

To: CORPORATE SERVICES COMMITTEE		Subject: ELECTED MEMBERS' TRAINING AND DEVELOPMENT ACTIVITIES 2010/11: YEAR END REVIEW
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 26 April 2010	Ref: JOH/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 2010/11 and report on take up of training opportunities.

2. Background

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 In 2008/09 the competency framework set out below was approved by the Council and a number of other local authorities as an appropriate measure for elected member development. The framework links role descriptions for elected members to core competencies and key skills.

Competency Framework

Competency

Key Skills

Collaboration
(All Elected Members)

- o partnership working
- o diplomacy
- o negotiation and
- o awareness of equality and diversity issues

Personal effectiveness
(All Elected Members)

- o communication skills
- o presentation skills
- o personal development
- o self awareness

Scrutiny and challenge
(All Elected Members)

- o analytical skills
- o innovative thinking
- o questioning techniques
- o effective monitoring recommending effective solutions and
- o influencing and developing policies

Leadership
(Conveners)

- o identifying areas for improvement
- o promoting, managing and leading change
- o leading by example
- o making decisions and
- o motivating others

3. Progress 2010/11

- 3.1 The 2010/11 Members Training Programme was produced following consultation with elected members.
- 3.2 Every elected member has the opportunity to participate in a personal development plan discussion and was emailed a draft personal development plan to complete.
- 3.3 Evaluation Forms are issued at each Members Training and Development Programme Session. Completed returns are summarised to capture the satisfaction rate for each session and members views on how each session contributes to the development of key skills and competencies. Training and development activities undertaken by elected members in 2010/11 are summarised in Appendix 1.
- 3.4 A summary of evaluation forms from the Members Training and Development Programme is contained within Appendix 2
- 3.5 A comparison of members training and development activities is contained in Appendix 3.

4. Proposals

- 4.1 It is proposed that in 2011/12
 - (a) members will once again have an opportunity identify their training and development needs and create their own personal development plan and we will continue to encourage this
 - (b) we will deliver the approved Members Training and Development Programme and
 - (c) a summary of members training and development activity in 2011/12 will be published in the year end review of members training and development.

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 John O'Hagan, 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 2010/11

Category:	Members participated
Conferences	2
ICT Training	12
Improvement Service Master classes	0
Further/Higher Education	0
Members Training Programme	31
Other	8

Category: Conferences	Members participated
Domestic Abuse in Scotland	1
Energy Transport and the Environment Seminar National Association of Councillors –	1

Category: ICT – 136 training hours	Members participated
ECDL Advanced	7 x 1 hour sessions
ECDL Modules 1-7	119 1 hour sessions
Excel	2 x 1 hour sessions
File Manager	1 x 1 hour sessions
Outlook	2 x 1 hour sessions
Word	2 x 1 hour sessions
Powerpoint	1 x 1 hour sessions

Category: Improvement Service Master Classes	Members participated
Improving Personal Media Management skills	2 x 1 day sessions
Making better use of information in decision making	3 x 1 day sessions
Improving Personal Leadership skills	3 x 1 day sessions
Improving Board Level skills	2 x 1 day sessions

Category: Further/Higher Education	Member participated
Open University course	1

Category: Members Training Programme	Members participated
Local Area Partnerships	14
Dealing with the Media	4
Chairing Meetings	7
Licensing	9
Council Initiatives on Anti Social Behaviour	9
Information Security Part 1 and Data Protection	11
Corporate Services	8
Information Security Part 2	5
Data Protection	10
Equalities	12

Category: Other	Participated
Standards Commission Road Show	6
Members briefing on legislation and guidelines relating to Council Contracts	12
New Local Housing Strategy	13
New Benefits	1
National and Local Working and Policy Development Groups	1

Summary Evaluation of Members Training Programme

2010/11

Date	Session	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						
13 May 2010	Local Area Partnerships	14	14	79%	Collaboration	3	82% (9% not scored)	Excellent	27%
					Leadership	3		Good	55%
					Personal Effectiveness	8		Satisfactory	18%
					Scrutiny & Challenge	5		Unsatisfactory	
8 June 2010	Dealing with the Media	5	4	50%	Collaboration		100%	Excellent	50%
					Leadership			Good	50%
					Personal Effectiveness	2		Satisfactory	
					Scrutiny & Challenge	1		Unsatisfactory	
22 July 2010	Chairing Meetings	10	10	100%	Collaboration	4	100%	Excellent	71%
					Leadership	3		Good	29%
					Personal Effectiveness	7		Satisfactory	
					Scrutiny & Challenge	5		Unsatisfactory	
24 August 2010	Licensing	11	9	82%	Collaboration	5	100%	Excellent	33%
					Leadership	3		Good	56%
					Personal Effectiveness	7		Satisfactory	
					Scrutiny & Challenge	6		Unsatisfactory	
							Not scored	11%	
14 September 2010	Council initiatives on anti social behaviour	11	9	82%	Collaboration	7	100%	Excellent	33%
					Leadership	3		Good	67%
					Personal Effectiveness	6		Satisfactory	
					Scrutiny & Challenge	7		Unsatisfactory	

Date	Session	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						

5 October 2010	Information Security – Part 1 and Freedom of Information	14	11	79%	Collaboration	1	100%	Excellent	9%
					Leadership	1		Good	73%
					Personal Effectiveness	6		Satisfactory	
					Scrutiny & Challenge	4		Unsatisfactory	
								Not Scored	18%

11 November 2010	Corporate Services	8	8	100%	Collaboration	3	100%	Excellent	38%
					Leadership	3		Good	62%
					Personal Effectiveness	7		Satisfactory	
					Scrutiny & Challenge	4		Unsatisfactory	

11 January 2011	Information Security Part 2	5	5	100%	Collaboration	1	100%	Excellent	70%
					Leadership	0		Good	20%
					Personal Effectiveness	4		Satisfactory	
					Scrutiny & Challenge	2		Unsatisfactory	
		Not Scored	10%						

17 February 2011	Data Protection	10	10	100%	Collaboration	3	100%	Excellent	70%
					Leadership	2		Good	20%
					Personal Effectiveness	9		Satisfactory	
					Scrutiny & Challenge	7		Unsatisfactory	
								Not Scored	10%

15 March 2011	Equalities – Welfare Reform	12	11	92%	Collaboration	5	82% (18% not scored)	Excellent	46%
					Leadership	3		Good	55%
					Personal Effectiveness	8		Satisfactory	
					Scrutiny & Challenge	7		Unsatisfactory	

Members Training and Development Activities

2008/09 – 2010/11

Category	2010/11	2009/10	2008/09	Status/Comments
Conferences	1 place was taken at 2 conferences by 2 members	48 places were taken at 38 conferences by 22 members	47 places were taken at 34 conferences by 28 members	There has been a significant reduction in attendance at conferences in 2010/11
ICT Training	136 hours completed by 12 elected members	166 hours completed by 11 elected members	183 hours completed by 19 members	There has also been a reduction in ICT training undertaken. In 2010/11 the focus was on Microsoft office applications and the European Computer Driving Licence
Improvement Service Master-classes	10 places were taken at 4 workshop events which were attended by 3 members	15 places taken at 5 events which were attended by 7 members	1 member attended an Improvement Service workshop	Three conveners attended Improvement Service Workshops in 2010/11.
Further/Higher Education	1	2	1	Course work completed in 2010/11.
Members Training Programme	10 events were attended by 31 members	9 events were attended by 43 members	8 events were attended by 33 members	Members have been consulted on the content of the 2011/12 training programme
Other	33 places were taken at 5 events by 25 members	114 places were taken at 18 events by 44 members	118 places were taken at 15 events by 43 members	There has also been a significant reduction in the number of members participating in other events compared to 2009/10.
Personal Development Plans	43 members	43 members	-	61% of elected members had personal development plans 2009/11. We will continue to encourage members to create personal development plans during 2011/12.