

<b>To:</b> CORPORATE SERVICES COMMITTEE		<b>Subject:</b> ELECTED MEMBERS' TRAINING AND DEVELOPMENT ACTIVITIES ANNUAL REPORT 2014/15
<b>From:</b> EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
<b>Date:</b> 8 April 2014	<b>Ref:</b> JM/BN	

## 1. Purpose of the Report

- 1.1 The purpose of this report is to advise Corporate Services Committee of training and development activity undertaken by elected members in 2014/15

## 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 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.
- 2.3 The competency framework set out below links role descriptions for elected members to core competencies and key skills.

### Competency Framework

#### Collaboration:

**key skills:** partnership working,  
diplomacy,  
negotiation and  
awareness of equality and diversity issues

#### Personal effectiveness:

**key skills:** communication skills,  
presentation skills,  
personal development and  
self awareness

#### Scrutiny and challenge:

**key skills:** analytical skills,  
innovative thinking,  
questioning techniques,  
effective monitoring recommending effective solutions and  
influencing and developing policies

#### Leadership:

**key skills:** identifying areas for improvement,  
promoting, managing and leading change,  
leading by example,  
making decisions and  
motivating others.

### 3. Progress 2014/15

- 3.1 The Members Training and Development programme was produced following consultation with elected members. In 2014/15 eighteen training sessions were held. Appendix 1 contains a summary of elected members training and development programme sessions.
- 3.2 At the end of each Members Training and Development Programme Session participants are requested to complete an evaluation form. Completed returns are summarised to monitor achievement of objectives, capture the satisfaction rate for each session and record members views on how each session contributes to the development of key skills and competencies. Appendix 2 contains a summary of evaluation forms for Members Training and Development Programme sessions held in 2014/15.
- 3.3 All Elected Members had the opportunity to participate in a personal development plan discussion and were emailed a draft personal development plan for their use.
- 3.4 Elected Members training records are held in a database and issued to each member to check for accuracy twice a year to ensure accuracy of reporting.

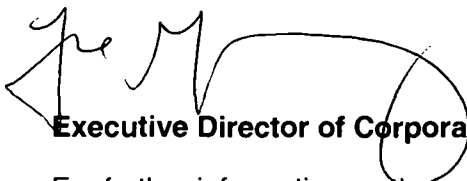
Year	% Members undertaking training and development activity
2014/15	84%
2013/14	66%
2012/13	96%
2011/12	59%

### 4. Proposals

- 4.1 It is proposed that in 2015/16
- (a) members will be issued with a personal development plan template and encouraged to tailor the plan to meet their individual training and development needs
  - (b) arrangements are made to deliver the approved Members Training and Development Programme
  - (c) a summary of members training and development activity will be reported to Corporate Services Committee and
  - (d) members are consulted on service provision and the content of the 2015/16 members training and development programme.

### 5. Recommendations

- 5.1 The Committee is asked to note the position.



**Executive Director of Corporate Services**

For further information on the contents of this report contact June Murray, Executive Director of Corporate Services on Extension 2345 or Brenda Nardone, Chief Administrative Services Manager on Extension 2324.

## Summary of Training and Development activity undertaken by Elected Members in 2014/15

Categories	No of Sessions
Conferences	4
ICT Training	37
Improvement Service Master Class	1
Members Training Programme	18
Other	3

Category: Conference	Attended
Association of Directors of Social Work – Annual Conference and Exhibition	2
Into Work Convention	2
Procurement in Public Services Scotland	1
Tackling Anti Social Behaviour	2

Category: ICT Training	Training Hours
IPad Training – Phase 1	43
Powerpoint – Charts	1

Category: Improvement Service Master Classes	Members Participated
Welfare Reform Master Class	3

Category: Member Training Programme	Attendance
Capital Planning and Investment	9
Citizens Account	6
Corporate Parenting	7
Council Appointments to Outside Bodies and Arms Length Organisations (ALEOS)	6
Current Issues for Local Government	10
Data Protection	5
Dealing with the Media	10
Future ICT Provision	7
Hot Topics/Current Issues – Learning and Leisure	11
Police Scotland: WRAP	7
Practical Explanations of Statutory Officer Roles	8
Presentation Skills	5
Public Speaking	5
Risk Management	4
Social Media	10
Social Work Annual Report	7
Standards Commission and Ethical Standards	8
Tackling Food Poverty and Insecurity	10

Category: Other	Members Participated
Health and Social Care Services in North Lanarkshire – Preparing for Integration	3
Housing (Scotland) Act 2014	7
NHS Lanarkshire Proposals: NHS Primary Care Service Provision Out of Hours	21

## Summary Evaluation of Members Training Programme 2014/15

Session	Date	Elected Members Attendance		Elected Members Response Rate	No of Elected Members who indicated key competencies have been developed		Session Objectives Met	Overall Session Satisfaction Rating	
		Planned	Actual						
Corporate Parenting	08/04/2014	10	7	71%	Collaboration	4	100%	Excellent	40%
					Leadership	0		Good	60%
					Personal Effectiveness	5		Satisfactory	
					Scrutiny & Challenge	2		Unsatisfactory	
Capital Planning and Investment	08/05/2014	10	7	100%	Collaboration	2	100%	Excellent	11.11%
					Leadership			Good	77.78%
					Personal Effectiveness	5		Satisfactory	11.11%
					Scrutiny & Challenge	4		Unsatisfactory	
Citizens Account	10/06/2014	6	6	83%	Collaboration	2	100%	Excellent	60%
					Leadership	1		Good	40%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	2		Unsatisfactory	
Practical Explanations of Statutory Officer Roles	03/07/2014	9	8	100%	Collaboration	1	100%	Excellent	25%
					Leadership	1		Good	62.50%
					Personal Effectiveness	7		Satisfactory	12.50%
					Scrutiny & Challenge	5		Unsatisfactory	
Dealing with the Media	05/08/2014	11	10	90%	Collaboration	2	88.9%	Excellent	66.67%
					Leadership	2		Good	22.22%
					Personal Effectiveness	6		Satisfactory	
					Scrutiny & Challenge	3		Not Scored	11.11%
Future ICT Provision	28/08/2014	7	7	71%	Collaboration	1	60%	Excellent	40%
					Leadership	1		Good	60%
					Personal Effectiveness	3		Satisfactory	
					Scrutiny & Challenge	1		Not Scored	
Social Work Annual	11/09/2014	11	7	57	Collaboration		100%	Excellent	
					Leadership			Good	
					Personal Effectiveness	2		Satisfactory	
					Scrutiny & Challenge	2		Unsatisfactory	

Council appointments to outside bodies and Arms Length Organisations (ALEOs)	07/10/2104	11	6	100%	Collaboration	2	100%	Excellent	83.33%
					Leadership	1		Good	16.67%
					Personal Effectiveness	5		Satisfactory	
					Scrutiny & Challenge	6		Not Scored	

Risk Management	14/10/2014	5	4	100%	Collaboration	1	100%	Excellent	25%
					Leadership	1		Good	50%
					Personal Effectiveness	3		Satisfactory	25%
					Scrutiny & Challenge	3		Not Scored	

Hot Topics/Current Issues Learning and Leisure	13/11/2014	8	11	82%	Collaboration	4	100%	Excellent	55.56%
					Leadership	1		Good	33.33%
					Personal Effectiveness	7		Satisfactory	
					Scrutiny & Challenge	6		Not Scored	11.11%

Social Media	18/11/2014	11	10	90%	Collaboration	2	100%	Excellent	22.22%
					Leadership	1		Good	66.67%
					Personal Effectiveness	7		Satisfactory	
					Scrutiny & Challenge	3		Not Scored	11.11%

Police Scotland: WRAP	02/12/2014	8	7	71%	Collaboration	2	100%	Excellent	20%
					Leadership	3		Good	80%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	4		Not Scored	

Presentation Skills	09/12/2014	12	10	100%	Collaboration	1	100%	Excellent	60%
					Leadership	3		Good	20%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	1		Not Scored	20%

Current Issues for Local Government	15/01/2015	5	5	100%	Collaboration	4	90%	Excellent	40%
					Leadership	2		Good	50%
					Personal Effectiveness	5		Satisfactory	
					Scrutiny & Challenge	3		Not Scored	10%

Session	Date	Elected Members Attendance		Elected Members Response Rate	No of Elected Members who indicated key competencies have been developed		Session Objectives Met	Overall Session Satisfaction Rating	
		Planned	Actual						
Data Protection	27/01/2015	5	5	100%	Collaboration	2	100%	Excellent	40%
					Leadership	1		Good	60%
					Personal Effectiveness	3		Satisfactory	
					Scrutiny & Challenge	1		Not Scored	
Public Speaking	17/02/2015	9	5	100%	Collaboration	1	60%	Excellent	60%
					Leadership	3		Good	40%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	1		Not Scored	
Tackling Food Poverty and Insecurity	03/03/2015	9	10	90%	Collaboration	3	100%	Excellent	77.78%
					Leadership	1		Good	11.11%
					Personal Effectiveness	6		Satisfactory	
					Scrutiny & Challenge	5		Not Scored	11.11%
Standards Commission and Ethical Standards	17/03/2015	8	8	100%	Collaboration	3	100%	Excellent	22.22%
					Leadership	1		Good	66.67%
					Personal Effectiveness	6		Satisfactory	
					Scrutiny & Challenge	5		Not Scored	11.11%
Police Scotland: WRAP	02/12/2014	8	7	71%	Collaboration	2	62.50%	Excellent	37.50%
					Leadership	3		Good	62.50%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	4		Not Scored	