



**Notice of a public meeting of  
Member Support Steering Group**

**To:** Councillors Douglas (Chair), Barnes, Cunningham-Cross, Runciman (Vice-Chair) and Wiseman

**Date:** Thursday, 14 March 2013

**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 interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which they may have in respect of business on this agenda.

**2. Minutes**

(Pages 3 - 8)

To approve and sign the minutes of the last meeting held on 28<sup>th</sup> January 2013.

**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 13<sup>th</sup> March 2013.**

#### **4. The New 'Zone 47/Membersphere'.**

The Head of Civic and Democratic Services will give an update on the proposed new 'Members App'. There will also be a short demonstration of the new facility'.

#### **5. Future Approach to Member Training and Development. (Pages 9 - 16)**

This report sets out a number of items for the Steering Group to give consideration to namely:

- Future Core Training and Development Programmes
- External Training and Development
- Personal Development Reviews/360° Reviews
- E-Learning Provision
- Charter Status for Member Development
- The Member Training and Development Policy

#### **6. Second Monitor of Take Up and Evaluation. (Pages 17 - 68)**

This report informs Members of:

- The take up at events offered to date
- A summary of the feedback received
- Analysis of the take-up

#### **7. Work Plan. (Pages 69 - 70)**

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

#### **8. 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](mailto:laura.bootland@york.gov.uk)

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

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

This page is intentionally left blank

## About City of York Council Meetings

### Would you like to speak at this meeting?

If you would, you will need to:

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

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

### Further information about what's being discussed at this meeting

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

### Access Arrangements

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

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

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

interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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

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

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

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

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

### **Holding the 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;
- York Explore Library and the Press receive copies of **all** public agenda/reports;
- All public agenda/reports can also be accessed online at other public libraries using this link

<http://democracy.york.gov.uk/ieDocHome.aspx?bcr=1>

City of York Council

Committee Minutes

---

MEETING	MEMBER SUPPORT STEERING GROUP
DATE	28 JANUARY 2013
PRESENT	COUNCILLORS DOUGLAS (CHAIR), BARNES, CUNNINGHAM-CROSS, RUNCIMAN (VICE-CHAIR) AND WISEMAN

---

**24. DECLARATIONS OF INTEREST**

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

**25. MINUTES**

RESOLVED: That the minutes of the last meeting held on 29<sup>th</sup> November 2012 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 Councils Public Participation Scheme.

**27. DIRECTOR OF COMMUNITY RELATIONS AND LIFELONG LEARNING FROM THE CENTRE FOR LIFELONG LEARNING - THE NEW ACCREDITED PROGRAMME FOR COUNCILLORS.**

The Director of Community Relations and Lifelong Learning from the Centre for Lifelong Learning attended the meeting to outline plans for the new accredited programme for Councillors.

The following key points about the proposed programme were highlighted:

- The programme would consist of 3 modules; Civic History, Local Government and the role of Councillors and Social Policy.
- Members would be able to choose to undertake an accredited course where credits will count towards a University awarded certificate, or an unaccredited version.
- An outline of the course is currently going through the University of York's approval process, the last step being the Teaching Committee which will look at the course content.
- It is proposed that the course will commence at the start of the next academic year, September 2013.
- A minimum of 8 or 9 candidates would be required in order to make the course viable.
- There is the option of opening the course up to the public.
- The first year will be a pilot, initially funded by the University with a view to continuing it if it is successful. Thereafter the Council would need to fund any Councillors the course.
- The teaching sessions will be flexible with class materials online and tutors will be happy to come to West Offices.
- The course will be unique to York.

Members commented that the pilot year was important to establish the programme and to encourage people to become involved.

Officers confirmed that further details on the modules would be circulated to Members in due course.

RESOLVED: That Members noted the update.

REASON: To progress the Accredited Programme for Councillors.

**28. SUPPORT TO MEMBERS IN RELATION TO DEALING WITH MEMBERS ENQUIRIES AND THE APPROACH TO COMMUNITY CONTRACTS.**

The Assistant Director (Communities, Culture and Public Realm) and the Head of Communities and Equalities attended the meeting to discuss issues around Members Enquiries and the Approach to Community Contracts in light of the comments raised at the Member Support Steering Group meeting of 13<sup>th</sup> September 2012. In addition to this the Chief Executive from Your Consortium was in attendance to talk to the Steering Group about their work. Your Consortium are the organisation that took over managing the Ward Committee Budgets.

The Chief Executive from Your Consortium outlined the work of the organisation. In response to Members questions she confirmed that she hoped to produce an annual report to show the outcomes of the Consortium's work.

Members went on to query Ward Committee organisation, in particular how the dates are set for the meetings. Officers advised that Members will need to work with officers to identify suitable dates for the annual ward meetings.

In relation to Community Contracts, Officers confirmed that they are going to be changed so that they are bespoke to each Ward and that they can be renamed to something else if required.

Members asked if it was possible for a monthly report to be produced in relation to member enquiries which go through the customer contact centre. Officers confirmed that further information would be brought back to the Group once it was available.

**RESOLVED:** That Members noted the information provided.

**REASON:** To keep Members informed on developments relating to

**29. VERBAL UPDATE - MEMBER TRAINING AND DEVELOPMENT 2013/14 ONWARDS.**

Officers from Democratic Services provided an update to Members in relation to Member Training and Development for the municipal year 2013/14.

Further to the discussions which took place earlier in the meeting regarding the new accredited programme in conjunction with the University, Officers advised that Democratic Services would continue to offer a statutory programme of training for areas such as Planning and Licensing which Members have to undertake by law.

Members asked that a briefing report be produced to outline the proposed changes, in order that Steering Group members could present to their groups. Officers confirmed that the Member Training and Development policy would then need to be amended in due course to reflect the changes as current training targets would no longer apply.

RESOLVED: (i) That Members noted the update.  
(ii) That a briefing report on the proposed changes be produced for circulation to the groups<sup>1</sup>

REASON: To keep Members informed on proposed changes to member training and development.

Action Required

1. Produce briefing note.

TW

**30. WORK PLAN.**

Members considered the Work Plan for the Committee to March 2013.

Following discussion, it was agreed that the six monthly survey of training courses attended and the update on the Leadership Academy would be removed from the work plan.

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

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

Councillor Douglas, Chair  
[The meeting started at 5.00 pm and finished at 6.15 pm].

This page is intentionally left blank



---

**Member Support Steering Group****14<sup>th</sup> March 2013**

Report of the Assistant Director Governance and ICT

**Future Approach to Member Development - 2013 Onwards****Summary**

1. This report sets out a number of items for the Steering Group to give consideration to namely:
  - Future Core Training and Development Programmes
  - External Training and Development
  - Personal Development Reviews/360° Reviews
  - E-Learning Provision
  - Charter Status for Member Development
  - The Member Training and Development Policy
2. In order to prepare for the future officers are seeking guidance from this Steering Group on the items in the list above. This Group were due to receive individual reports on all of the items in the list above. As they are all interrelated they have been amalgamated into this one report.

**Background**

3. The draft core programme is currently one of the four key strategic elements of the Member Training and Development Policy agreed by Council in 2009.

**Looking to the Future****Future Core Training and Development Programmes**

4. It is suggested that a basic core training and development programme be offered for the municipal year 2013/14 and this would cover statutory and

legislative training such as planning, Licensing Act, Gambling Act, Appeals and Code of Conduct where necessary. In addition to this it would need to include any mandatory training agreed by the Council. Discussions are currently being had at Group Leader level about making scrutiny training mandatory within the Local Authority.

5. In addition to this, the Steering Group are asked to give consideration as to whether there should be any additions to the basic core programme set out above such as Corporate Parenting training (which was cancelled this year as there were very few registrations to attend), Pre-Council Briefings, Policy Cafés, visits/tours etc.
6. Finally, at their last meeting in January 2013 this group heard from the Director of Community Relations and Lifelong Learning from the Centre for Lifelong Learning about an accredited programme for Councillors that was currently in the development stage. It was envisaged that this would be split into three modules covering the following themes:
  - Civic History of York
  - Governance and the Role of the Councillor
  - Understanding Social Need
7. The course would be available as a fully accredited course, giving a certificate at undergraduate level on completion of all three modules. Alternatively component sessions of this course would also be open to Members to attend with no requirement to complete any accreditation. The course would last 12 months (but could be split across three years i.e. one module per year). The first year running from September 2013 through to 2014 would be a pilot year and would incur no cost for the Council.

#### External Training and Development

8. Currently a pot of money (totalling £5,000 from the overall Member Training and Development budget) is allocated per Political Group to fund external training and development outside of the Core Training and Development Programme. This Steering Group is asked to consider whether it wishes to continue this offer for the 2013/14 municipal year. However, it should be noted that as from the 2014/15 municipal year the total budget for Member Training and Development will be £5,000.

### Personal Development Reviews/360° Reviews

9. At a meeting of this Steering Group in November 2012 this Group fed back on a trial of 360° Reviews that they had undertaken. The Members that had participated had mixed views of the package on offer and asked that a provider based more locally be sourced and a further trial undertaken. Work is still ongoing to find an alternative local provider. The initial suggestion of approaching the North East Regional Employers organisation has indicated that they do not know anyone in the region that uses 360° Reviews. If Members are still keen that an alternative provider be sourced then officers can continue to do some further research on this and report back at a later meeting. However Members are asked to bear in mind the cost implications of providing such a resource and the forthcoming cut (2014 onwards) to the Member Development Budget.
10. For this reason the Steering Group are advised to reconsider how and if they would like to provide Personal Development Reviews (PDRs) for Councillors in the future. The most cost effective alternative would be to bring PDRs for elected Members in-house, however when discussed within this group in 2012 this was not the preferred option.
11. There may also be an option to look at buddying and/or coaching as an alternative to the PDR process. However discussions are in the early stages and costs have not yet been established. Further discussion has indicated that there would be options to contract a trained coach to undertake the coaching session or for a member of staff to be trained in coaching skills. Discussions would also need to be had with Charter Status Assessors as to whether this would be an acceptable alternative offer to the PDR process (this is of course dependent on whether the Council decided to renew their Charter Status for Member Development – further information on this is set out in the paragraphs below).

### E-Learning Provision

12. Currently the Core Training and Development Programme provides a number of e-learning opportunities for Members. These include access to the moderncouncillor online courses, child protection, disability and equality awareness online courses, the Ashridge Learning Resource Centre, Local Government Association Workbooks, ECDL and various books and CDs. The Steering Group has already indicated they would like e-learning opportunities to continue to be part of the Core Training and Development Programme; however they are now asked to identify more specifically what they would like to see.

13. Some of the offers mentioned in the paragraph above have now expired and costs would be incurred to renew memberships. In the past, via surveys and focus groups, several Members have indicated that they would like to see more e-learning on offer. However, it does not appear that many Members have accessed what has been offered on previous Core Training and Development Programmes. This could be because they were not aware of what was on offer or because what was on offer did not meet their needs. Again, a significant amount of work would need to be undertaken to make sure that what was being offered to Members met their needs and would be used; especially if provision were to incur a cost.

#### Charter Status for Member Development

14. The Charter Status for Member Development expires in September of this year and a decision needs to be taken as to whether to renew this. The cost of renewal would be in the region of £1,500. In addition to this renewal would require the input of a significant amount of officer time. This Steering Group are asked for their thoughts on whether this should be renewed or not.
15. Renewing the Charter Status would mean that this Authority would be giving a commitment to providing a certain standard of Member Training and Development for the next three years. There are certain things that would most likely still need to be in place to achieve this award namely, a named Member Support Officer, provision for Councillor PDRs, a Member Training and Development Policy and a Steering Group.
16. Bearing in mind officer resources to support this process, a potentially pared down core programme, an absence of a clear PDR process or viable alternative at the moment and the development of an alternative training and development offer for Members (the accredited course being developed with the Centre for Lifelong Learning) this Steering Group are asked to give guidance as to whether there is merit in renewing the Charter Status.

#### The Member Training and Development Policy

17. As a result of the issues identified in this report it is clear that the current Member Training and Development Policy will need updating. Initially though there are two fundamental questions to be addressed:
  - Does this Steering Group still believe the CYC training and development offer for Members should be underpinned by a formal Council Training and Development Policy

- Given the intention for a pared down Core Training and Development Programme and offer are targets for sessions appropriate or feasible any longer.
18. If the Steering Group wants to recommend a formal policy still to Council, then it is suggested that the current policy be reviewed at the next meeting of this Group. In the meantime, though, advice is specifically sought on the existence of targets.

### **Consultation**

19. Work on the future approach to Member Development is still in its early stages and at this stage consultation is happening with this Steering Group. Once a way forward has been established further consultation will take place with both officers and external providers as required.

### **Options**

20. Members are asked to:
- (i). Endorse the proposed approach for the 2013/14 Core Programme and offer or suggest alternations or alternatives
  - (ii). Determine whether or not to continue with Group Pot allocations to fund external activities in the municipal year 2013/14
  - (iii). Indicate their preference, if any, for a specific PDR process
  - (iv). Indicate what E-Learning provision they would like to see for 2013/14
  - (v). Indicate whether they wish to renew the Charter Status or not
  - (vi). Indicate if they would like to retain a formal Member Training and Development Policy or not

### **Analysis**

21. Much of the analysis of the issues needing to be discussed is contained within the paragraphs above. The Steering Group may also want to take into consideration another item on today's agenda namely; *'Evaluation Report on the Core Training Programme (1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013'* and the take-up of events during that period to assist them in considering the pros and cons of any extras they might wish to add to the Core Training and Development Programme proposed in the paragraphs above.

## **Council Plan 2011-2015**

22. Having well informed and trained Members will help the Council deliver its key priorities set out within the Council Plan 2011-15.

### **Implications**

23. **Financial** – Any financial costs associated with the core programme 2012/13 will need to be met from the existing budgets available for Member Development. The majority of sessions proposed for the programme set out above could be provided in-house and would therefore, not incur any costs. The first year of the accredited course being developed in conjunction with the Centre for Lifelong Learning is a pilot year and as such will be free.
24. Dependent on what Members agree should be included in the programme costs could be incurred for any external training identified, PDRs and the renewal of the Charter Status for Member Development.
25. **Human Resources** – Preparing and supporting a comprehensive Core Training and Development Programme takes up a significant amount of officer time. Members are asked to bear this in mind when considering what, if any, extras they wish to add into the proposed basic Core Programme as set out in the body of this report.
26. There are no known Legal, Equalities or other implications associated with the recommendations within this report.

### **Risk Management**

27. If the Steering Group considers that Charter Status is no longer appropriate there is a risk that the Local Authority will no longer be publically recognised as delivering core training and development to a standard guaranteed by this award.

### **Recommendations**

28. It is recommended that Members:
  - (i). Endorse the proposed approach for the 2013/14 Core Programme and offer
  - (ii). Determine whether or not to continue with Group Pot allocations to fund external activities in the municipal year 2013/14
  - (iii). Indicate their preference, if any, for a specific PDR process

- (iv). Indicate what E-Learning provision they would like to see for 2013/14
- (v). Indicate whether they wish to renew the Charter Status or not
- (vi). Indicate if they would like to retain a formal Member Training and Development Policy or not

Reason: To enable the delivery of future support to Members.

**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  
Approved**



**Date** 07.03.2013

**Specialist Implications Officer(s)** None

**Wards Affected:**

All



**For further information please contact the author of the report**

**Background Papers:**

None

**Annexes**

None

This page is intentionally left blank



---

**Member Support Steering Group****14<sup>th</sup> March 2013**

Report of the Assistant Director: Governance &amp; ICT

**Evaluation Report on the Core Training Programme (1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013)****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 current 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.

**Monitoring of Take Up of Training & Development Opportunities**

5. 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

6. Details of Members' attendance levels at all events offered between 29<sup>th</sup> May 2012 and 28<sup>th</sup> February 2013 are set out in **Annex A** to this report.

### **Analysing Take Up**

7. 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.
8. 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.
9. To date 17 of 47 Members have achieved or exceeded their training targets; this includes two Cabinet Members. There are only three more training and development sessions scheduled for this municipal year so there may not be a significant change in this number. However, as can be seen from **Annex A**, there are a few Members who only need to attend one or two more sessions so the number of those achieving their target does have the potential to increase. However these figures are only based on the information shared by Councillors with Democratic Services.
10. Attendance at the 29 events detailed in **Annex B** to this report has been variable – with only the following 9 sessions having 10 or more attendees:
  - (i). Members Guide to Welfare and Benefits (12)
  - (ii). Summer Planning Update (25 over 3 sessions)
  - (iii). Gambling Act and Taxi Licensing (15 over 2 sessions) (the Gambling Act part of this training was compulsory for all 15 Members of the Gambling, Licensing and Regulatory Committee)
  - (iv). Key Note Speaker – Sir Stuart Etherington (13)
  - (v). Pre-Council Briefing – The Coroner (11)

- (vi). Understanding the Voluntary Sector (10)
  - (vii). Themed Planning Training – Renewable Energy installations & Highway Considerations (11)
  - (viii). Pre-Council Briefing – Ward Engagement (15)
  - (ix). The New Code of Conduct (23 over 2 sessions)
11. There were four instances of sessions having only 5 attendees or less (one of which was an addition to the core programme); two drop in sessions did not attract any Members at all, although these had been offered earlier in the year as well. There were 5 of the 29 sessions available during the specified period that were cancelled for varying reasons.
  12. There was also still an issue with Councillors registering for sessions but ultimately not coming along. This sometimes made it difficult to know when to cancel a session and hence is why some sessions only had 3 or 4 attendees.

### **Evaluating the Core Programme (including in year additions)**

13. In addition to the monitoring of take-up at development events another key aspect to measuring the success and effectiveness of the development sessions on offer is measured through feedback received from attendees.
14. Details of feedback received between 1<sup>st</sup> September 2012 and 28<sup>th</sup> February 2013 is summarised at **Annex B** to this report.

### **Summary of Feedback**

15. 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 mixed.
16. A few new formats have been tried this year such as Policy Cafés, Themed Planning Sessions and Key Note Speakers and these have had a mixed response.
17. There were two Key Note Speakers scheduled into the offered Core Training and Development Programme; however unfortunately one of the Key Speakers had to cancel which left only one of the Key Note Speaker events going ahead. This was attended by 13 Councillors, 1 officer and 2 representatives from the voluntary sector. Most attendees felt that the session had been informative.

Comments and evaluation of this session are included in more detail within **Annex B** to this report.

18. The Policy Cafés have been generally well received however initially there were a few teething problems with this format but they have since generally gone well with many comments indicating that they feel these are a good format; again **Annex B** gives more detail about how these have been received.
19. Probably the most well received sessions have been the Members Guide to Welfare and Benefits, with many positive comments including *'well pitched to the audience'*, *'an excellent presentation of an area of which I had limited knowledge'* and the Councillor visit to the Danesgate Centre in January 2013 with very positive feedback including *'excellent visit, very informative, it gave me a better insight into an area I don't know much about'*, *'I would hope that all Members are encouraged to visit as I am sure many are unaware of this good facility'*.
20. In addition to the above a series of free sessions offered by the Town and Country Planning Association (TCPA), focussed around planning for climate change, was offered outside of the Core Programme. Four Councillors attended and praised these sessions very highly with comments such as *'Lively presentation that engaged the participants'* and *'all speakers were high quality and they gave us first class information and good group exercises to do'*.

### **Options**

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

### **Analysis**

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

### **Council Plan 2011-2015**

23. 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

24. **Financial** – There are no known financial implications associated with the recommendations in this report.
25. There are no known HR, legal or other implications associated with the contents of this report.

### Risk Management

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

### Recommendations

27. 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

**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  
Approved**



**Date** 07.03.2013

**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 29<sup>th</sup> May 2012 to  
28<sup>th</sup> February 2013**

Members marked with \* mean that particular Member has exceeded the target

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

	<b>COUNCILLOR</b>	<b>Annual Target</b>	<b>Year to date</b>	<b>Remaining Target</b>
36	RICHES	8	2	6
37	RUNCIMAN	8	7	1
38	SCOTT	8	0	8
39	SEMLYEN*	8	9	0
40	SIMPSON-LAING	12	7	5
41	STEWARD	8	6	2
42	TAYLOR	8	3	5
43	WARTERS	8	2	6
44	WATSON	8	6	2
45	WATT	8	6	2
46	WILLIAMS	12	2	10
47	WISEMAN*	8	16	0

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 1

Date: 5<sup>th</sup> September 2012

Course Title: Members Guide to Welfare & Benefits

Number of attendees: 12

Number of Evaluation Forms Returned: 7

% Councillors attending: 25.53%

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

Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		5	
Was the length of the course		5	

Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• General overview of changes in welfare – in informing policy decisions</li> <li>• Understand ‘broad brush’ of information re: changes</li> <li>• Increased knowledge of current system and forthcoming changes</li> <li>• To help constituents</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• I would like more advanced stuff but whether is it viable for enough people – I could get this outside of the Council</li> <li>• Ongoing as changes happen</li> <li>• Yes</li> <li>• Update on progress of reforms</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Appreciated it and well delivered</li> <li>• Very happy with session</li> <li>• Was pitched well to the audience</li> <li>• I would prefer more detailed stuff but was appropriate for the range of people</li> <li>• Excellent, a really useful session (2)</li> </ul>

	<ul style="list-style-type: none"> <li>• Thank you for arranging this</li> <li>• Excellent presentation of an area of which I had limited knowledge</li> <li>• Very useful guide to complex issue</li> <li>• Increased knowledge of what to expect</li> <li>• Information will be very helpful in helping constituents</li> </ul>
--	---

**Session 2**

Date (s): Offered over three sessions (6<sup>th</sup>, 13<sup>th</sup> & 20<sup>th</sup> September 2012)

Course Title: Summer Planning Update

Number of attendees: 25

Number of Evaluation Forms Returned: 23

% Councillors attending: 53.19%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Room 2 and the Council Chamber)		1	1	6	10	5
Facilities		1	3	5	10	4
Visual Aids	1		2	4	10	6
Handouts (no handouts were given out at this session)	17	1		1	3	1
Facilitator			3	1	9	10
How would you rate the session in meeting its objectives?		1		3	10	9

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
I think that the training provided will improve my effectiveness			1	3	10	9
How did you rate the delivery of the session?	2	1	2	3	6	9
Overall how would you rate the standard of the session	4	1	1	2	7	8

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		21	
Was the length of the course	1	20	

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• On Planning Committee/when making planning decisions (x9)</li> <li>• Future plans and issues</li> <li>• useful update on legislative changes and how they relate to specific York context</li> </ul>
Is the training session enough for your requirements? Do you need	<ul style="list-style-type: none"> <li>• Need regular updates (x3)</li> <li>• Further to follow please</li> <li>• We receive regular updates on planning policies (x2)</li> <li>• No further training required (x3)</li> </ul>

further training?	<ul style="list-style-type: none"> <li>• Will need additional training as and when more legislative changes come forward (x2)</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Dull performance</li> <li>• Good (x3)</li> <li>• Good facilitator, average venue</li> <li>• Handouts via e-mail (x3)</li> <li>• Useful to explain recent changes (x2)</li> <li>• Very useful update (x2)</li> <li>• increased knowledge of changes to planning policies</li> <li>• Personally I like to have the handout to make my own notes on</li> <li>• An excellent informative session</li> <li>• Very recent legislation explained as well as can be expected with something hot off the press (x3)</li> <li>• Useful, but I still have a lot to learn</li> </ul>

**Session 3**

Date: 18<sup>th</sup> September 2012 (with Mop-Up Session on 7<sup>th</sup> November 2012)

Course Title: Gambling Act and Taxi Licensing Training<sup>1</sup>

Number of attendees: 15

Number of Evaluation Forms Returned: 10

% Councillors attending: 100% (as a percentage of the Committee membership)

---

<sup>1</sup> The Gambling Act part of this training was compulsory for those who sit on the Gambling, Licensing & Regulatory Committee

**Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013**

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		8	1
Was the length of the course	2	7	

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• This was boring</li> <li>• The Gambling Act</li> <li>• In future hearings</li> <li>• How to apply legislation to policy</li> <li>• Not a lot</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• Yes, until they change taxi licensing (if they do)</li> <li>• No further training required (x3)</li> <li>• Yes, possibly too much detail in some cases (x2)</li> <li>• Will need to keep up &amp; possibly learn more as very complex</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• As mandatory training it was more of a refresher than a learning exercise. Not sure that I learnt much that was new. A lot of it, especially with the Gambling Act, is the legislation that officers have to follow rather than things that Members do</li> <li>• Fine</li> <li>• Roger is excellent</li> </ul>

	<ul style="list-style-type: none"> <li>• Adequate details for our requirements</li> <li>• Good (x2)</li> <li>• Long session, biscuits would have been nice</li> <li>• Very useful, but concerned that some Members were absent or left early</li> <li>• Bit complex</li> <li>• 2.5 hours was too long</li> </ul>
--	--

**Session 4**

Date: 20<sup>th</sup> September 2012

Course Title: LGA Event – Community Budgeting (Non-Core Programme event but free and held in York)

Number of attendees: 3

Number of Evaluation Forms Returned: 1

% Councillors attending: 6.38%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Park Inn, York)						1
Facilities						1
Visual Aids						1
Handouts						1
Facilitator (External)						1
How would you rate the session in meeting its objectives?						1

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

I think that the training provided will improve my effectiveness						1
How did you rate the delivery of the session?						1
Overall how would you rate the standard of the session						1

### Length & Level of Session

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

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• Use in my Ward to help others fund raise</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• Not really, not just now</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Nice style of chairing</li> <li>• All points covered; has given me ideas for fund raising</li> </ul>

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 5

Date: 24<sup>th</sup> September 2012

Course Title: Key Note Speaker – Sir Stuart Etherington (Chief Executive, National Council for Voluntary Organisations)

Number of attendees: 13 (in addition to this 1 officer and 2 voluntary sector representatives attended)

Number of Evaluation Forms Returned: 6

% Councillors attending: 27.66%

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		5	
Was the length of the course		3	2

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• Not a lot – but was able to do a little networking which is always useful</li> <li>• Not sure how I would use this</li> <li>• Ideas for what CYC may consider in dealing with the voluntary sector</li> <li>• An appreciation of the size of the voluntary sector and how it is funded</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• No further training required (x3)</li> <li>• Will be attending Wednesday's (26<sup>th</sup> September) session on Charity Trustees etc i.e. voluntary sector in a local context</li> <li>• More sessions with the voluntary sector groups to interact to the benefit of residents</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Facilities fine, but (as ever) chilly and coffee (as ever) weak</li> <li>• A very stimulating talk and useful question and answer session afterwards</li> <li>• I did leave feeling that, although it was interesting, I could have googled most of the information learned</li> <li>• Think the session was informative but could have gone much further given time</li> </ul>

	<ul style="list-style-type: none"><li>• Gave me an insight into voluntary sector funding</li><li>• A very useful overview of the National Picture with regards to the Voluntary Sector, the issues were very well explained</li><li>• Helped to put issues with regards to the voluntary sector locally in a national context and potential ideas for CYC action.</li><li>• A good idea to have training sessions with a guest speaker as long as they don't appear to 'preach' or speak for too long. We were given time to ask questions.</li><li>• Interesting to talk to members of the voluntary sector</li></ul>
--	--

**Session 6**

Date: 26<sup>th</sup> September 2012

Course Title: Getting Involved: What does being a Charity Trustee or Committee Member really mean

Number of attendees: 3

Number of Evaluation Forms Returned: 2

% Councillors attending: 6.38%

This session was provided by York Council for Voluntary Service who distributed their own evaluation forms. The session was very well received.

**Session 7**

Date: 4<sup>th</sup> October 2012

Course Title: Visit to York College

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

Number of attendees: Cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

### **Session 8**

Date: 9<sup>th</sup> October 2012

Course Title: Visit to York St John University

Number of attendees: Cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

### **Session 9**

Date: 11<sup>th</sup> October 2012

Course Title: Pre-Council Briefing – The Coroner

Number of attendees: 11

Number of Evaluation Forms Returned: 4

% Councillors attending: 23.40%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Council Chamber)				1	3	
Facilities				1	3	
Visual Aids	3			1		

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

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

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		4	
Was the length of the course	1	3	

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• Little</li> <li>• If I get any questions from residents, although unlikely, will now be able to provide some form of informed response</li> <li>• Learned all I needed to know about the subject</li> </ul>
---	--

<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> <li>• No further training required (x3)</li> <li>• Probably don't need an update for a year or two</li> </ul>
<p>Other comments</p>	<ul style="list-style-type: none"> <li>• Didn't stick to timings and gave too much history. Not enough time for interesting bits and questions</li> <li>• Information the same as last time he attended</li> <li>• An interesting session about an area I knew very little about in practice</li> <li>• Gave a good picture about the workings of the Coroner's Service</li> <li>• Have much more idea about the work involved in the Coroner's Service and local context</li> <li>• A good session, more interesting and informative than I expected</li> <li>• The information is really interesting but the delivery is poor</li> <li>• Not really relevant, I have never been asked about the Coroner</li> <li>• Fairly dry subject but have a good overview</li> </ul>

**Session 10**

Date: 15<sup>th</sup> October 2012

Course Title: iTrent Briefing Session (Non-Core Programme)

Number of attendees: 6

Number of Evaluation Forms Returned: 3

% Councillors attending: 12.77%

Evaluation forms were provided by the iTrent project team who provided this training. Comments received included '*not overly relevant to a Councillor*', however the quality of the training provided was praised.

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 11

Date: 16<sup>th</sup> October 2012

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

Number of attendees: 7

Number of Evaluation Forms Returned: 6

% Councillors attending: 14.89%

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		5	
Was the length of the course		2	3

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• I will be able to decide whether to encourage residents to develop a local plan for the Ward</li> <li>• I learnt more about some other Councillors than about the subject matter</li> <li>• The key issues were mentioned but no solutions</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• Another session please</li> <li>• Not on this topic</li> <li>• This is more than enough</li> <li>• We could probably benefit from another session on this general area perhaps in the next municipal year</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Not sure what the objectives were, but it was a good session and brought out some interesting views</li> <li>• Food would be good, make it a real cafe so that Members and officers wouldn't go hungry</li> <li>• The objective wandered a bit. A chair for that size group or smaller groups would keep the focus. Politics got in the way a little too</li> </ul>

	<ul style="list-style-type: none"><li>• It helped me understand more about LDF and the opportunities for residents input</li><li>• There were no visual aids or handouts</li><li>• It was useful to hear views of those not associated with the Local Plan Working Group</li><li>• This is a format worth continuing but in a slightly more structured way</li><li>• A very different session but feel the idea is worth pursuing</li><li>• A very lively discussion</li><li>• Came up with some of the key issues but no solutions</li><li>• Perhaps future Policy Cafés could be slightly more structured but this was a good start</li><li>• I think everyone who attended tonight (including the officers) would agree that it would be better if we had a theme or topic to discuss and if a chair/facilitator were to be either appointed or nominated</li></ul>
--	--

**Session 12**

Date: 17<sup>th</sup> October 2012

Course Title: Visit to York University

Number of attendees: 5

Number of Evaluation Forms Returned: 2

% Councillors attending: 10.64%

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

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

### 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"> <li>• Better understanding of the layout/function of East Campus</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• No further training required (x2)</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Excellent and passionate speakers</li> <li>• Good overall presentation</li> <li>• Slightly rushed in places when visiting venues</li> <li>• Obtained a better understanding of York university's vision for the next decade or so</li> </ul>

**Session 13**

Date: 23<sup>rd</sup> October 2012

Course Title: Policy Cafe 2 – Ward Leadership: The Challenges

Number of attendees: 7

Number of Evaluation Forms Returned: 5

% Councillors attending: 14.89%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Back Swinegate)				2	1	1

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

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

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		2	1
Was the length of the course		1	3

### Comments

What did you learn and how	<ul style="list-style-type: none"> <li>I learnt about the different challenges other Wards face; it helped me to appreciate other Councillors more</li> </ul>
----------------------------	---

<p>do you expect to use it?</p>	<ul style="list-style-type: none"> <li>• The significance of the challenges we face</li> <li>• Learned about other Wards – things I didn't know</li> <li>• That some councillors have some issues in common and some very different in their Wards</li> </ul>
<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> <li>• I hope to be able to attend the follow up session</li> <li>• Currently due to take part in a follow up afternoon session on 27<sup>th</sup> November but may not, now, be able to attend due to other commitments</li> <li>• Yes</li> <li>• This was not training</li> </ul>
<p>Other comments</p>	<ul style="list-style-type: none"> <li>• I don't really know what the objectives were supposed to be</li> <li>• It wasn't really training</li> <li>• A good start to a difficult issue under the current and future financial constraints all Councils are under</li> <li>• Some of the key challenges were highlighted for future consideration</li> <li>• We are limited to what we can do due to the financial constraints</li> <li>• the LGA facilitator was a real listener and gave everyone a chance to participate</li> <li>• Didn't talk much about Ward Leadership only problems and the geography of our Wards</li> <li>• Would really welcome the chance to sit down with all the Councillors and find out about their Ward structure, problems and strengths etc. Think this type of open discussion would help us work together and feel like one Council not a lot of fragmented Wards. Maybe help each other as</li> </ul>

	<p>neighbouring Wards split politically</p> <ul style="list-style-type: none"> <li>• We know what the challenges are</li> <li>• We could have done what we did without the LGA Representative being there</li> <li>• Not sure what the benefit of the LGA representative being there was other than for the benefit of learning about York</li> <li>• Thought it was useful although seemed to spend most of the time providing information to the LGA representative about our Wards rather than actually coming to any conclusions as to what we do about it.</li> </ul>
--	--

**Session 14**

Date: 25<sup>th</sup> October 2012

Course Title: Themed Planning Training 2: National Planning Policy Framework (NPPF)

Number of attendees: 9

Number of Evaluation Forms Returned: 7

% Councillors attending: 19.15%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Council Chamber)		1		1	4	1
Facilities				1	5	1
Visual Aids	1			1	4	1
Handouts	5				2	

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
Facilitator					6	1
How would you rate the session in meeting its objectives?				1	4	2
I think that the training provided will improve my effectiveness				2	5	
How did you rate the delivery of the session?	1				4	2
Overall how would you rate the standard of the session	1				4	2

### 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"> <li>• Some background to the NPPF. As implications for the planning process</li> <li>• Significance of NPPF</li> <li>• NPPF updates</li> </ul>
Is the training session	<ul style="list-style-type: none"> <li>• Better to have a smaller group and face to face talk/discussion session than</li> </ul>

<p>enough for your requirements? Do you need further training?</p>	<p>the formal presentation style used today</p> <ul style="list-style-type: none"> <li>• Updates if any changes</li> <li>• No further training required (x2)</li> </ul>
<p>Other comments</p>	<ul style="list-style-type: none"> <li>• A good overview of the NPPF (x2)</li> <li>• Hot drinks please – got one when I asked for one</li> </ul>

**Session 15**

Date: 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup> November 2012

Course Title: IT Drop In Sessions

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0%

**Session 16**

Date: 7<sup>th</sup> November 2013

Course Title: Understanding the Voluntary Sector

Number of attendees: 10

Number of Evaluation Forms Returned: 5

% Councillors attending: 21.28%

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

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

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		4	1
Was the length of the course	1	4	

Comments

<p>What did you learn and how do you expect to use it?</p>	<ul style="list-style-type: none"> <li>• To help me as a Ward Councillor</li> <li>• Learned about the different organisations that volunteers join/help and about the structures</li> <li>• Extended my knowledge of how CVS fits into the bigger picture of care and wellbeing</li> <li>• Very little, I learnt virtually nothing</li> <li>• I knew most of it, but I am a Trustee at CVS, but it was still informative</li> </ul>
<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> <li>• Not at this stage (2)</li> <li>• Would be happy to have an update after the new hub opens and the Health &amp; Wellbeing Board becomes permanent</li> <li>• If the aim was to further knowledge of the voluntary sector, it fails on both; waste of time</li> <li>• Would like us to do training on partnerships between Council and voluntary sector</li> </ul>
<p>Other comments</p>	<ul style="list-style-type: none"> <li>• Struggled to understand what the CVS representative was driving at in this session</li> <li>• Obtained a good overall understanding of the voluntary sector in York</li> <li>• Very bland, over simplified, treated us like idiots and far too basic. In no way targeted at knowledge we could utilise, just school classroom going through the motions</li> <li>• Useful and lots of good information</li> </ul>

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 17

Date: 8<sup>th</sup> November 2012

Course Title: Policy Café 3 – The changing face of education

Number of attendees: 7

Number of Evaluation Forms Returned: 2

% Councillors attending: 14.89%

	Not Stated	Unsatisfactory	Poor	Satisfactory	Good	Excellent
How Would you rate the following:						
Venue (Back Swinegate)				1	1	
Facilities				1	1	
Visual Aids	1	1				
Handouts	1	1				
Facilitator					1	1
How would you rate the session in meeting its objectives?					2	
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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### 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"> <li>• Rules relating to Academies and other general issues means that I'll be better able to deal with queries from residents</li> <li>• Of use as a secondary school governor</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• Perhaps an update in the next municipal year on what's going on in education</li> <li>• Yes, this is enough</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• After attending two Policy Café sessions I feel the format works. The environment is quite informal which does encourage discussion and debate</li> <li>• Another interesting Policy Café session</li> <li>• Education is not one of my strong areas and it made me aware of some issues I did not know about</li> <li>• Know more about Academies, in particular</li> <li>• Excellent discussion of the issues, I believe we all learnt something</li> </ul>

**Session 18**

Date: 14<sup>th</sup> November 2012

Course Title: Corporate Parenting

Number of attendees: Cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

**Session 19**

Date: 27<sup>th</sup> November 2012

Course Title: Ward Leadership & the Neighbourhood Approach

Number of attendees: 5

Number of Evaluation Forms Returned: 0

% Councillors attending: 10.64%

**Session 20**

Date: 28<sup>th</sup> November 2012

Course Title: Communities of Interest in York

Number of attendees: Cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

Annex B

### Session 21

Date: 3<sup>rd</sup>, 4<sup>th</sup> & 11<sup>th</sup> December 2012

Course Title: Social Media Drop-in Sessions

Number of attendees: 0

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

### Session 22

Date: 6<sup>th</sup> December 2012

Course Title: Themed Planning Training 3: Renewable Energy Installations & Highway Considerations

Number of attendees: 11

Number of Evaluation Forms Returned: 9

% Councillors attending: 23.40%

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

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

will improve my effectiveness						
How did you rate the delivery of the session?	2			4	3	
Overall how would you rate the standard of the session	2			2	5	

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session	1	7	
Was the length of the course		3	4

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• Information on how decisions taken but not satisfactory explanations on CYC implementation</li> <li>• transport issues and renewable energy sources</li> <li>• New developments to be considered in planning</li> <li>• Updated knowledge</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• No further training required (x2)</li> <li>• Not long enough – rushed</li> <li>• Could easily look at the topics in more depth</li> <li>• As and when available, yes</li> <li>• Access to relevant materials on intranet</li> </ul>

Other comments	<ul style="list-style-type: none"><li>• All a bit rushed, not enough time (x2)</li><li>• Cringed when officer used the word accident instead of crash twice after I'd asked him not to – otherwise great</li><li>• Please make handouts double sided</li><li>• Too brief</li><li>• Knew some of this already</li><li>• Improve general knowledge which I can apply when considering planning applications</li><li>• Not really enough time for the two topics</li><li>• Good – would have liked more time for questions and answers</li><li>• Good presentation</li><li>• It helped my understanding</li><li>• Pressure on time restricted presentation</li><li>• A lot for a short timeslot</li><li>• 'Renewables' section too advanced and 'Highways' too short</li></ul>
----------------	---

**Session 23**

Date: 6<sup>th</sup> December 2012

Course Title: Neighbourhood Planning & the Localism Act

Number of attendees: 8

Number of Evaluation Forms Returned: 4

% Councillors attending: 17.02%

## Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

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

### 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		2	1

Comments

<p>What did you learn and how do you expect to use it?</p>	<ul style="list-style-type: none"> <li>• Clarity of Neighbourhood Plans</li> <li>• Importance of communication</li> <li>• To advise residents if required</li> </ul>
<p>Is the training session enough for your requirements? Do you need further training?</p>	<ul style="list-style-type: none"> <li>• No further training required</li> <li>• Need more</li> <li>• Updates when CYC has progressed the implications further</li> </ul>
<p>Other comments</p>	<ul style="list-style-type: none"> <li>• Good discussion</li> <li>• Need more</li> <li>• Useful introduction to the issues, now have a much clearer idea of the issues</li> <li>• Will be much more informed about the issues and able to guide residents</li> </ul>

**Session 24**

Date: 13<sup>th</sup> December 2013

Course Title: Pre-Council Briefing: Ward Engagement

Number of attendees: 15

Number of Evaluation Forms Returned: 0

% Councillors attending: 31.95%

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 25

Date: 10<sup>th</sup> January 2013

Course Title: Developing Engagement with Schools

Number of attendees: 7

Number of Evaluation Forms Returned: 5

% Councillors attending: 14.89%

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		4	
Was the length of the course		5	

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• How better to engage with pupils of schools within the Ward</li> <li>• Good ideas for how to work with schools and things like school council is not the most representative body etc, also that schools are keen to have more involvement from Councils etc</li> <li>• Interest of school pupils in politics</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• No further training required</li> <li>• I think there's a lot more we can do on schools as the Council. It's just that big question of how do we get more Councillors to attend</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Good overview by the presenters, some good ideas provided</li> <li>• I thought the session was excellent, particularly the two deputy heads were brilliant and really inspiring. They also absolutely nailed the session brilliantly at what it was seeking to do (i.e. rather than just talking about schools they spoke about schools related to the Council – easier said than done). Congratulations to all that put it on.</li> <li>• Missed the beginning but stuff I heard was a bit on the anecdotal side</li> </ul>

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 26

Date: 22<sup>nd</sup> January 2013

Course Title: Visit to Danesgate Community

Number of attendees: 6

Number of Evaluation Forms Returned:3

% Councillors attending: 12.77%

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### 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	1	2	

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• How Danesgate works leading to a better understanding</li> <li>• How the community currently operates and its likely future development</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• I would wish to return in future to see how changes</li> <li>• No further information needed</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Good welcome and explanations</li> <li>• Excellent visit. Very informative. It gave me a better insight into an area I didn't know much about</li> <li>• Exciting and good facility with a forward looking Head Teacher. Obviously committed and supportive staff</li> <li>• I would hope that all Members are encouraged to visit as I am sure many are unaware of this good facility</li> <li>• Provided an excellent overview of the centre</li> <li>• Better understanding of educational provision</li> </ul>

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Session 27

Date: 23<sup>rd</sup> & 24<sup>th</sup> January 2013

Course Title: The New Code of Conduct (Non-Core Programme)

Number of attendees: 23

Number of Evaluation Forms Returned: 10

% Councillors attending: 48.94%

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

# Details of Feedback Received 1<sup>st</sup> September 2012 to 28<sup>th</sup> February 2013

## Annex B

### Length & Level of Session

	Too advanced/too long	Just right	Too basic/too short
Was the level of the session		10	
Was the length of the course		9	1

### Comments

What did you learn and how do you expect to use it?	<ul style="list-style-type: none"> <li>• How best to adhere to the CYC Code of Conduct</li> <li>• Know what to do about registering interests</li> <li>• I learnt it was complicated and the issues needed thinking about</li> <li>• Update my interests</li> <li>• The questions that were in people's minds</li> </ul>
Is the training session enough for your requirements? Do you need further training?	<ul style="list-style-type: none"> <li>• Enough for now (x4)</li> <li>• Only if rules change</li> <li>• Will need follow up as code develops and is used</li> </ul>
Other comments	<ul style="list-style-type: none"> <li>• Very informative</li> <li>• A good overview of a confused set of regulations</li> <li>• Gave us, as Councillors, advice on how to deal with registering interests</li> <li>• More informed about Code of Conduct</li> <li>• Useful</li> <li>• Good. Very important to make sure that new Members are informed</li> </ul>

**Session 28**

Date: 31<sup>st</sup> January 2013

Course Title: Key Note Speaker: Centre for Cities

Number of attendees: Cancelled

Number of Evaluation Forms Returned: 0

% Councillors attending: 0

**Session 29**

Date: Various

Course Title: Town and Country Planning Association - Planning for Climate Change

Number of attendees: 4

Number of Evaluation Forms Returned:

% Councillors attending: 8.51%

This was held over various sessions and attended by 4 Members, all of who currently sit in planning committees. There has been a very positive response to the sessions with comments such as:

- All speakers were high quality and they gave us first class information and good group exercises to do
- It has made me realise that I need the officer's reports to provide more details from drainage boards
- I learnt about alternative fuel sources, ways to reduce carbon and about flood and building in the flood zones
- I need to know about the new 'Green Deal'. I think we all need to know about this. Can we ask Planning to do a session for us to advise us about this project

- Excellent
- Will make me question planning applications/issues in more detail although the Council will need to consider changes to policies in the light of Government/European legislation
- Facilitator was very knowledgeable and outlined the issues well
- Lively presentation that engaged the participants

This page is intentionally left blank

## Member Support Steering Group Annual Work Plan 2012/13

MDWG Meeting	Detail
March 2013	<ul style="list-style-type: none"><li>• The New 'Zone 47'/'Membersphere'</li><li>• Future Approach to Member Training and Development – 2013 Onwards</li><li>• Second Monitor of Take-Up &amp; Evaluation</li><li>• Work Plan</li></ul>

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

This page is intentionally left blank