

Member Development Steering Group

8th March 2012

Report of the Assistant Director: Governance & ICT

Evaluation Report on the Core Training Programme (16th November 2011 to 27th February 2012) and Next Steps in the Core Training Programme

Summary

1. This report informs Members of:
 - The take up at events offered to date
 - A summary of the feedback received
 - Analysis of the take-up
 - Next steps in the core programme

Background

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

Consultation

3. Revised evaluation forms are available at the end of the majority of events and Members are encouraged to complete these. These are analysed and the results presented to this Steering Group on a regular basis.
4. In relation to developing the Core Programme, Council Management Team and training providers are thoroughly consulted in advance of any proposals being reported to the Steering Group.
5. In January 2012 a survey of training provided was sent to every Councillor; the outcomes from the survey are presented in a separate report on today's agenda.

Monitoring of Take Up of Training & Development Opportunities

6. In January 2009 Council introduced an annual minimum requirement relating to the number of development activities Cabinet and non-Cabinet Members should attend over the course of a year, these being:

- Cabinet Members 12 development sessions
- Non-Cabinet Members 8 development sessions

7. Details of Members' attendance levels at all events offered between 16th November 2011 and 27th February 2012 are set out in Annex A to this report.

Analysing Take Up

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

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

10. Annex A shows to date:

- All Cabinet Members have undertaken at least one qualifying event/activity since 6th May 2011. Two Cabinet Members have reached the target of attending 12 development sessions and another has exceeded the target having attended 25 sessions in total during this municipal year.
- 26 non-Cabinet Members have already exceeded their training targets for the year
- 2 non-Cabinet Members are yet to undertake any qualifying events or activities

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

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

Evaluating the Core Programme (including in year additions)

12. In addition to the monitoring of take-up at development events another key aspect to measuring the success and effectiveness of the development sessions on offer is measured through feedback received from attendees.
13. Details of feedback received between 16th November 2011 and 27th February 2012 is summarised at **Annex B** to this report.

Summary of Feedback

14. Since last reporting Members have been offered an extensive programme with several in year additions. Feedback on events (**Annex B refers**), has, on the whole been positive. The most popular session during this period was the Pre-Council Briefing from the Boundary Commission; with 21 Members in attendance.
15. A briefing on the Personalisation Agenda was well received and identified a potential need for further training/information provision in this area.
16. Also well received was the free support day offered to the Health Scrutiny Committee in relation to the Ageing Well Programme. Nine Members attended over 2 sessions and thought that the presentation, discussion and issues raised were of interest with one Member commenting in their evaluation form:

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

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

Core Programme 2011/12 – Next Steps

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

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

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

Options

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

Analysis

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

Council Plan 2011-2015

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

Implications

25. **Financial** – The annual training programme for Members is supported by the Member Development Budget.
26. There are no known HR, legal or other implications associated with the contents of this report, other than the budgetary commitments referred to and the staffing resources to support implementation of the wider Core Programme.

Risk Management

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

Recommendations

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

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

Contact Details

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Report Date
Approved

Specialist Implications Officer(s) None

Wards Affected: All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Attendance Levels

Annex B Evaluation of Core Programme of Events