the Head of Civic & Democratic Services. Any requests to overspend will be reported to the Member Development Steering Group and the overall budgetary implications will be identified.

Joint Funding

Funding for any external conferences, etc, agreed under the terms of this Protocol and as provided by the 'pot', will still be met in part from the 'pot' and in part from the relevant Service Directorate. This is operated on a 50-50 matched funding basis and covers all associated costs under travel and subsistence.

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Member Development Steering Group

8 March 2012

Report of the Assistant Director, Governance & ICT

Remit of Member Development Steering Group

Summary

1. This report proposes a revised remit for the Steering Group to enable it to advise on some proposed new terms of reference and a subsequent renaming of the Group.

Background

2. The Steering Group has been considering its role and how wide that should be in terms of effectively working with Democratic Services to both support and develop Members. This has arisen throughout the course of its recent work in connection with Member Development. Specifically, Members requested a report on a suggested new remit.

Current Remit

3. The current terms of reference for this Steering Group are as follows:
 - Developing and reviewing the Member Development Strategy.
 - Developing, monitoring, evaluating and reviewing the annual Member Development Programme.
 - Receive periodical attendance monitoring reports with a view to reporting annually to Full Council
 - Providing strong leadership and guidance to officers in respect of all Member Development issues.
 - Promoting best practice in respect of Member Development amongst all elected Members of the Council.

- Encouraging the highest level of participation by all Members in the Member Development Programme, in respect of the Strategy, and in relation to Personal Development Plans (PDPs).
 - Ensuring that the Council reaches and maintains the required level of skills, competences and practices to achieve I&DeA Charter status in connection with elected Members.
 - Reporting on a regular basis to the Standards Committee.
4. Members will recall the Group was initially set up to deal with Member Development issues and is a specific requirement for the former IdEA (now Local Government Group) Charter for Member Development, which the Council attained in September 2010. However, experiences arising from the induction process and a large intake of new elected Members resulting from the District Elections in May 2011, suggest that it might be beneficial for the Group to expand its remit to cover Members' support in general.

What is Member Support?

5. The term 'Member Support' is used widely within the Council to represent what support the Council provides to Members, as administered by Democratic Services. Broadly, this covers the following areas:
- Member training and development;
 - Members allowances and expenses;
 - Equipment provided to Members (eg ICT, storage cabinets);
 - Registers of interests, gifts & hospitality and data protection;
 - Provision of local and regional information (Guide to Being a York Councillor, access to regional resources) *

*This will soon be complemented by the provision of an e-bulletin to Members and an interactive learning and information zone for Members (as previously reported to the Steering Group).

Why Change the Remit of this Group?

6. Training and developing Members cuts across other related strands of supporting Members, such as travel and subsistence expenses associated with events and in what format learning opportunities should be provided (e-learning and whether the

provision of existing IT software is fit for purpose). Other examples of this would include:

- the provision of storage equipment to Members versus improved use of IT equipment;
 - the provision of information generally and what should be included on training to Members
7. Currently, advice can only be technically or formally sought from this Group on matters strictly related to training and development activity. As resources get tighter across the Authority and the Council strives to achieve the maximum value and efficiency for its spend, it is increasingly important to look at all areas of support to Members holistically. It would be beneficial, therefore, to widen the remit of this Group so that Members can work closely with Democratic Services on the provision of not just training but managing appropriate support packages for Members in general. As with the delivery of training and development, the Group could provide a useful interface with Members in all Groups.

Proposed Revised Remit for Steering Group

8. It is suggested that the Steering Group consider adopting the following remit, as from the new Municipal Year for 2012/13, to enable it to operate more generically and provide additional support and interface to Members generally and to Democratic Services in delivery the support Members need:
- “1. To advise the Head of Civic & Democratic Services upon the provision of support to Members in accordance with the Council’s Member Development & Training Policy and its Scheme of Allowances and Entitlements to Members;*
 - 2. To liaise with Group Members where appropriate on matters affecting the provision of support to them and as considered by the Steering Group.”*
9. If the Steering Group considers it appropriate to change its remit as set out above, then, it is suggested that the name of the Steering should be updated to reflect its new activities. It is suggested that it become the **‘Member Support Steering Group’**, from the start of the new Municipal Year 2012/13.

Consultation

10. This Steering Group is the Member consultative body on Member training and development related issues and as such is being consulted on proposed changes to its remit. It is suggested that Members consult their individual Groups on the proposals and report back to the Head of Civic & Democratic Services in due course.

Options

11. (a) to endorse or suggest alternative changes to the future remit of the Steering Group;
- (b) to endorse the proposed change to the name of the Group, or suggest an alternative;
- (c) to make no changes to the current remit of the Steering Group

Council Plan 2011-15

12. Having a Steering Group to advise upon and consider issues related to the provision of Member Support would assist the Council in equipping Members with the information, support and training they need to make and review decisions upon the key priorities set out in the Council Plan.

Implications

13. There are no direct financial, legal or other implications associated with the recommendations in this report. However, it will be necessary to consider the appropriate constitutional route for having any new proposed remit for the Group subsequently endorsed.

Risk Management

14. If Members choose not to review the current remit of the Steering Group, there would continue to be less of a clear opportunity for Members and Officers to work together on developing the full support and training package to Members in general.

Recommendation

15. Members are asked to consider whether they wish to revise the remit and amend the name of the Steering Group along the lines identified in paragraphs 8 and 9 above.

Reason

16. To enable closer cross party working with Members on all aspects related to supporting 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 1 March
2012

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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Member Development Steering Group

8th March 2012

Report of the Assistant Director Governance & ICT

Outcomes from the Member Training & Development Survey

Summary

1. This report sets out the outcomes from the recently undertaken Member Training & Development survey. Members are asked to comment on the outcomes, which are summarised in **Annex A** to this report.

Background

2. At a meeting of the Member Development Steering Group held on 12th October 2011 the Steering Group agreed that a survey of Member's training and development needs should take place biannually. This happened for the first time in January 2012. All Members of the Council were sent a letter which included a list of training and development sessions they had personally attended between 6th May 2011 and 31st January 2012 along with a copy of the survey for completion.

Consultation

3. All Members of the Council have been asked for their views on the training provided to date and what they may like to see included in the Core Training Programme for the municipal year 2012/13.

Options

4. Members are asked to comment on the information within this report and its associated annex. In addition to this they are asked to confirm that, in the future the survey takes place in September and March of each municipal year.

Analysis

5. To date 18 Members have responded to the survey and a summary of their responses is at **Annex A** to this report.

6. Some of the key themes emerging from the comments received were as follows:
7. Timing – many of those who responded expressed a preference for late afternoon/early evening sessions to fit around work commitments, with one Member suggesting sessions should start at 6pm. In response to this Democratic Services are very aware of Members other commitments (personal, work and Council) and try very hard to put on sessions when the most Members are likely to be available (usually starting late afternoon/evening) – however there is, unfortunately, no ‘one size’ fits all solution to this.
8. E-learning – there have been a couple of comments around increasing the amount of e-learning. E-learning opportunities are advertised in the core programme booklet (which was issued twice this municipal year – in May and September 2011). However, it is acknowledged by Democratic Services that more could be done to promote these opportunities.
 - Providing different levels of training (i.e. beginner, intermediate, experienced) and acknowledging that more longstanding Members will, in some cases, have different training needs to newly elected Members. Newly elected Members also had a wish for some of the subjects covered this municipal year to be covered in more depth next year but at the same time avoiding repetition.
 - Sourcing more regional training (providing that this is affordable)
9. The following were identified by Members as possible subjects for future training sessions:
 - Retention of updates in relation to statutory functions (for example planning & licensing)
 - How to use Facebook, Twitter & blogs
 - How to deal with the press & media
 - Ward work and how to help your residents
 - Fundraising
 - IT
 - Public speaking
 - Note taking
 - Mentoring skills
 - How to make scrutiny really work

- Council procedures (motions & amendments, 3 minute speaking rule, applying to speak at a Council meetings, decision sessions and the calling-in process)
 - Conflicts of interest
 - Social enterprise and working with third sector providers
 - More detailed external short course options for the individual portfolio areas
 - Budget process and timings
 - Councillor Call for Action
 - Safeguarding/Corporate Parenting
10. All the suggestions above will be addressed or considered for inclusion within the core programme for 2012/13. However, it cannot be guaranteed that sessions on all of these will be offered, especially for those where there maybe a significant cost involved.
 11. Where issues raised affect only one individual, or we know we cannot provide what they are asking for, the Members in question will be contacted directly.
 12. Members are also asked to give consideration to when they might like the next survey to take place. September and March are the suggested months. September, because in an induction year, this part of the core programme will have been completed and therefore feedback can be given; and early March, 6 months later, which would then feed into the next core programme put together in April.

Council Plan

13. 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

14. There are no direct implications associated with this report, other than the fact that the annual training programme for Members is supported by the Member Development Budget.
15. 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 annual core training and development programme.

Risk Management

16. In compliance with the Council's risk management strategy there are no risks associated with the recommendations in this report. However there will be risks that the decision making process could be undermined if Members are not provided with enough relevant training/information to allow them to be fully informed prior to making decisions.

Recommendations

17. Members are asked to
- Note and comment upon the survey and the responses to it (Annex A refers)
 - Approve the timings of September and March for further surveys to take place
- Reason: In order to ensure that Members views are considered when developing new training and development programmes.

Contact Details

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Democratic Services
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Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director Governance & ICT
Tel: 01904 551004

Report
Approved

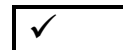


Date Insert Date

Specialist Implications Officer(s) None

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Summary of responses received

**Results of Survey of Member Training & Development Provision
2011/12**

- 1. The Member Training & Development Policy states that Members are required to attend a minimum of:**
 - **12 training/development sessions for Cabinet Members**
 - **8 training/development sessions for Non-Cabinet Members**

- i. If you have found it difficult to attain the minimum target is there anything we can do to help? I.e. hold shorter sessions, hold the sessions at a different time? Provide more e-learning resources? Give you more information as to what counts towards your target?**

- I have tried to attend those events which are of interest to me and I think I have exceeded my target
- I was surprised that I exceeded the 8 session requirement
- It can be difficult to combine work with attending Council courses
- I ask that sessions are towards the end of the working day, so that one can leave work early to attend
- Sessions reasonably well timed but lucky to be in a position to take time off work/leave work early
- There needs to be a reasonable spread but, excepting whole & half day sessions, late afternoon/early evening probably best for most Members
- Clearer message required as to what does and does not count as development session
- Time pressures of work
- Any time of day is generally acceptable if I have no competing requirements on my time
- Much prefer face to face or classroom style courses rather than e-learning
- More e-learning
- E-learning would be advantageous and shorter sessions are welcome
- Obviously can't attend all with other commitments but have still managed a lot so is probably broadly right as it is
- Generally I have found it easy to attend the sessions by juggling other commitments. A later timeslot will, however, be more suitable for me.

- An advance list of sessions (month period) would make diary planning easier and attendance higher. One or two weeks notice is not sufficient
- I have a very complex diary and I tend to focus on the essentials. Having changed Cabinet role midstream I am adjusting to what is appropriate training. I dislike attending things just to hit a target
- 12 sessions seems too many
- Too many sessions during working hours
- Not much for longer serving Councillors
- Very basic sessions
- I have found all the sessions extremely helpful. Both the timing and length were just right
- Sessions are generally well timed and the right length
- Evening sessions are not always practical for Members who have been busy all day
- Dislike attending things just to hit a target

2. For the sessions you have attended could you please let us know the following:

i. What aspects of your role were the sessions intended to support? (i.e. Ward Councillor, Committee Member, Committee Chair, Cabinet Member, Personal Development, General Interest)

- In the main the sessions have provided me with information covering all my roles
- As an 'experienced Councillor, I now tend to only attend courses that will be of use to me as a Ward Councillor or will be of general interest. However I always look out for courses that can help my personal development
- The sessions covered all of the areas above, the least being as a Ward councillor but most of this involves casework, which would be difficult to be trained for
- Ward Councillor and personal development, general interest
- A mixture of Committee Member and general interest
- Varied, with some being compulsory like planning sessions. However little point in training if nothing new to impart – could use e-learning for some planning updates?
- Committee Member/Personal Development
- Scrutiny and planning
- Ward Councillor
- General Interest & Long Term Development
- 2 were required as a Member/sub on licensing and planning. I usually try to make the Pre Council ones
- As Cabinet Member
- I would genuinely say that the sessions that I have been to have supported me in all the areas highlighted
- More on the Ward side – who to contact for various issues/what are the Council's statutory duties

ii. Did the session(s) improve your ability to carry out the above Role(s)

- To some extent
- Provided useful general information about key issues and topics
- A little
- The licensing courses are always valuable to attend, providing vital information about legislative changes and allowing Councillors to explore our policy resources
- The developers' presentation on Monks Cross II allowed me to ask questions
- Sometimes
- Yes
- I consider the sessions did provide me with additional information/the ability to function better
- Yes in most cases but not all
- No – I still haven't summed up the courage to start a blog

iii. Have you been able to put into practice what you learned at any of the training and development sessions?

- Directly perhaps not; but if it gives better understanding of issues thus enabling one to take better informed decisions then maybe so
- I believe so, but cannot be specific
- Now have reasonable insight into the workings of the Council and some of the key issues which has enabled me to deal with certain queries from a more knowledgeable standpoint
- A little
- Yes
- Yes, I would hope that certainly issues raised in planning and scrutiny sessions have been put into practice
- Yes, planning meetings and making decisions
- In terms of general knowledge; yes
- Not really although keep meaning to explore the Business Hub more

iv. Please describe any positive impacts that any of the training/development you have undertaken this municipal year has had on the following:

- **You as an individual**
- **You as a Councillor**
- **Your role on the Council**
- **The Community/your residents**

- I found the session on Science City very enlightening and useful. This will improve my performance as an individual and a Councillor
- The sessions on 'Ageing Well' have helped me in my community role
- The sessions attended have given me a good overview of how the Council works and some of the key issues. Therefore there has been a positive impact on the first three aspects above but more limited as regards to the community/your residents. This has been picked up more by being 'involved 'on the ground' working in the ward and with Neighbourhood Services
- Not sure that I have personally benefitted at all. Business Hub training was possibly the only session I found useful.
- A lot of sessions are repeats from previous years and I lack time to cover old ground again
- Being better informed assists me greatly as a Councillor and on the Council
- I know more about the Council and the other aspects I've trained on. This raises confidence and helps me to make more rational decisions and act appropriately
- Expanded knowledge and competence
- Enables me to undertake planning & licensing Committee responsibilities and understand particular plan applications better. Widens my understanding of issues that need to be addressed as a Cabinet Member and respond to residents and others who seek my advice/response
- Better knowledge of the workings of CYC as a whole
- The realisation that all Members of the community have different needs and aspirations that need to be considered, if not addressed
- Better understanding of how Directorates interact and my position within this framework

- Education and improved understanding of different subjects
- As an individual to be a better 'leader'. Helps improve my confidence levels when making decisions in public
- Helps me understand the systems
- Made 'settling in' as a new Councillor much easier
- I always enjoy training per se just for acquiring new snippets of information. But I think I am still muddling along as I always have
- Yes, training I attend helps all areas – particularly the PDP which helps you reflect on all aspects of the role
- Safeguarding training has helped in my role as a school Governor
- Planning updates are essential
- Other training has given me a better understanding/knowledge to support residents
- I haven't yet got to grips with Facebook/Twitter etc
- As a Ward Councillor mainly

3. What training/development sessions would you like to see in future training and development programmes? Why?

- As a Member of a planning committee, updates on changes would be appreciated as and when changes occur
- I need to improve my dealing with the Press and Media. It would be useful to be educated on how to use things like 'Facebook' and 'Twitter' – also blogs
- Some of the issues need covering in more depth during the second year of the Council to keep up with what's going on nationally and how this effects our role as a Councillor – e.g. health issues
- We need to try and avoid repeating what has been done in year one
- Would like to see more cross party & single party training in collaboration with other authorities. We can share the cost and encourage thinking more broadly than the city boundaries
- Please maintain gambling and licensing courses
- Conflicts of Interest
- More about core Ward Councillor role i.e. what successes have other Councillors had in their wards. Case studies of what went well that could be emulated elsewhere
- Training on fundraising
- IT
- More detailed external short course options in areas of my cabinet responsibility
- Possibly a training session on note taking/assessment of arguments/public speaking would be beneficial
- Mentoring skills
- How to make scrutiny really work
- More emphasis on Council procedures:
 - Motions
 - Amendments
 - Speaking limits (3 minutes)
 - Applying to speak
 - Decision sessions
 - Calling in

- I see myself as a continuous learner. Every time I have a briefing from a senior officer, attend an event, read a pack of papers I learn something. I find it difficult to put my finger on what I need.
- New forms of organisational structure e.g. social enterprise & Co-op for delivery of services and how Councils can quality assure
- Developing SLA and contracts with third sector providers
- Want to be more involved in Scrutiny activities/basic principles
- Balance about right

4. Do you think there should be more sessions tailored specifically to any of the following

- **New Councillors (under 4 years service)**
- **Cabinet Members**
- **Chairs/Vice-Chairs**
- **More Experienced Councillors (over 4 years service)**
- **Sessions to help you help your residents**
- **Sessions to help you apply your corporate responsibilities (e.g. safeguarding/corporate parenting)**

If the answer to any of the above is yes, is there anything specific you would like to see in future training and development programmes relating to them?

- More sessions should be tailored both to new and experienced Councillors to help their general development and how to help residents (although it's difficult to quantify how this should be done)
- Training for Chairs & Cabinet Members; however dependent on subject matter and quality of training on offer
- The most useful sessions for me were those in the few months of being elected in 2007
- The course specific to chairing a committee was valuable
- Courses related to changing legislation, such as licensing, will always remain valuable
- Happy with what is offered on a personal basis
- For new Members perhaps the intensive training when they first came on could have been a bit more spread out
- More on how the budget process work and the timings of it – I'd like this to be earlier next year
- More on media training and dealing with the Press
- More on Councillor Call for Action
- General training in processes for new Councillors in order to increase understanding of Council business

- Teach Cabinet Members about the scrutiny process
- Sessions to help Members apply their corporate responsibilities
- New Councillors – Yes
- Cabinet Members – No
- Chairs/Vice Chair's – Yes
- More experienced Councillors – No
- Session to help residents – possibly
- Sessions – corporate responsibilities (possibly)
- Chairs and Vice Chairs (yes) – new Councillors
- Cabinet roles
- Both would be good for any Councillor who had never taken those roles
- I think the latter, safeguarding/corporate parenting is important
- More experiences Councillors
- We seem to repeat the programme for new Members and forget that this limits the ability of Members who have service longer as its the same session
- All listed in the question
- There does need to be more differentiation between training for new Members and more experienced Councillors other wise you end up not meeting anyone's needs
- Would welcome a 4 year package of training
- Decision making
- Corporate responsibilities
- Helping residents
- More sessions to help you help your residents

5. If you have any other comments in relation to any aspect of Member Training & Development then please let us know.

- Survey too long, and repetitive and may put some Members off
- Training carried out in uncomfortable conditions with an inappropriate lack of refreshments
- Training is very dry and because it is in-house it means there is a lack of feeling of free flow conversation between parties
- The failure to work outside of our city boundaries with shared training means that no new ideas of ways of working are encouraged
- All or most training provided by officers also not appropriate or helpful
- Because of the range of skills and experience of Councillors training is often not targeted to the right level of understanding for all. It needs more funding and flexibility
- Members should be fined for not turning up. Many people register for a session and then do not turn up
- If possible it would be preferable for training/development sessions to start later in the day – 6pm/7.30pm as it is difficult to attend in mid-afternoon
- Quality of visiting speakers not always up to standard - one session finished an hour early for lack of content
- Value cross party training
- As a new Councillor impressed by the training



Member Development Steering Group**8th March 2012**

Report of the Assistant Director: Governance & ICT

Evaluation Report on the Core Training Programme (16th November 2011 to 27th February 2012) 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. Revised 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. In January 2012 a survey of training provided was sent to every Councillor; the outcomes from the survey are presented in a separate report on today's agenda.

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 16th November 2011 and 27th February 2012 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 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. Two Cabinet Members have reached the target of attending 12 development sessions and another has exceeded the target having attended 25 sessions in total during this municipal year.
- 26 non-Cabinet Members have already exceeded their training targets for the year
- 2 non-Cabinet Members are yet to undertake any qualifying events or activities

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 many 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 16th November 2011 and 27th February 2012 is summarised at **Annex B** to this report.

Summary of Feedback

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 most popular session during this period was the Pre-Council Briefing from the Boundary Commission; with 21 Members in attendance.
15. A briefing on the Personalisation Agenda was well received and identified a potential need for further training/information provision in this area.
16. Also well received was the free support day offered to the Health Scrutiny Committee in relation to the Ageing Well Programme. Nine Members attended over 2 sessions and thought that the presentation, discussion and issues raised were of interest with one Member commenting in their evaluation form:

'we need to look at the way we can implement better ways of meeting Ageing Well'

17. In addition to this, Members attended a planning presentation on Monks Cross Retail Park. However, whilst these are recorded on Councillor Training Profiles, at present, no evaluation forms are circulated to gather feedback.

Core Programme 2011/12 – Next Steps

18. 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 was brought to the Steering Group at their

January meeting. Preparation to advertise the agreed sessions with Members is now underway.

19. In addition to this officers are beginning to look at the potential sessions for the 2012/13 core programme. Information on this will be presented at the Steering Group's April meeting.

Options

20. Members are asked to note and comment upon the report and annexes.

Analysis

21. Annex B highlights attendance at 14 training sessions from the core programme, in year additions to the core programme and regional training events. Whilst there are reasonable attendance levels for some sessions there have been some where turn out has been lower than expected. The 'Risk Management in Councillor Decision Making' session held on 12th January had 5 Members registered to attend and was thus not cancelled. However; despite reminders being sent only 2 of the 5 registered Members turned up at the session.
22. 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). However, Democratic Services are not always aware that a Councillor cannot attend and can therefore not make an informed decision to cancel a session.
23. Usefully, however, the feedback given has identified several potential areas where further training might be needed; namely around the personalisation agenda, further updates from the Youth Council and further training around scrutiny.

Council Plan 2011-2015

24. 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

25. **Financial** – The annual training programme for Members is supported by the Member Development Budget.
26. 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

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

Recommendations

28. The Steering Group are requested to:
 - Note and comment on this report and its annexes

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

Contact Details

Author:

Tracy Wallis
Scrutiny Officer
Scrutiny Services
Tel: 01904 551714

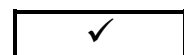
Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director: Governance & ICT
Tel: 01904 551004

Report **Date**
Approved

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

Training and Development Activity Attendance 16th November 2011 – 27 February 2012

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

	COUNCILLOR	Annual Target	Year to date	Remaining Target
36	RICHES	8	15	-7*
37	RUNCIMAN	8	21	-13*
38	SCOTT	8	1	7
39	SEMLYEN	8	24	-16*
40	SIMPSON-LAING	12	14	-2*
41	STEWARD	8	20	-12*
42	TAYLOR	8	4	4
43	WARTERS	8	7	1
44	WATSON	8	13	-5*
45	WATT	8	10	-2*
46	WILLIAMS	12	12	0
47	WISEMAN	8	21	-13*

Session 1

Date: 24th November 2011

Course Title: Planning Presentation – Monks Cross Retail Park

Number of attendees: 14

Number of Evaluation Forms Returned: None handed out

% Councillors attending: 29.79%

Session 2

Date: 29th November 2011

Course Title: Emergency Speed Planning Event (primarily aimed at Parish Councillors but Invite extended to Ward Councillors)

Number of attendees: 1

Number of Evaluation Forms Returned: 0 (form sent via e-mail)

% Councillors attending: 2.13%

Session 3

Date: 2nd December 2011

Course Title: Regional Members' Scrutiny Network

Number of attendees: 5

Number of Evaluation Forms Returned: 0 (Regional Event so none handed out by York)

% Councillors attending: 10.64%

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Session 4

Date: 7th December 2011

Course Title: Youth Council Campaign's Briefing to Councillors

Number of attendees: 7

Number of Evaluation Forms Returned: 7

% Councillors attending: 14.89%

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue		1		4	1	1
Facilities				5	1	1
Visual Aids				4	2	1
Handouts				1	3	3
Facilitator				1	2	4
How would you rate the session in meeting its objectives?				2	3	2
I think that the training provided will improve my effectiveness	2	1			4	
How did you rate the delivery of the session?				1	4	2
Overall how would you rate the standard of the session	1			1	4	1

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		6	1
Was the length of the course		7	

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • The views of young people which can be included in my Council work
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • I would like an update later in the year • Need constant input from young people about their objectives
Other comments	<ul style="list-style-type: none"> • An excellent session run by young people • Thought provoking & interesting • Is the Council Chamber an appropriate venue • The Council chamber is not the best to facilitate interactive sessions • More awareness of issues affecting young people • Really good presentation • This evaluation form is not suitable for the training session • Interesting insight into Youth Council • Very good session

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Session 5

Date: 8th December 2011

Course Title: Pre-Council Briefing - Boundary Commission

Number of attendees: 21

Number of Evaluation Forms Returned: 12

% Councillors attending: 44.68%

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue	1			6	1	4
Facilities	3			5	2	2
Visual Aids	1			3	6	2
Handouts	1				7	4
Facilitator	2				8	2
How would you rate the session in meeting its objectives?	1				7	4
I think that the training provided will improve my effectiveness	5			1	4	2
How did you rate the delivery of the session?	4				5	2
Overall how would you rate the standard of the session	6				5	1

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		8		4
Was the length of the course		8		4

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • What we need to do, timetable etc • During the boundary review • Structure of forming new boundaries • Evidence gathering from residents and Parish Councillors • Information session • Rationale for any changes – help with future discussions on consultation
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • Okay so far – may need more later • Hope to attend suggested Parish Training sessions • Unsure
Other comments	<ul style="list-style-type: none"> • Now know the process • Good useful session

Session 6

Date: 12th December 2011

Course Title: Regional Training – Advanced Presentation Skills

Number of attendees: 1

Number of Evaluation Forms Returned: None Sent

% Councillors attending: 2.13%

Session 7

Date: 14th December 2011

Course Title: Regional Training – Community Engagement Seminar

Number of attendees: 1

Number of Evaluation Forms Returned: None Sent

% Councillors attending: 2.13%

Session 8

Date: 4th January 2012

Course Title: Personalisation Agenda Briefing

Number of attendees: 10

Number of Evaluation Forms Returned: 8

% Councillors attending: 21.23%

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue				2	6	
Facilities				1	6	1
Visual Aids				2	5	1
Handouts				2	6	
Facilitator				1	5	2
How would you rate the session in meeting its objectives?				1	6	1
I think that the training provided will improve my effectiveness	1		1		6	
How did you rate the delivery of the session?				1	5	2
Overall how would you rate the standard of the session				1	7	

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		6	2	
Was the length of the course		8		

Comments

<p>What did you learn and how do you expect to use it?</p>	<ul style="list-style-type: none"> • Introduction to Adult Social Services work in this area was very useful • Clarified areas of understanding • I needed to understand the personalisation agenda better so that I can talk to residents with more understanding
<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> • Will follow this up with the department • Possible follow up • Would be useful to have an update, especially on the health budgets personalisation agenda • No • Think there should be a follow up which is more detailed
<p>Other comments</p>	<ul style="list-style-type: none"> • Pleasant, interactive session – very useful • Well presented; good content • Clear and informative • A very interesting and useful session • It was good of the presenter to step in at such short notice – he did a good job and is obviously au fait with the topic • A decent introduction to a complex subject • The presenter had to stand in at the last minute • A bit superficial for the complexity of the subject • It was a good introduction to a very broad subject

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Session 9

Date: 12th January 2012

Course Title: Risk Management in Councillor Decision Making

Number of attendees: 2

Number of Evaluation Forms Returned: 2

% Councillors attending: 4.25%

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue				2		
Facilities				2		
Visual Aids				1	1	
Handouts				1	1	
Facilitator					2	
How would you rate the session in meeting its objectives?				1	1	
I think that the training provided will improve my effectiveness					2	
How did you rate the delivery of the session?				1	1	
Overall how would you rate the standard of the session					2	

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		2		
Was the length of the course		2		

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • More insight into Risk process
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> •
Other comments	<ul style="list-style-type: none"> • Gave me a detailed understanding of the subject

Session 10

Date: 18th January 2012 (over 2 sessions)

Course Title: Centre for Public Scrutiny – free support in relation to the Ageing Well Programme

Number of attendees: 9 (over 2 sessions)

Number of Evaluation Forms Returned: 9

% Councillors attending: 19.15%

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue			2	1	4	2
Facilities				2	4	3
Visual Aids				1	6	2
Handouts	5			3	1	
Facilitator				1	1	7
How would you rate the session in meeting its objectives?					5	4
I think that the training provided will improve my effectiveness	1				5	3
How did you rate the delivery of the session?	2				4	3
Overall how would you rate the standard of the session	1				5	3

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		8		1
Was the length of the course		8		1

Comments

<p>What did you learn and how do you expect to use it?</p>	<ul style="list-style-type: none"> • To consider the ageing population in all issues • Quite a bit • As Chair of the Health Overview & Scrutiny Committee this was very useful • Still thinking about it • We have an Older People’s Strategy • Implications for equalities in scrutiny
<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> • We need to look at the way we can implement better ways of meeting ‘ageing well’ • Yes • Okay for now • Will seek further information from officers
<p>Other comments</p>	<ul style="list-style-type: none"> • Good; Very good; very useful; thank you • Subject to the scrutiny process being adapted? • Facilitator was excellent • Dining room cold; cold venue; drinks not hot enough • Thought provoking • Good discussion; interesting issues raised • Not directly my area, but of interest • I can translate the ideas/questions to Learning & Culture Scrutiny

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Session 11

Date: 23rd January 2012

Course Title: Briefing from Science City York

Number of attendees: 10

Number of Evaluation Forms Returned: 5 (forms e-mailed after the session)

% Councillors attending: 21.28%

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue	2				2	1
Facilities	2			1	1	1
Visual Aids	3			2		
Handouts	3			1	1	1
Facilitator	2				2	1
How would you rate the session in meeting its objectives?	2				2	1
I think that the training provided will improve my effectiveness	2			2		1
How did you rate the delivery of the session?	2				3	
Overall how would you rate the standard of the session	2				3	

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		2		2
Was the length of the course		2		2

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • How can we better match jobs with training needs • I expect to promote development in York away from hotels and administrative offices
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • Fine
Other comments	<ul style="list-style-type: none"> • The session gave a general brief about Science City York – funding, history and current issues so met its objectives well • Very informative, improved my understanding of what Science City is • Excellent & very helpful and very worthwhile • Enjoyable and useful session

Session 12

Date: 3rd February 2012

Course Title: Regional Training – Scrutiny Questioning Skills

Number of attendees: 5 (this was a regional event and places were limited)

Number of Evaluation Forms Returned: 2 - Local Government Yorkshire & Humber who organised this event handed out their own forms – a summary of comments received by York Councillors who attended is below

% Councillors attending: N/A

Comments received

- A well presented session
- Hopefully addressed the development needs of the Council insofar as it deals with or not Scrutiny. As chair of SMC I have tried hard over the past few years to make Scrutiny in York more effective. I found the presentation very good and I felt I had learned a number of things
- Concerns regarding how scrutiny is undertaken in York resulting in a request to invite Tim Young from the Centre for Public Scrutiny to train Councillors in York

Session 13

Date: 2nd & 20th February 2012

Course Title: Regionally organised visit to North Yorkshire Police Control (Fulford Road Police Station)

Number of attendees: 11 (over 2 sessions)

Number of Evaluation Forms Returned: None handed out

% Councillors attending: 23.04%

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

Session 14

Date: 13th February 2012

Course Title: Treasury Management in a Local Authority

Number of attendees: 8 (but predominantly aimed at Members of Audit & Governance Committee)

Number of Evaluation Forms Returned: 6

% Councillors attending: 17.02%

Overview

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue				2	4	
Facilities				2	4	
Visual Aids				1	4	1
Handouts	4		1	1		
Facilitator				1	2	3
How would you rate the session in meeting its objectives?				1	4	1
I think that the training provided will improve my effectiveness				2	3	1
How did you rate the delivery of the session?	1				5	
Overall how would you rate the standard of the session	1			1	4	

Length & Level of Session

Details of Feedback Received 17th November 2011 to 27th February 2012

Annex B

	Too advanced/too long	Just right	Too basic/too short	Not answered
Was the level of the session		5		1
Was the length of the course		5		1

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • HRM 1.26m is ongoing debt
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • No • Yes • Need more
Other comments	<ul style="list-style-type: none"> • Very worthwhile session • A reasonable overview of technical financial issues

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Member Development Steering Group Annual Work Plan

MDWG Meeting	Detail
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"> • Demonstration on 'MORE' (Member Online Resource Environment) • Spring Community Events (Additions to the Core Programme) • Provision of Information for Members on COLIN • Work plan
March 2012	<ul style="list-style-type: none"> • Ratification of Revised Member Development Policy • Consideration of the Remit of the Steering Group • Six Monthly Survey on Training Courses Attended • Monitor of Take Up/Evaluation
April 2012	<ul style="list-style-type: none"> • Review of PDP Process • Core Programme 2012/13 • Personal Portfolio Report

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

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