

To: CORPORATE SERVICES COMMITTEE		Subject: MEMBERS TRAINING AND DEVELOPMENT 2008/09 YEAR END REVIEW
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 27 April 2009	Ref: JO'H/BN	

1. Purpose of Report

- 1.1 The purpose of the report is to advise the Corporate Services Committee of training and development activity undertaken by elected members in 2008/09 and report on progress made towards improving the take up of training opportunities.

2. Background

- 2.1 Recommendation 8 of the Scottish Local Authorities Remuneration Committee report advised that all Councillors should have a job description, participate in a training needs assessment and have a personal development plan in place once they are in receipt of the remuneration package.
- 2.2 The Scottish Executive accepted Recommendation 8 of the Scottish Local Authorities Remuneration Committee report with the proviso that Councils should also publish a list of Councillors who have undertaken training when they publish information about Councillors' salaries, allowances and expenses.
- 2.3 Interim guidance suggests this means that a reference to the number of Councillors undertaking training and the various courses/conferences should be included as a footnote.
- 2.4 The Best Value Audit Report for North Lanarkshire recommended that the Council improve the take up by elected members of the training and development opportunities available.
- 2.5 A report on progress made towards improving the uptake of training and development opportunities has been prepared for the Audit and Governance Panel who are monitoring progress of the Best Value Audit Report.

3. Progress 2008/09

- 3.1 In 2008/09 a range of activities have been undertaken to improve the take up of members training and development activities.
- 3.2 Elected members participated in a survey to identify training and development needs.
- 3.3 Members Training Programme prepared for 2009 and 2010.
- 3.4 A competency framework was introduced in which role descriptions for elected members were linked to core competencies and key skills.

Competencies for Elected Members	Key Skills
Collaboration	Partnership Working, diplomacy, negotiation and awareness of equality and diversity issues
Personal effectiveness	Communication skills, presentation skills and personal development and self awareness
Scrutiny and challenge	Analytical skills, innovative thinking, questioning techniques, effective monitoring, recommending effective solutions and influencing and developing policies
Leadership	Identifying areas for improvement, promoting, managing and leading change, leading by example and making decisions and motivating others

- 3.5 A comprehensive Learning and Development Pack was produced and issued to every member to raise awareness of the learning and development opportunities and encourage participation. The pack contains six sections
- Introduction
 - Personal Development Plans
 - Elected Members Role Descriptions
 - Competency Framework
 - Learning and Development opportunities and
 - Elected Member Briefings
- 3.6 In October 2008 and March 2009 members were issued with their personal training and development record for checking. This process helps ensure the accuracy of the reports generated from the training and development database.
- 3.7 In 2009 Elected Members have been encouraged to participate in personal development plan discussions with a view of increasing the uptake of members training and development opportunities.
- 3.8 Training material from a range of sources including the members training and development programme is now published on the intranet. In 2009/10 the take up of this will be monitored to check the effectiveness.
- 3.9 A summary of training and development undertaken by Elected Members in 2008/09 is contained within Appendix One to this report.
- 3.10 Evaluation Forms have been revised for 2009/10 to monitor the overall satisfaction rate of members on the opportunities provided, determine whether objectives are being met and a summary of responses for each session is published. Elected members are emailed links to access the summary of feedback. (Appendix Two)
- 3.11 A comparison of training and development activity in 2007/08 and 2009 is included as Appendix Three.

4. Recommendations

The Committee is asked to note

- (a) the progress made to date towards improving the take up of training opportunities by elected members in 2008/09
- (b) work will continue in 2009/10 to encourage and increase the take up of personal development plans by all elected members
- (c) implementation of the competency framework will be monitored and
- (d) a summary of training and development undertaken in 2009/10 will be published

with a view to increasing the uptake of training and development opportunities by elected members.



Executive Director of Corporate Service

Members seeking further information on the contents of this report should contact John O'Hagan, Executive Director of Corporate Services on Extension 2345.

Summary of Training and Development undertaken by Elected Members

2008/09

Category	No attended
Further/Higher Education	
HNC Counselling	1
Induction	0
IT Training	20
ECDL	9
E-Learning Modules	0
Home Working	3
Desktop applications	8
Members Training Programme	
Planning and Development Management	15
Councillors Code of Conduct	12
The Council as Employer including the Recruitment of Senior Staff	10
Planning and Development Management – Decision Making	9
Pensions for Elected Members	13
Decision Making/Scrutiny	16
Development – Planning Process	10
Chief Executive's - Regeneration	15
Other	
Elected Members Training and Development - Progress	7
Learning and Leisure Services Head Teacher – Elected Members' Interview Panel Training	7
Audit and Governance Panel Seminar	5
Service and People First – Development of Organisational Values	10
Planning Summer School	3
Directors Duties and Liabilities	6
Community Policing Model	9
Project Management Training Course	1
Housing and Allocation Policy and Common Housing Register	15
Housing and Allocation Policy and Common Housing Register	13
Draft Temporary Accommodation Strategy	13
Service Level Agreements Training Course	1
Consultation on Housing (Scotland) Act 2006	16
Strathclyde Police – Specialist Services Presentations	2
Housing and Social Work "Building Futures for All"	10
Members Learning and Development Pack	70

Briefing Notes	
Accessing Inclusive Communications	70
Improvement Service – Single Outcome Agreements	70
Access to training material on ConnectNL	70
Conferences	
Moving Ahead: Exploring Future Issues for Transport	1
National Association of Councillors Regeneration and Housing	2
Scrutinising Finance	1
Raising the Roof on Home Safety Seminar	1
Keeping Children Safe – Reviewing and Renewing Child Welfare and Protection in Scotland	1
APSE Fleet, Waste and Ground Services Seminar 2008	5
Allocations Conference	2
National Association of Councillors Equality and Opportunity	1
CIPFA 2008 – The Public Conference and Exhibition	1
Scrutinising Performance for Adults’ and Children’s Services Outcomes	1
Welfare to Work Convention	1
Cremation and Burial Conference and Exhibition 2008	3
Wind Farm Visit and Seminar	1
Annual Scottish Conference and Exhibition – Scotland’s Challenges in a New Era	1
The 2008 Alliance Annual Conference: Regenerating our Communities	1
An International Conference on Young People – Generating Alternatives: New Horizons for Youth Participation and Democracy	1
The Scottish Transport Conference 2008	1
All you want to know about Local Authority Finance in Scotland	1
Vocal Conference 2008: Widening Access Making an Impact	1
Scottish Housing and Support Conference	1
Scottish Waste and Resources Conference 2008	1
Communities in Control – Real People Real Power	2
Policing in Partnership: Building Safer Communities	2
Building Relationships and managing Behaviour: Applying Restorative Approaches to School Settings	1
Scottish Government National Procurement Conference 2008	1
Maximising the Regeneration Allegiency of the Commonwealth Games 2014	1
Children First	1
Create: Celebrating 25 years of BCSC	2
NAC Improving Services – Delivering Best Practice	2
Vital and Vibrant Town Centres Conference 2008	1
The Scottish Transport Awards 2008	2
Governance in Scotland	1
LACORS Conference	1
NAC – Protecting our Environment	1
Improvement Service Workshops	
Workshop 1 – The Changing Context of Local Government	1

Corporate Services - Central Services Division

Members Training Programme 2009/10

Evaluation Form

Session:	Councillor:
Presenter:	Ward:
Date:	Time:
	Location:

Your feedback is very important to us - it assists us to ensure the quality and relevance of Members Training Programme sessions and helps with continuous improvement. Please complete and return this form to give your views.

Please tick appropriate box

	How would you rate	Excellent	Good	Satisfactory	Unsatisfactory*
1	Welcome and Introduction				
2	Presentation by				
3	Question and Answer Session				
4	Presentation Notes/Handouts				
5	Venue				
6	OVERALL, how would you rate the session?				
7	Please use this space to give your comments, suggestions for improvement and/or suggestions for future topics. *If the session was unsatisfactory or did not meet your objectives –give details and suggestions for improvement				
8	Did the session meet your objectives				YES
					NO
9	Which key competencies do you think this session has/will* help you to develop? † * delete as appropriate †tick applicable) box(es)	Collaboration			
		Leadership			
		Personal Effectiveness			
		Scrutiny and Challenge			

Elected Members to complete Question 10 (a) overleaf - Conveners to complete Question 10(b)
 Return completed forms to Administrative Services Manager
 Thank you for your assistance

Competency Framework for Elected Members

10 (a) Which of the skills within the key competencies for Elected Members are you developing?

(√ appropriate box)

Key Competency: Collaboration	
Partnership working	
diplomacy	
negotiation	
awareness of equality and diversity issues	

Key Competency: Personal Effectiveness	
Communication skills	
presentation skills	
personal development and self awareness	

Key Competency: Scrutiny and Challenge	
Analytical skills	
innovative thinking	
questioning techniques	
effective monitoring	
recommending effective solutions	
influencing and developing policies	

Competency Framework for Committee Conveners

10 (b) Which of the skills within the key competencies for Committee Conveners are you developing?

(√ appropriate box)

Key Competency: Collaboration	
Partnership working	
Negotiation	
Diplomacy	
awareness of equality and diversity issues	

Key Competency: Leadership	
Identifying areas for improvement	
promoting, managing and leading change	
leading by example	
making decisions and motivating others	

Key Competency: Personal Effectiveness	
Communication skills	
Presentation skills	
Personal development and self awareness	

Key Competency: Scrutiny and Challenge	
Analytical skills	
innovative thinking	
questioning techniques	
effective monitoring	
recommending effective solutions	
influencing and developing policies	

Comparison of Elected Members Training and Development Activity

2007/08 and 2008/09

Category	2008/09	2007/08	Status/Comment
Conferences	47 places were taken at 34 conferences by 28 members	98 places were taken at 46 conferences by 30 members	The number of conferences attended reduced by 12.
Further Education	1	1	No change
ICT Training (hours)	183 hours Completed by 19 members	140 hours completed by 36 members	An increase of 23% in training hours
Induction	0	22	Not applicable in 2008/09
European Computer Driving Licence	9	7	Increase of 11% in participants
Members Training Programme	8 events attended by 33 members	9 events attended by 43 members	Average attendance at each event increased from 12 to 13
Other	118 places were taken at 15 events by 43 members	106 places were taken at 17 events by 59 members	Average attendance per event increased from 6 in 2007/8 to 8 in 2008/09
Personal Development Plans	24	0	28 (40%) of elected members have a Personal Development Plan – Target 100%
Political Leadership Improvement Service (IS)	1 member attended an IS workshop	15 members attended 4 IS Workshops	Workshops planned for 2008/09 were postponed and reshaped and scheduled for 2009/10
Briefing Notes <ul style="list-style-type: none"> • Single Outcome Agreements • The importance of delivering accessible and inclusive communication and how to access translation services 	70	0	New feature: Briefing Notes issued to all elected members
Access to Members Training material on ConnectNL	70	0	New feature: All members can access MTP training material on ConnectNL