

Appendix 1

Evaluation of the member training programme in 2018

Introduction

1. As 2018 was an election year the following principles applied to the member training programme:
 - All new members to attend compulsory code of conduct training before they attend any committee meeting and all existing/re-elected members to attend code of conduct training before 31 July.
 - All new members of a licensing committee to attended compulsory licensing training before they attend a licensing sub-committee and all existing/re-elected members of the licensing committees to attend licensing training before 31 July.
 - All new members to attend compulsory planning training before they attend a planning committee and all existing/re-elected members to attend planning training before 31 July.
2. All of the Member training sessions took place in the Town Hall using the St Aldate's Room, the Plowman Room or the Long Room. The sessions were of one to two hours duration.
3. The aim was to promote member participation and the preferred format was a presentation, followed by discussion and questions on scenario based examples.
4. As far as possible copies of the training documents were made available on line and in hard copy at the individual training sessions. Links to further reading and learning sources was also supplied.

Evaluation

Code of Conduct

5. This was compulsory for all 48¹ members and was delivered by the Monitoring Officer on the dates listed below:

Date	Day	Time	Attendance
31 May	Thurs	10.00 – 12.00pm	5
4 June	Tues	5.30 - 7.30pm	13
19 June	Mon	2.00 - 4.00pm	8
20 July (reserve)	Fri	2.00 – 4.00pm	2

6. In addition a total of 19 new and re-elected members received their Code of Conduct training as part of the induction programme. However, they were encouraged to attend one of the additional sessions in order to share the experiences of established councillors and so derive the maximum benefit from the training available (repeat attendances are not shown in the figures above).

¹ For some compulsory training sessions the final attendance level was 47 as one councillor was granted a dispensation due to ill health.

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7. In addition to the core content these sessions also provided a brief introduction to general safeguarding issues and the new General Data Protection Regulation (GDPR) regulations.
8. Feedback forms were completed by 40% of the attendees. The data captured is presented in the charts below.
9. Comments were generally positive:
Very interesting & enjoyable. Good discussion of cases & ethical dilemma. Very clear presentation of the key issues. The session brought a number of issues into stark focus. Very helpful.
10. The main criticism was around time management of the sessions and the need to make sure that there was sufficient time to work through the case studies in smaller groups.
11. **Proposal: Greater emphasis on interactive learning with smaller group discussions and case studies; safeguarding to be covered as a separate training session.**

Licensing

12. In 2018 a compulsory training session was scheduled immediately after the initial meeting of the two licensing committees in order to maximise attendance levels and ensure that sufficient committee members would be able to sit on casework hearings. Two separate training sessions were offered in parallel: a refresher course for existing licensing committee members and an induction course for any newly appointed members of the licensing committee.
13. This proved to be a very efficient use of councillor and officer time as 75% of the committee members attended this session. All the remaining councillors, with one exception, were trained on two reserve dates which were scheduled immediately after subsequent licensing committee meetings in July and September. A fourth and final training session was held in January 2019 for the one remaining original committee and a newly appointed committee member.
14. This was compulsory for 18 members and was delivered by the officers from Licensing and Law & Governance on the dates listed below:

Date	Day	Time	Attendance
16 May	Weds	Eve	9
2 July	Mon	Eve	5
19 Sept	Weds	Eve	2
23 Jan 2019	Weds	Eve	2
15. Feedback forms were completed by 86% of the attendees at the first two sessions. The data captured is presented in the charts below.

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16. There was a lot of praise for the content and format of the sessions which placed a lot of emphasis on case studies and included an interactive quiz:

Illustrated case studies particularly good & thought provoking. Very useful, clear information. Good balance of information & audience participation

- 17. Proposal: Follow same approach and format. Explore scope to expand case studies to include a mock hearing to test decision making.**

Planning

18. Planning training was compulsory for 48 members and was scheduled on the dates listed below:

Date	Day	Time	Attendance
14 May		afternoon	12
		evening	10
17 May		evening	7
5 June		afternoon	8
26 June		evening	5
24 July Reserve		afternoon	5

19. The compulsory planning training offered in 2018 differed from previous years as it included two sessions which were delivered by an external trainer. The Head of Planning Services had provided a brief for the external trainer (who was a professional planner, experienced trainer and local councillor) for a half-day introductory session, aimed at new councillors, on local authority planning with an emphasis on practical advice and exercises.
20. Feedback forms for the 14 May sessions presented by the external trainer were completed by 95% of the 22 attendees. The data captured is shown in the presented in the charts below. Attendees at each session included experienced councillors and some officers as well as the newly elected members.
21. Opinion was clearly divided about this training module. The main criticisms concerned the lack of time management; the large volume of presentation slides; and the limited amount of time available for group discussion around practical exercises and case studies. The positive messages were about the quality of the information contained within the slides and the knowledge of the trainer.

Good discussion, covered a lot of slides in short time; may have been a bit of a whistle stop for a new councillor. Trainer went too fast through the slides; would have been better to start with case studies & planning process. I would not have felt confident to take part in a committee after training. Separate sessions for new & experienced Councillors. Trainer well equipped to deliver session; but too much material to be covered satisfactorily; skimming through slides frustrating for audience & trainer; practical advice was at end of session - would have been better for new councillors to cover this earlier.

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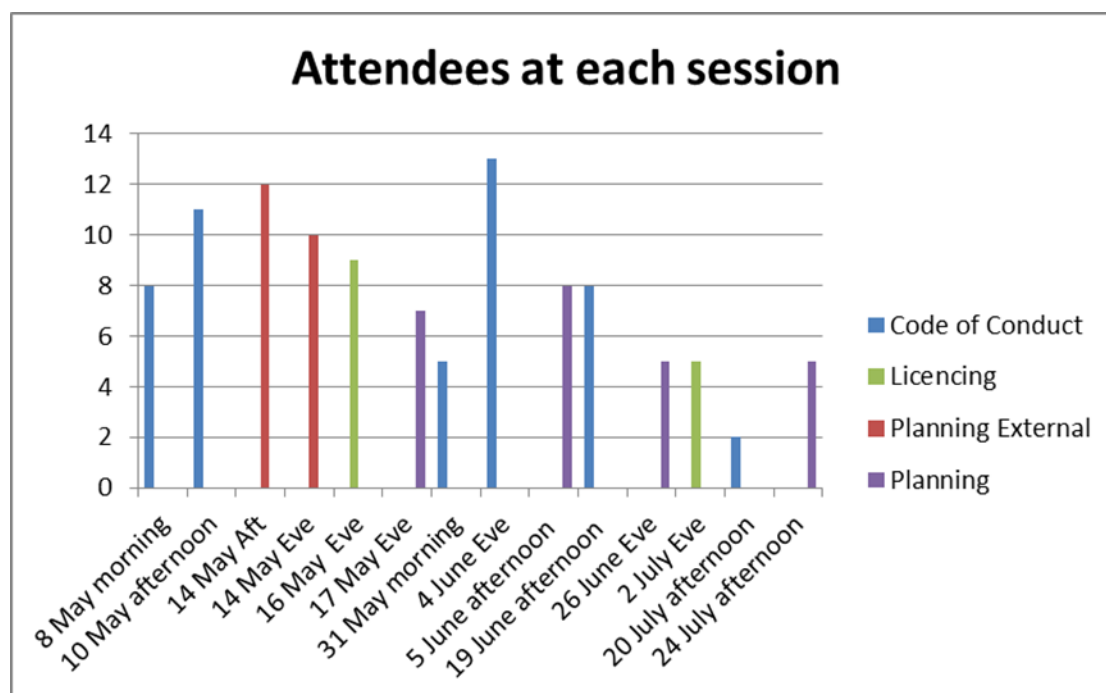
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22. Clearly this session failed in its overall objective of equipping new members with sufficient information to participate with confidence in the work of the area planning committees.
23. Feedback forms for the other sessions presented by officers from Planning and Law & Governance were completed by 84% of the 25 attendees.
24. The “internal” sessions were generally well received. The main theme emerging was around time management and the length of the presentations which limited the chance to work on case studies. There were also some concerns about the degree of overlap with the Code of Conduct training.

Very good slides but lack of time so discussion rushed; ran out of time for exercises which have been very useful in the past; there could have been more practical advice on considerations of planning matters that are discussed at committee; basing powerpoint on examples might improve learning; too much on planning code already covered in Code of Conduct training; too much was presented for proper assimilation & may need another session

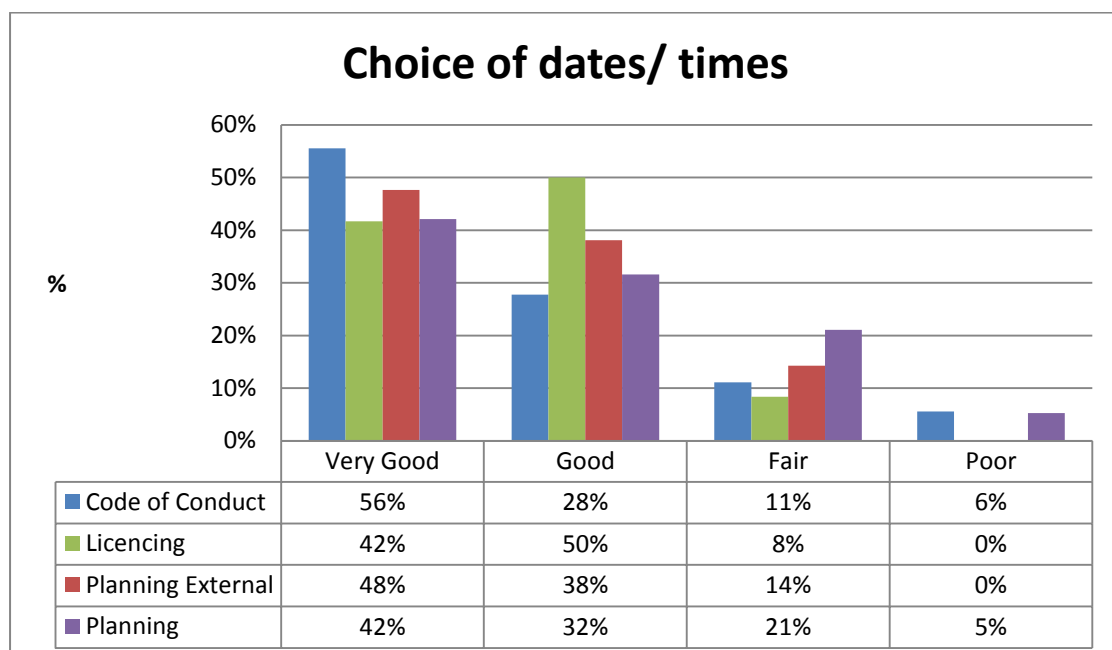
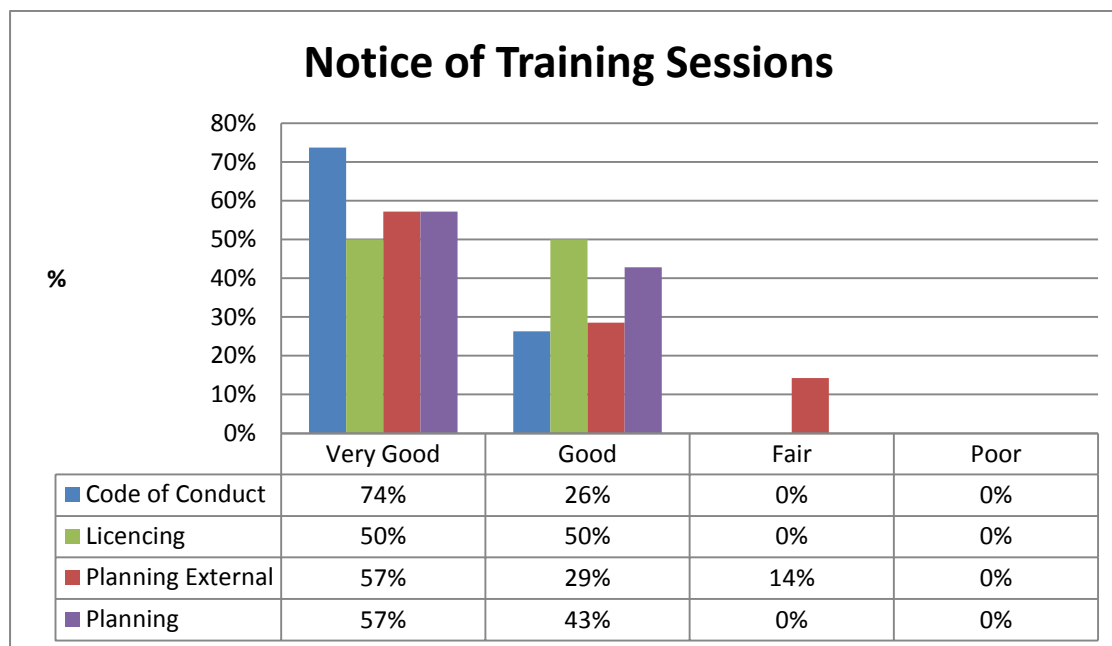
25. **Proposal: separate sessions for new members; tighter brief for any external trainer; better time management; greater emphasis on case work and practical advice.**

Charts on training attendance and feedback



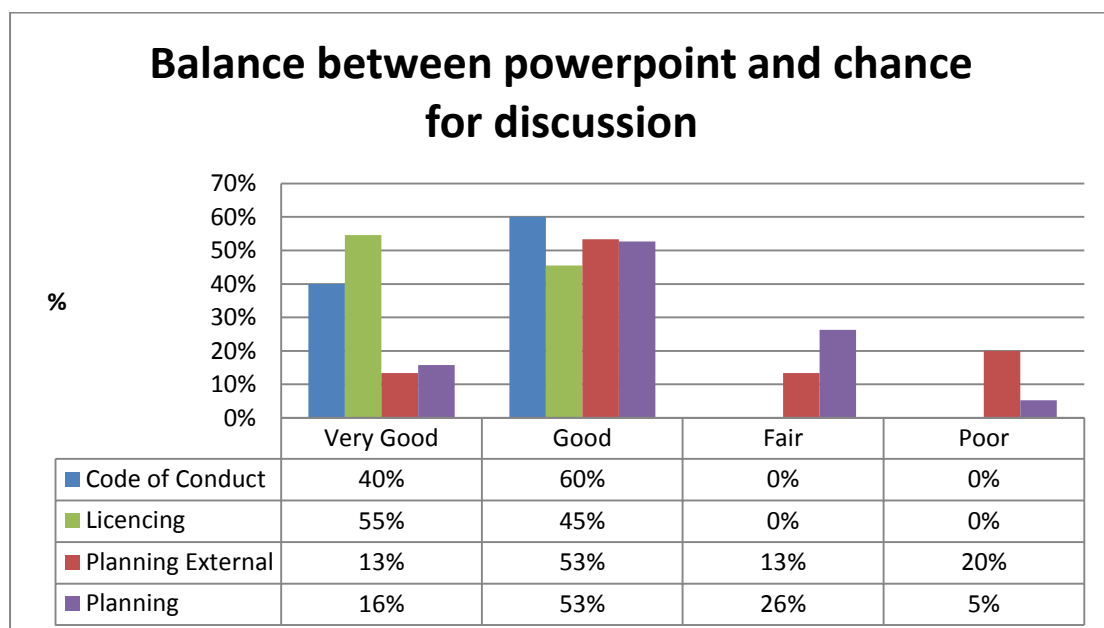
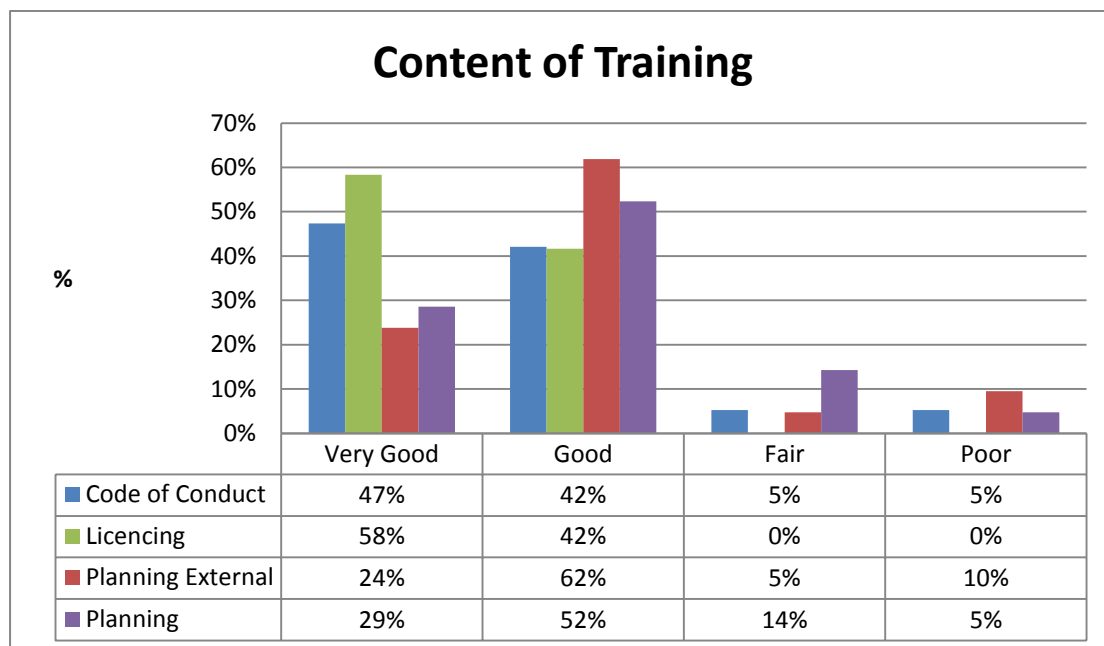
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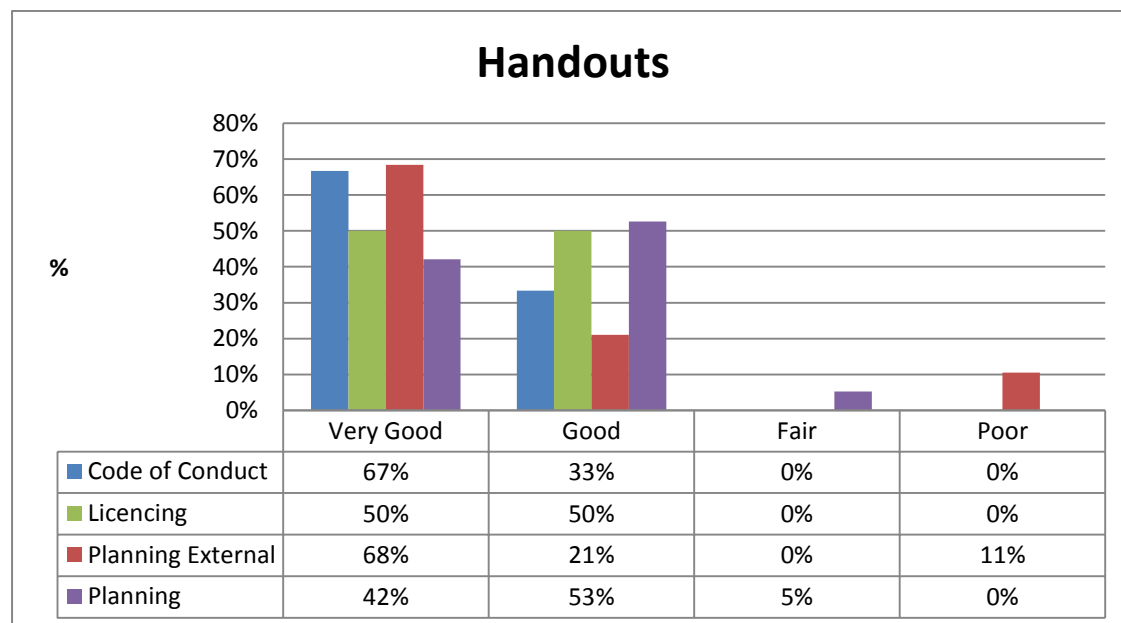
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