

Member Support Steering Group

13 September 2012

Report of the Assistant Director: Governance & ICT

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

Summary

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

Background

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

Consultation

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

Monitoring of Take Up of Training & Development Opportunities

6. In January 2009 Council introduced an annual minimum requirement relating to the number of development activities Cabinet and non-Cabinet Members should attend over the course of a year, these being:
 - Cabinet Members 12 development sessions
 - Non-Cabinet Members 8 development sessions
7. Details of Members' attendance levels at all events offered between 29th May 2012 and 30th August 2012 are set out in **Annex A** to this report.

Analysing Take Up

8. The take up figures shown in **Annex A** to this report reflect Members engagement with a wide spectrum of development opportunities including events offered in the core programme, new additions to the core programme and topical briefings. In addition to this training offered by partner organisations such as the Police and Fire Authorities is included.
9. Members are encouraged to notify Democratic Services of any qualifying events they have attended through the year, which could be added to their personal targets.
10. At the moment take-up in general looks fairly low; however it is still early in the year and there is a comprehensive and full training and development programme for the entire municipal year in place. Many Members are signed up for future sessions which will increase their attendance levels greatly. It is too early, as of yet, to judge the success of this year's core training and development programme. However Democratic Services have organised two focus groups to gauge Members' opinion of training provision as it currently stands. The outcomes from these will be reported back to the Steering Group at a future meeting.
11. In accordance with the Steering Group's role, Members may wish to consider how they will encourage Members within their individual groups who have not attended any qualifying events or activities to date to take advantage of the remaining sessions that will be offered throughout the remainder of the municipal year.

Evaluating the Core Programme (including in year additions)

12. In addition to the monitoring of take-up at development events another key aspect to measuring the success and effectiveness of the development sessions on offer is measured through feedback received from attendees.
13. Details of feedback received between 29th May 2012 and 30th August 2012 is summarised at **Annex B** to this report.

Summary of Feedback

14. Since last reporting Members have been offered an extensive programme with several in year additions. Feedback on events (**Annex B refers**), has, on the whole been positive, with the most popular events being the July Pre-Council Briefing and those sessions offered around planning. The Pre-Council Briefing on Police Commissioners saw a 40.42% turnout of Members.
15. In addition to the core programme we offered a public speaking/speaking with confidence session which was presented by an external trainer. Whilst this was only attended by 6 York Councillors (and one Councillor from North Yorkshire) it was very well received attracting comments such as '*Very good training – should make everyone do it*' and '*Excellent, a worthwhile session*'.

Options

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

Analysis

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

Council Plan 2011-2015

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

Implications

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

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

Risk Management

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

Recommendations

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

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

Contact Details

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

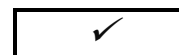
**Report
Approved**



Date 06.09.2012

Specialist Implications Officer(s) None

Wards Affected: All



For further information please contact the author of the report

Background Papers:

None

Annexes

Annex A Attendance Levels

Annex B Evaluation of Core Programme of Events