

Notice of a public meeting of

Member Support Steering Group

- To:** Councillors Douglas (Chair), Barnes, Cunningham-Cross, Runciman (Vice-Chair) and Wiseman
- Date:** Thursday, 13 September 2012
- Time:** 5.00 pm
- Venue:** The Guildhall, York.

AGENDA

1. Declarations of Interest

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

2. Minutes

(Pages 3 - 6)

To approve the minutes of the last meeting held on 19 July 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 12th September 2012.**

4. **Local Democracy Week Events** (Pages 7 - 12)
This report summarises the events and activities planned during Local Democracy Week between 15-21 October 2012, in support of raising awareness about the democratic process and the role of Councillors.
5. **First Monitor of Take Up and Evaluation** (Pages 13 - 38)
This report informs Members of the take up at training and development events offered to date, a summary of feedback received and analysis of the take up.
6. **Discussion Item - Barriers and Difficulties faced by Councillors in carrying out their Role**
7. **Trial Period of 360 Reviews - Verbal Update**
8. **Work Plan** (Pages 39 - 40)
Members are asked to consider the Work Plan for the Member Support Steering Group.

Democracy Officer
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For more information about any of the following please contact the Democracy Officer responsible for servicing this meetin (as above).

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

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Would you like to speak at this meeting?

If you would, you will need to:

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

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

Further information about what's being discussed at this meeting

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

Access Arrangements

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

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

Every effort will also be made to make information available in another language, either by providing translated information or an

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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 following a Cabinet meeting or publication of a Cabinet Member decision. A specially convened Corporate and Scrutiny Management Committee (CSMC) will then make its recommendations to the next scheduled Cabinet meeting, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

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

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

Who Gets Agenda and Reports for our Meetings?

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

City of York Council

Committee Minutes

MEETING	MEMBER SUPPORT STEERING GROUP
DATE	19 JULY 2012
PRESENT	COUNCILLORS BARNES, CUNNINGHAM-CROSS, RUNCIMAN (VICE-CHAIR) AND WISEMAN
APOLOGIES	COUNCILLOR DOUGLAS

1. DECLARATIONS OF INTEREST

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

2. MINUTES

RESOLVED: That the minutes of the Steering Group meeting held on 16th April 2012 be approved and signed by the Chair as a correct record.

3. PUBLIC PARTICIPATION

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

4. THE NEW REMIT FOR THE MEMBER SUPPORT STEERING GROUP.

Members considered a report which set out the revised remit for the Steering Group, as agreed by Council on 12 July 2012, in relation to its advisory role on the wider Member support function.

Officers outlined the report and asked Members to consider the revised remit alongside the Steering Group's work plan and asked them to identify any areas that they may wish to consider in more detail. Officers reminded Members that work is ongoing on the new Zone 47 and a further report on this was expected later in the year.

Some members queried whether it would be appropriate for the Steering Group to consider the findings of the Independent Remuneration Panel (IRP) prior to the report going to a full Council meeting. Officers advised that Group Leaders would need to be consulted to establish whether they agree with this course of action.

Members suggested that it would be useful to have a discussion item included on a future agenda to consider the barriers and difficulties faced by Councillors in carrying out their role.

RESOLVED: That Members noted the new remit and area of operation of the Steering Group and identified the additional areas of focus as outlined above.

REASON: To enable closer cross party working with Members on all aspects related to supporting Members.

5. REVIEW OF THE PERSONAL DEVELOPMENT REVIEW PROCESS FOR ELECTED MEMBERS.

Members considered a report which provided further information for the Steering Group to consider as part of their review of the Personal Development Reviews (PDR's).

Officers outlined the report and advised that a review of the Personal Development Review process had been carried out at the request of the Steering Group. Currently the PDR process is carried out by an external provider and some Members are not satisfied with the current system.

The steering group were provided with the following options:

- Keep the present PDR system.
- Use another provider
- Provide the service in-house
- 360 reviews.

Members commented that many work places utilise online systems and suggested that they would like to take up the offer of a free trial of the 360 online self assessments.

Officers advised that they would look into the system recommended by Local Government Yorkshire and Humber. It was suggested that the Steering Group has a suitable range of Councillors with varying experience who could take up the 3 trial places.

RESOLVED: That Members requested that the free trial offered by the providers of 360° be undertaken.¹

REASON: In order to identify a suitable PDR process

Action Required

1. Officers to look into free trial.

TW

6. ANNUAL MONITOR OF TAKE-UP AND EVALUATION FOR THE MUNICIPAL YEAR 2011/12

Members considered a report which informed them of the take-up and evaluation in respect of development activities offered to Members.

Officers outlined the report, in particular that there is still the issue of Members not reporting their attendance on external courses or their involvement in activities which could count towards their target of 12 qualifying sessions during the municipal year.

Officers confirmed that any activity which results in a Member learning something new may count towards their training total, but it would need to be relevant to their role as a councillor.

RESOLVED: That Members noted the report and asked for paper copy evaluation forms to be continued.

REASON: To keep the steering group up to date with take up and feedback.

7. WORK PLAN.

Members considered the work plan for the Steering Group to March 2013.

Members noted the following changes and amendments following discussions throughout the meeting:

- September 2012 meeting – the report on Zone 47 would now be brought to the January meeting as work is still ongoing on Zone 47.
- A discussion item on the barriers faced by Councillors in carrying out their role would be added to the September meeting.
- The item scheduled for the September meeting on the results of the six monthly surveys of training courses would be carried out as a focus group.

RESOLVED: That the work plan and amendments detailed above be noted.¹

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

Action Required

1. Work Plan be amended to reflect additions/changes discussed. TW

Councillor Runciman, Chair
[The meeting started at 5.00 pm and finished at 6.00 pm].



Member Support Steering Group

13 September 2012

Report of the Assistant Director (Governance and ICT)

Local Democracy Week 2012

Summary

1. This report summarises the events and activities planned during Local Democracy Week between 15-21 October 2012, in support of raising awareness about the democratic process and the role of Councillors.

Background

2. For the first time in October 2009, the Council ran a series of coordinated initiatives around Local Democracy Week. Increasingly, these activities have involved schools, young people and looked to outreach into the community and link up with other services across the Council.
3. Members will recall that what Councils and Councillors do to demonstrate their commitment to holding community events in support of community leadership, has traditionally been a contributory factor towards achieving Member Development Charter Status with the newly formed Local Government Group (formerly I&DeA). The Council successfully achieved Charter status in September 2010.

Local Democracy Week Proposed Activities 2012

4. The following events/activities are being proposed so far for this years' Local Democracy Week taking place from 15-21 October 2012:

Meet the Lord Mayor/Mock Budget Council

Last year, Key Stage 2 pupils from Carr Junior School and Headlands Primary School's new school councils visited the Mansion House to meet the Lord Mayor, learn about his role as first citizen of the City and take a look around the Lord Mayor's official residence. The children tried on mini Lord Mayor and Sheriff's robes. They then spent some time in the Council Chamber taking part in a mini budget meeting, 'chaired' by the Deputy Lord Mayor. The children were highly participatory and very much enjoyed the experience of getting involved in deciding how the Council should spend its money locally.

This year, the Lord Mayor will host a similar event for Huntington Primary School and discussions are taking place with Education Services about structuring a mock Budget Council, chaired by the Lord Mayor, with secondary school children.

Youth Council Activities

Last year, a political speed dating event between members of the Youth Council and City of York Councillors was arranged to take place prior to the Youth Council's first meeting of the year. Young people were given the opportunity to put questions to the Lord Mayor, Deputy Lord Mayor, and a selection of Members. Discussions are taking place this year in relation to the possibility for a similar event and to any other activities the Youth Council are planning. An update will be given at the meeting.

York Stories

Discussions are also taking place about the possibility of a selection of Councillors, perhaps Members of this Steering Group, getting involved in the York Stories project as part of the Local Democracy Week. York Stories is a community project for York 800 celebrations which aims to encourage people to tell and share stories that are personal and unique to the city of York. This would run as a continuing strand throughout the week.

Unearthing the stories behind the Guildhall Yard Excavation and Talking Tour of Guildhall.

A talking tour is planned during the week, if possible, with the collaboration of York Archaeological Trust (YAT). This year, the tour would focus on the discoveries from the recent dig of the yard

and put the building, as the seat of local democracy in York, into its historical context.

Question Time

Discussions are taking place about a potential 'Question Time' to be held at the University and involving a panel of Councillors. An update will be available at the meeting.

Mansion House Tours

As usual the Mansion House, as the official residence of The Lord Mayor of York (Chairman of the Council and the first citizen of the city), will be open for tours. Visitors will receive a guided tour and will be able to view key items from the civic collection on display including silver, paintings and furniture. ***Entry to the Mansion House is free to York Citizens and £5 to non-residents.***

Consultation

5. Democratic Services is again linking up with other Council Directorates (Adult, Childrens & Education, Communities & Neighbourhoods) in terms of activities aimed at supporting Local Democracy Week. Arrangements will be made, as usual with Marketing & Communications, to communicate effectively what the Council is doing across key community groups.

Options

6. Local Democracy Week is fast approaching, given it takes place between 15-21 October 2012. The Steering Group can comment upon the proposed range of activities outlined in paragraph 4 and reshape or agree them, accordingly and as permitted by time constraints.

Council Plan 2011-15

7. The aims of Local Democracy Week, in widening participation and involvement within and in the democratic process, accord with the underlying principles of the Council's Plan in making York an inclusive City, making sure that all citizens, regardless of race,

age, disability, sexual orientation, faith or gender understand, feel included and can get involved in York's decision making.

Implications

8. Staff resources will be required to support the events listed and will come from within Civic & Democratic Services, Electoral Services and other directorates as appropriate.

Risk Management

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

Recommendation

10. Members are asked to comment upon the proposed range of activities for Local Democracy Week in the year of York 800.

Reason

11. In order to comply with the requirements of the former I&DeA Charter and to promote engagement in and understanding of democratic activity in the year of York 800.

Contact Details

Author:

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Services
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Chief Officer Responsible for the report:

Andrew Docherty
Assistant Director (Governance and
ICT)

**Report
Approved**



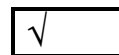
Date 7/9/2012

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 Support Steering Group**13 September 2012**

Report of the Assistant Director: Governance & ICT

Evaluation Report on the Core Training Programme (29th May 2012 to 30th August 2012)**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

Background

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

Consultation

3. Evaluation forms are available at the end of the majority of events and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.
4. In relation to developing the Core Programme, Council Management Team and training providers are thoroughly consulted in advance of any proposals being reported to the Steering Group.
5. The personal development planning experience and evaluation processes are crucial to informing an effective core programme.

Monitoring of Take Up of Training & Development Opportunities

6. In January 2009 Council introduced an annual minimum requirement relating to the number of development activities Cabinet and non-Cabinet Members should attend over the course of a year, these being:
 - Cabinet Members 12 development sessions
 - Non-Cabinet Members 8 development sessions
7. Details of Members' attendance levels at all events offered between 29th May 2012 and 30th August 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 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. At the moment take-up in general looks fairly low; however it is still early in the year and there is a comprehensive and full training and development programme for the entire municipal year in place. Many Members are signed up for future sessions which will increase their attendance levels greatly. It is too early, as of yet, to judge the success of this year's core training and development programme. However Democratic Services have organised two focus groups to gauge Members' opinion of training provision as it currently stands. The outcomes from these will be reported back to the Steering Group at a future meeting.
11. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups who have not attended any qualifying events or activities to date 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 29th May 2012 and 30th August 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, with the most popular events being the July Pre-Council Briefing and those sessions offered around planning. The Pre-Council Briefing on Police Commissioners saw a 40.42% turnout of Members.
15. In addition to the core programme we offered a public speaking/speaking with confidence session which was presented by an external trainer. Whilst this was only attended by 6 York Councillors (and one Councillor from North Yorkshire) it was very well received attracting comments such as '*Very good training – should make everyone do it*' and '*Excellent, a worthwhile session*'.

Options

16. Members are asked to note and comment on the report

Analysis

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

Council Plan 2011-2015

18. 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

19. **Financial** – There are no known financial implications associated with the recommendations in this report.

20. There are no known HR, legal or other implications associated with the contents of this report.

Risk Management

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

Recommendations

22. The Steering Group are requested to note and comment on this report

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

Contact Details

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Chief Officer Responsible for the report:

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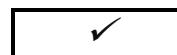
**Report
Approved**



Date 06.09.2012

Specialist Implications Officer(s) None

Wards Affected: All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Attendance Levels

Annex B Evaluation of Core Programme of Events

Training and Development Activity Attendance 29th May 2012 – 30th August 2012

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

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

	COUNCILLOR	Annual Target	Year to date	Remaining Target
36	RICHES	8	0	8
37	RUNCIMAN	8	0	8
38	SCOTT	8	0	8
39	SEMLYEN	8	4	4
40	SIMPSON-LAING	12	2	10
41	STEWARD	8	1	7
42	TAYLOR	8	2	6
43	WARTERS	8	1	7
44	WATSON	8	2	6
45	WATT	8	1	7
46	WILLIAMS	12	1	11
47	WISEMAN	8	4	4

Session 1

Date: 29th May 2012

Course Title: Regional Training (Leeds): Managing Your Casework

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

Session 2

Date: 30th May 2012

Course Title: Regional Training (Leeds): Speaking in the Chamber

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

Session 3

Date: 30th May 2012 (with Mop-Up Session on 12th June for those unable to attend on 30th May)

Course Title: Licensing Act Training

Number of attendees: 15 (Compulsory for the 15 Members of the Gambling, Licensing and Regulatory Committee)

Number of Evaluation Forms Returned: 13

% Councillors attending: 100%

Details of Feedback Received 29th May 2012 to 30th August 2012

Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Room 2) & Mop up Session in George Hudson Street (GH)			1 (GH)	1	8	2 1 (GH)
Facilities	1			3	8	1
Visual Aids	2		1	2	7	1
Handouts	1		1	5	5	1
Facilitator	3			1	7	2
How would you rate the session in meeting its objectives?					10	3
I think that the training provided will improve my effectiveness				1	10	2
How did you rate the delivery of the session?				4	6	3
Overall how would you rate the standard of the session				1	8	4

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		12	

Was the length of the course	1	10	1
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Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • More about licensing • Information to use at future licensing hearings • Needed a refresher as I had had a year off from licensing • To consider applications for licensed premises • In Committee and generally • Updates to legislation • Aspects of licensing law • Changes to Licensing rules
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • No further training needed • Only any further legislative changes • Should be sufficient • 6 monthly recap/update
Other comments	<ul style="list-style-type: none"> • Some type on the handouts too small • Contents of the handouts read out • Refresh on Variations to licences • Probably too long a session to concentrate however it had a lot of content so was a bit rushed trying to fit it all in. Maybe need less but more frequently • Gave a good overview of what is required

	<ul style="list-style-type: none"> • Handouts a waste of paper – print size far too small and not useful to anyone. The second powerpoint much more accessible than the first
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Session 4

Date: 11th June 2012

Course Title: IT Drop In Session

Number of attendees:0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

Session 5

Date: 12th June 2012

Course Title: Corporate Appeals Training

Number of attendees: 3

Number of Evaluation Forms Returned: 3

% Councillors attending: 50% (a percentage of the 6 Members invited to attend)

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Room 4)				1	2	
Facilities				1	2	
Visual Aids	1				1	1

Details of Feedback Received 29th May 2012 to 30th August 2012

Annex B

Handouts					2	1
Facilitator					1	2
How would you rate the session in meeting its objectives?					3	
I think that the training provided will improve my effectiveness					3	
How did you rate the delivery of the session?					1	2
Overall how would you rate the standard of the session					2	1

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		3	
Was the length of the course		3	

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • As a Member of the Corporate Appeals Panel • Strengthened previous knowledge and brought up new information • Employment law and its interpretation
Is the training session enough for your requirements? Do you need	<ul style="list-style-type: none"> • Adequate

further training?	
Other comments	<ul style="list-style-type: none">• None

Session 6

Date: 13th June 2012

Course Title: Regional Event (Skipton) – Overview and Scrutiny Delivering Direct Local Benefits

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

Session 7

Date: 14th June 2012

Course Title: Regional Training (Leeds): Managing your Casework

Number of attendees: 1 registered to attend but course cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

Session 8

Date: 14th June 2012

Course Title: Themed Planning Training – Green Belt and Listed Buildings

Number of attendees: 11

Details of Feedback Received 29th May 2012 to 30th August 2012

Annex B

Number of Evaluation Forms Returned: 4

% Councillors attending: 23.4%

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

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		4	

Details of Feedback Received 29th May 2012 to 30th August 2012

Annex B

Was the length of the course	1	1	2
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Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none">• About listed building protection. I can use this in my role on West and City of York Council Centre planning• Better understanding of this part of the planning process
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none">• Very original topic• Yes, this was enough• Need further information on this• Need further training and updates
Other comments	<ul style="list-style-type: none">• Very informative• Reminds me not to buy a listed building• Thank you

Session 9

Date: 18th June 2012

Course Title: Regional Training (Wakefield): Charing Skills Master Class

Number of attendees: 1

Number of Evaluation Forms Returned: 0 (none handed out)

% Councillors attending: 2.13%

Session 10

Date: Various (21th, 25th & 26th June 2012)

Course Title: Visit to York Contact Centre

Number of attendees: 3

Number of Evaluation Forms Returned: 0 (2 e-mailed after event)

% Councillors attending: 6.38%

Session 10

Date: 18th June 2012

Course Title: IT Drop-In Session

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

Session 11

Date: 25th June 2012

Course Title: IT Drop-In Session

Number of attendees: 2

Number of Evaluation Forms Returned: 0 (None sent out)

% Councillors attending: 4.25%

Session 12

Date: 25th June 2012

Course Title: Regional Training (Skipton): Localism

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

Session 13

Date: 27th June 2012

Course Title: Public Speaking/Speaking with Confidence

Number of attendees: 6 (+ 1 external attendee)

Number of Evaluation Forms Returned: 7

% Councillors attending: 12.77%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Room 1)	1			1	4	1
Facilities	1			2	3	1
Visual Aids	3			1	3	
Handouts	1			1	3	2
Facilitator	1				3	3
How would you rate the session in	1				3	3

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meeting its objectives?						
I think that the training provided will improve my effectiveness	1				4	1
How did you rate the delivery of the session?	1				5	1
Overall how would you rate the standard of the session	2				5	

Length & Level of Session

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

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • Worthwhile 2 hours • How best to deliver speeches • Better presentations • Tips and websites • Liked the word pictures on the 'I have a dream' speech
Is the training session enough for your requirements? Do you need	<ul style="list-style-type: none"> • Would like another session • Always need training in new ideas • Maybe having had time to try this out

further training?	
Other comments	<ul style="list-style-type: none"> • Very good – well worth attending – I learned a lot • Very good presenter • Very useful points that will be of some use • Very good training – should make everyone do it • Excellent, a worthwhile session • Good • Please be more ecological and make your handouts double sided, then I have less paper to store.

Session 14

Date: 28th June 2012

Course Title: Regional Event (Bradford) – Chairing Skills One to One Coaching

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

Session 15

Date: 3rd, 5th and 11th July 2012

Course Title: Full Council Procedures Drop In Session

Number of attendees: 2

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Number of Evaluation Forms Returned: 0 (None sent out)

% Councillors attending: 4.25%

Session 16

Date: 5th July 2012

Course Title: Themed Planning Training (Additional) – (set up as the session on 14th June overran)

Number of attendees: 15

Number of Evaluation Forms Returned: 11

% Councillors attending: 31.91%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Room 2)	1			4	3	3
Facilities	1			4	4	2
Visual Aids				5	1	5
Handouts	11					
Facilitator				1	4	6
How would you rate the session in meeting its objectives?					4	7
I think that the training provided will improve my effectiveness					4	7
How did you rate the delivery of the session?	3			1	4	3

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Overall how would you rate the standard of the session	3				5	3
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Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		8	
Was the length of the course		7	1

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • At future planning meetings • The legislative updates • Will use at Planning Committee
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • Yes, this session is enough • Need a list of the very special circumstances (re building in the Green Belt) mentioned by the presenter
Other comments	<ul style="list-style-type: none"> • Very useful when considering applications • Fulfilled its objective. Some revision and some new information • Reminds me of the legislation I work to • Useful overview of the past/present arrangements • Excellent Overview and very useful

	<ul style="list-style-type: none"> • Training will improve my effectiveness
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Session 17

Date: 12th July 2012

Course Title: Pre-Council Briefing: Police Commissioners

Number of attendees: 19

Number of Evaluation Forms Returned: 10

% Councillors attending: 40.42%

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

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Overall how would you rate the standard of the session	1		2		5	2
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Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		9	
Was the length of the course		9	

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> • A bit about the process and a brief discussion of issues and concerns. Will use it to inform the public and ask questions of candidates • Understand the new structure and process better. Dealing with crime issues as a Ward Councillor • More about process
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> • Fine as is
Other comments	<ul style="list-style-type: none"> • A good briefing, very informative • Not directly related to my Council work but everyone cares about

	crime
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Session 18

Date: 19th July 2012

Course Title: Policy Café 1 – Delivering Growth through the Planning System

Number of attendees: 7 registered (postponed until 16th October 2012)

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

Session 19

Date: 20th, 24th and 25th July 2012

Course Title: Social Media Drop In Sessions

Number of attendees: 3

Number of Evaluation Forms Returned: 2

% Councillors attending: 6.38%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Communications and Media Office)						2
Facilities	1					1
Visual Aids	1					1

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Handouts	2					
Facilitator	1					1
How would you rate the session in meeting its objectives?	1					1
I think that the training provided will improve my effectiveness	1					1
How did you rate the delivery of the session?	1					1
Overall how would you rate the standard of the session	1					1

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
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"> • Got me on to Twitter and deleted an old account I hadn't used
Is the training session enough for your requirements? Do you need	<ul style="list-style-type: none"> • Yes, maybe extra training on integrating Twitter and Facebook

further training?	
Other comments	<ul style="list-style-type: none">• Great, thanks, very useful• It gave me confidence

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Member Support Steering Group Annual Work Plan 2012/13

MDWG Meeting	Detail
September 2012	<ul style="list-style-type: none">• Local Democracy Week Events• First Monitor of Take-Up & Evaluation• Discussion – the barriers and difficulties Councillors face in carrying out their role• Verbal Update – Trial Period of 360° Reviews• Work Plan
November 2012	<ul style="list-style-type: none">• Annual Review of Policy• Annual Budget Monitor• Review of 'Pot' Allocated to Groups for External (Non-Core Programme) Events• Results of Six Monthly Survey of Training Courses Attended• Work Plan
January 2013	<ul style="list-style-type: none">• Second Monitor of Take-Up & Evaluation• The New 'Zone 47'/'Membersphere'• Report – Review of E-Learning Provision• Work Plan
March 2013	<ul style="list-style-type: none">• Results of Six Monthly Survey of Training Course Attended• Draft Core Programme 2013/14• Work Plan

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

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