

<b>To:</b> CORPORATE SERVICES COMMITTEE		<b>Subject:</b> ELECTED MEMBERS' TRAINING AND DEVELOPMENT ACTIVITIES 2011/12: YEAR END REVIEW
<b>From:</b> EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
<b>Date:</b> 22 May 2012	<b>Ref:</b> 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 2011/12 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)

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

Personal effectiveness  
(All Elected Members)

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

Scrutiny and challenge  
(All Elected Members)

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

Leadership  
(Conveners)

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

### **3. Progress 2011/12**

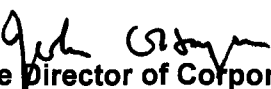
- 3.1 The 2011/12 Members Training Programme was produced following consultation with elected members.
- 3.2 Evaluation Forms are issued at each Members Training and Development Programme Session. Completed returns are summarised to capture the satisfaction rate for each session and members views on how each session contributes to the development of key skills and competencies.
- 3.3 Appendix 1 contains a summary of elected members training and development activity in 2011/12.
- 3.4 A summary of evaluation forms from each of the fourteen Members Training and Development Programme sessions is contained within Appendix 2
- 3.5 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.
- 3.6 Briefing Notes on a range of topics, produced by the Council and the Improvement Service were circulated to Elected Members and published on the intranet.
- 3.7 An Introductory Pack was produced and issued to the newly elected member following the By election for Ward 6.
- 3.8 In 2011/12 we worked with the Improvement Service and COSLA to make available a series of Notebooks for Elected Members and these will be made available as e-learning modules or hard copy to ensure members can access the material at a time, pace and place to suit individuals needs.
- 3.9 Induction materials were produced for newly elected members in preparation for the Council elections in May 2012

### **4. Proposals**

- 4.1 It is proposed that in 2012/13
  - (a) members will be issued with a personal development plan which can be tailored to meet individual training and development needs
  - (b) the approved Members Training and Development Programme for 2012/13 will be delivered
  - (c) a summary of members training and development activity for 2012/13 will be published in the year end review of members training and development and
  - (d) members be consulted on service provision and the content of the 2013/14 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 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 2011/12

<b>Category:</b>	<b>Members participated</b>
Conferences	22
Further and Higher Education	1
ICT Training	9
Improvement Service Master classes	5
Induction	1
Members Training Programme	33
Other	8

<b>Category: Conferences</b>	<b>Members participated</b>
84 <sup>th</sup> Annual STUC Women's Conference	1
ADSW Annual Conference and Exhibition	1
All You Want to know about Local Authority Housing Finance in Scotland	1
BCSA Conference and Exhibition	2
Care for Scotland's Older People	1
CIPFA Scotland Annual Conference	1
COSLA Convention	5
Holyrood Conference – Freedom of Information Scotland: A time of change	2
Industrial Communities Alliance Annual Conference	2
IRRV Annual Scottish Conference and Exhibition	1
National Association of Councillors Conference: Working in Partnerships	2
National Association of Councillors Conference: Tackling Disorder and Delivering Safer Communities	1
National Association of Councillors Conference: Working with Westminster and European Parliaments	2
National Association of Councillors Conference	1
National Association of Councillors Conference: Energy, Transport and the Environment Conference	2
National Association of Councillors Conference: The Localism Bill and Big Society	2
Policing Summit	1
Planning Convener's Event 2011	2
Society of Personnel Directors Annual Conference	1
The Consumer Affairs and Trading Standards Conference and Exhibition 2011	1
The Royal Horticultural Society – Britain in Bloom Awards Ceremony	1
Welfare Reform in Scotland	1
Welfare to Work Convention 2011	2

## Summary of Training and Development activity undertaken by Elected Members in 2011/12

<b>Category: Further/Higher Education</b>	<b>Member participated</b>
Master of Arts in Social Policy and Criminology	1

<b>Category: ICT - 174 training hours</b>	<b>Members Training Hours</b>
European Computer Driving Licence (ECDL) Modules 1-7	166 one hour sessions
Excel	4 one hour sessions
Outlook	3 one hour sessions
Powerpoint	1 one hour session

<b>Category: Improvement Service Master Classes</b>	<b>Member participated</b>
The Future of Public Service Delivery	2
Improving Board Level Skills	3
Maximising the Councils Economic Impact	3
Consulting and Engaging with Local Communities	1
Improving Personal Media Management Skills	1

<b>Category: Induction</b>	<b>Member participated</b>
Introductory Pack	1

<b>Category: Members Training Programme</b>	<b>Members participated</b>
Council Appointments to Outside Bodies	8
Common Repairs Issues and Council's Scheme of Assistance for Owners	14
Learning and Leisure Services: Current Issues	10
Single Outcome Agreement	12
Important Changes to the Councillors Code of Conduct	15
Planning – Local Plans	12
Community Planning Partnerships	8
Best Value 2	7
Current Issues for Local Government	11
Practical Explanation of the roles of Statutory Officers	5
Environmental Services: Current Issues	7
Finance and Customer Services: First Stop Shops	6
Equalities	6
Corporate Parenting	10

<b>Category: Other</b>	<b>Participated</b>
On Board Training	3
Sanctuary Housing – Briefing on Development Plans for Cumbernauld	1
Bi Monthly Meeting – Training Talk from the Samaritans	1
Getting it Right for Every Child	1
Understanding the use of social media for Council business	1
Planning Seminar including visit to Aitkengall Windfarm	2
Corporate Parenting Awareness Raising Event for Elected Members	3
Strathclyde Police Presentation	1

## Summary Evaluation of Members Training Programme

2011/12

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						
7 April 2011	Council appointments to outside bodies	8	8	100%	Collaboration		100%	Excellent	37.5%
					Leadership			Good	50%
					Personal Effectiveness			Satisfactory	12.5%
					Scrutiny & Challenge			Unsatisfactory	0%
23 May 2011	Common Repair Issues and the Council's Scheme of Assistance for Owners	14	14	64%	Collaboration	1	89%	Excellent	22%
					Leadership	2		Good	56%
					Personal Effectiveness	7		Satisfactory	22%
					Scrutiny & Challenge	4		Unsatisfactory	0%
23 June 2011	Current issues in Learning and Leisure Services	10	10	60%	Collaboration	2	100%	Excellent	33%
					Leadership	1		Good	67%
					Personal Effectiveness	5		Satisfactory	0%
					Scrutiny & Challenge	5		Unsatisfactory	0%
5 July 2011	Single Outcome Agreement	12	12	67%	Collaboration	3	100%	Excellent	37.5%
					Leadership	2		Good	50%
					Personal Effectiveness	3		Satisfactory	12.5%
					Scrutiny & Challenge	5		Unsatisfactory	0%
							Not scored	0%	
11 August 2011	Important Changes to the Councillors Code of Conduct	15	15	73%	Collaboration	3	100%	Excellent	36%
					Leadership	4		Good	64%
					Personal Effectiveness	10		Satisfactory	0%
					Scrutiny & Challenge	8		Unsatisfactory	0%

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 September 2011	Planning – Local Plans	13	12	92%	Collaboration	8	91%	Excellent	45.5%
					Leadership	2		Good	45.5%
					Personal Effectiveness	9		Satisfactory	0%
					Scrutiny & Challenge	9		Unsatisfactory	9%
								Not Scored	0%
8 November 2011	Community Planning Partnerships	8	8	100%	Collaboration	4	88%	Excellent	37.5%
					Leadership			Good	62.5%
					Personal Effectiveness	5		Satisfactory	0%
					Scrutiny & Challenge	4		Unsatisfactory	0%
5 December 2011	Best Value 2	7	7	100%	Collaboration	4	100%	Excellent	43%
					Leadership	3		Good	57%
					Personal Effectiveness	3		Satisfactory	0%
					Scrutiny & Challenge	6		Unsatisfactory	0%
		Not Scored	0%						
12 January 2012	Current Issues for Local Government	12	11	92%	Collaboration	5	82%	Excellent	55%
					Leadership	6		Good	45%
					Personal Effectiveness	8		Satisfactory	0%
					Scrutiny & Challenge	8		Unsatisfactory	0%
								Not Scored	0%
26 January 2012	Practical Explanations of the roles of Statutory Officers	5	5	100%	Collaboration	1	100%	Excellent	20%
					Leadership	1		Good	40%
					Personal Effectiveness	3		Satisfactory	20%
					Scrutiny & Challenge	3		Unsatisfactory	0%
								Not Scored	20%

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					

9 February 2012	Environmental Services Current Issues	7	7	100%	Collaboration	1	100%	Excellent	100%
					Leadership	2		Good	0%
					Personal Effectiveness	5		Satisfactory	0%
					Scrutiny & Challenge	2		Unsatisfactory	0%

13 March 2012	Finance and Customer Services Current Issues	6	6	100%	Collaboration	3	100%	Excellent	50%
					Leadership	1		Good	50%
					Personal Effectiveness	3		Satisfactory	0%
					Scrutiny & Challenge	1		Unsatisfactory	0%
								Not Scored	0%

56 13 March 2012	Equalities	6	6	100%	Collaboration	4	100%	Excellent	100%
					Leadership	2		Good	0%
					Personal Effectiveness	6		Satisfactory	0%
					Scrutiny & Challenge	4		Unsatisfactory	0%
								Not Scored	0%

20 March 2012	Corporate Parenting	10	8	80%	Collaboration	4	100%	Excellent	75%
					Leadership	2		Good	25%
					Personal Effectiveness	7		Satisfactory	0%
					Scrutiny & Challenge	4		Unsatisfactory	0%

**Members Training and Development Activities**  
2008/09 – 2011/12

Category	2011/12	2010/11	2009/10	2008/09	Status/Comments
Conferences	38 places were taken at 24 conferences by 22 members	25 places were taken at 15 conferences by 13 members	48 places were taken at 38 conferences by 22 members	47 places were taken at 34 conferences by 28 members	An increase in attendance at conferences was recorded in 2011/12
ICT Training	174 hours completed by 9 members	136 hours completed by 12 members	166 hours completed by 11 members	183 hours completed by 19 members	There has also been an increase in ICT training undertaken. In 2011/12 the focus was on the European Computer Driving Licence
Improvement Service Master classes	10 places were taken at 5 workshop events which were attended by 5 members	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	Two conveners and three members attended Improvement Service Workshops in 2011/12.
Further/Higher Education	1	1	2	1	One member was awarded Master of Arts in Social Policy and Criminology in 2011/12.
Members Training Programme	132 places were taken at 14 events by 33 members	10 events were attended by 31 members	9 events were attended by 43 members	8 events were attended by 33 members	Members were consulted on the content of the 2011/12 training programme
Other	13 places were taken at 8 events by 8 members	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	The reduction in the number of members participating in other events continued in 2011/12.
Personal Development Plans	41 members (59%) undertook training activity in 2011/12	43 members	43 members	-	Whilst the number of members with training records reduced in 2011/12 it should be noted that 11 members (16%) were not standing for re-election. All members will be issued with personal development plans in 2012/13 which they can tailor to individual requirements