CITY OF
YORK
COUNCIL

Member Support Steering Group   **19th July 2012**

Report of the Assistant Director Governance & ICT

Annual Monitor of Take-Up & Evaluation for the Municipal Year 2011/2012

Summary

1. This report informs Members of the take-up and evaluation from the municipal year 2011/12.

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 induction and the core programme.

Consultation

3. Evaluation forms are available at the end of most 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 addition to this an in-year survey on the provision of training was sent to all Members asking for their views on the training provided and what they wanted to see in the 2012/13 core training and development programme.

Monitoring of Take Up of Training & Development

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

Analysing Take-Up

6. Six of the Cabinet Members either met or exceeded their target of attending at least 12 qualifying sessions during the municipal year 2011/12; two did not meet their target attending 7 and 9 sessions each.

7. Thirty Non-Cabinet Members met or exceeded their target of attending 8 qualifying sessions with nine not having met the target.

8. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups to meet their targets for the current municipal year.

9. The take up figures for the municipal year 2011/12 reflect Councillors' 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 also included.

10. Members are encouraged to notify Democratic Services of any other sessions they attend throughout the year, which could be added to their personal targets.

Evaluating the Core Programme (including in year additions)

11. During the municipal year 2011/12 training was effectively provided in the following stages:

    ➢ Post Election Induction Days
    ➢ Induction & Development Opportunities (May 2011 to July 2011)
    ➢ Induction & Development Opportunities (September 2011 to May 2012)
    ➢ Community Events: Out & About in your Communities

12. There were also several in year additions to the above programmes. **Annex A** of this report sets out attendance figures for each of the sessions offered.

13. Training and development provision for the municipal year 2011/12 has been very comprehensive with over 90 sessions being offered to Members throughout the year.

14. The sessions offered as part of the Post Election Induction Days were primarily aimed at newly elected Councillors, however they were open to

all 47 Members and some more experienced Members also chose to attend these.

15. As can be seen from **Annex A** attendance levels at training and development sessions throughout the municipal year have been variable. Attendances have been regularly reported to this Committee via quarterly monitoring reports. From the attendance figures set out in **Annex A** topical briefings, statutory training and Pre-Council Briefings continue to be well attended.

16. The response to the Spring Programme '*Community Events: Out and About in your Communities'* was disappointing with only one event from the entire programme actually going ahead. This was the 'Tour of Council Assets' which was attended by 6 Councillors.

17. The Steering Group have received regular updates on feedback received throughout the year. Feedback is monitored by way of an evaluation form at the end of a session and where possible comments are taken into consideration when arranging further training sessions. On the whole comments are positive but there continues to be negative comments about handouts being in too small print, presentations being unreadable from a distance and rooms/venues not being considered suitable for the sessions.

18. Members are encouraged to complete evaluation forms at the end of most sessions. However sometimes it is not possible to hand forms out or they are forgotten. In these cases Democratic Services endeavour to send evaluation forms to Members via e-mail as soon after the session as possible; returns to e-mailed evaluation forms do tend to be lower. In light of the forthcoming move to West Offices where we will be more pressed for storage space it is suggested that a move towards evaluation forms being e-mailed would be wise despite the current low return. Reminder e-mails could be sent if forms are not returned.

Options

19. Members are asked to note the report and consider how evaluation forms should be circulated after training and development sessions.

Analysis

20. Analysis is contained within the body of this report.

Council Plan

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

Implications

22. **Financial** – there are no financial implications associated with the recommendations within this report. Currently the Member Development budget covers the cost of training and development sessions as most of these are provided in-house.

23. **Human Resources –** there are no Human Resources implications associated with the recommendations within this report

24. There are no other known implications associated with the recommendations within this report.

Risk Management

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

Recommendations

26. Members are asked to note and comment on the report and choose how evaluation forms should be provided after sessions in the future.

    Reason: To keep the Steering Group up to date with take-up and feedback in relation to training and development provision.

Contact Details

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Specialist Implications Officer(s) None

Wards Affected: *List wards or tick box to indicate all*   **All** ☑

For further information please contact the author of the report

Background Papers:
None

Annexes
Annex A   Table of Attendance at Sessions Offered