CITY OF
YORK
COUNCIL

Member Development Steering Group 20th **July 2011**

Report of the Assistant Director Governance & ICT

Evaluation Report on the Induction Programme and Next Steps in the Core Programme for 2011/12

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
   ➢ The next steps in the core programme

Background

2. The Council has put in place effective systems for recording the data it holds in respect of development activities offered to Members. Under the Council's Member 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 every event, including induction, and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.

4. In terms of 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

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 sessions

7. Details of Members' attendance levels at all events offered between 6th May 2011 and 14 July 2011 are set out in **Annex A** to this report.

Analysing Take Up

8. The take up figures shown in **Annex A** reflect Members engagement with a wide spectrum of development opportunities including events offered in the induction programme, core programme, external seminars and topical briefings. In addition to this training offered by partner organisations such as the Police and Fire Authorities is included.

9. Members are encouraged to notify Democratic Services of any qualifying events they have attended throughout the year, which could be added to their personal targets.

10. **Annex A** shows that to date:

    ➢ All Cabinet Members have undertaken at least one qualifying event/activity since 6th May 2011; with most registered for further events due to take place later in the year.
    ➢ 12 Non-Cabinet Members have already exceeded their training targets for the year; with many registered for further events due to take place later in the year.
    ➢ 8 Non-Cabinet Members have yet to undertake any qualifying events or activities so far this year

11. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups who have not attended any qualifying events or activities to

take advantage of the remaining sessions that will be offered throughout the remainder of the municipal year.

12. In accordance with the Council's Member Training & Development Policy, details of the final target figures achieved by Members in 2010/11 will be reported to Standards Committee at its next meeting on 26 August 2011, before they are submitted to Council in October 2011.

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 6th May and 14th July 2011 is summarised at **Annex B** to this report.

Summary of Feedback

15. The beginning of this year has seen a very busy induction and training period for Members. Feedback on events has, on the whole, been very positive. In particular the media training on 17th May was well received with comments such as *'the mock radio interviews in particular, which as a complete novice, took me out of my comfort zone but were good experience'* and *'I felt this was a really beneficial session for me. Mark provided some really useful tips and he is a very natural tutor.'*

16. The in-house dismissal appeals training on 13th June was attended by all Members involved in Corporate Appeals and comments received included *'an excellent session, well worthwhile'.* This training was a new initiative following an Internal Audit Report on Disciplinary Procedures, which recommended:

    i. *Training courses on appeals will be run as part of the core programme*

    ii. *Issues relating to training for appeals panel members will be taken forward through the Member Development Steering Group, who will be asked to determine what action should be taken. For example, whether member training for disciplinary appeal panel members should be made compulsory.*

Whatever action is agreed by the Group will be implemented by December 2011.

17. The working with young people event on 29th June 2011 involved over 20 young people from the Youth Council and was a very lively session aimed at breaking down barriers between Councillors and young people within the Ward context. The following comments illustrates positive views of the session; *'Excellent, interactive and gave young people chance to get over these concerns as well as enhancing opportunities for councillors to engage with young people/youth council'* and *'Excellent brainstorming session'*

18. The two scrutiny training events held on 8th June 2011 were both well received and well attended. David McGrath, a former Birmingham City Councillor ran two sessions the first aimed at Cabinet Members and Scrutiny Chairs; this looked at the measures needed to develop overview & scrutiny as a productive partner to enable it to assist the Council with some of the key corporate challenges in a time of fiscal austerity. The second event was targeted at all Members with an aim to look at practical strategies for Members to deliver community benefit and improved services through overview & scrutiny. David McGrath will be following up these events in late July 2011 when he will facilitate a scrutiny work planning session for all Members and Chief Officers.

Core Programme 2011/12 - Next Steps

19. Planning is underway for the second half of this year's core training programme and a provisional list of events is attached at **Annex C** to this report. In addition, Council Management Team and Senior Officers are currently being consulted on other appropriate training events/activities. Clearly, any outcomes arising from Personal Development Plans (PDPs) will also need addressing as a part of this year's Programme, subject to available funding.

Options

20. Members should:

   ➢ Suggest any amendments or additions to the provisional core programme for the second half of this municipal year (**Annex C** refers)
   ➢ Suggest any amendments to the report prior to referral to Standards Committee

- ➢ Refer the findings of this report to Standards Committee as part of the ongoing commitment under the existing Member Development Policy to evaluate the success of the programme
- ➢ Consider whether they wish to revise the Member Development & Training Policy to make training compulsory for any Member serving on Corporate Appeals Panels

Analysis

21. Analysis of the programme is contained within the body of this report.

Corporate Strategy 2009/2012

22. Monitoring the take up of development events and evaluating the core programme directly supports the Council's corporate aim of providing strong leadership, supporting and developing people and encouraging improvement in everything we do. However, a new Council Plan covering the period 2011-15 is being presented to Cabinet on 19 July and within the new Plan there is a commitment to supplement the Core Programme for Members with a focus on community leadership.

Implications

23. Financial – The annual training programme for Members is supported by the Member Development Budget and costs associated are met from within this budget, details of which are to be reported elsewhere on this agenda.

24. There are no known HR, legal or other implications associated with the contents of this report, other than the budgetary commitments referred to and the staffing resources to support implementation of the wider Core Programme.

Risk Management

25. In compliance with the Council's risk management strategy there are no risks associated with the contents of this report other than if the Steering Group were to choose not to refer the report to the Standards Committee, thus being in breach of the Terms of Reference for the Steering Group agreed by Full Council.

Recommendations

26. Members are requested to:

(i) Comment on the contents of this report and its associated annexes prior to referral to Standards Committee;

(ii) Approve the further key elements of the Core Programme and to refer them to the Standards Committee for consideration.

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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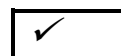**Specialist Implications Officer(s)** None

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 Events
Annex C   Provisional Core Programme for the Second Half of the Year.