

Committee: **AUDIT AND REVIEW**

Date: **9 February 2007**

Report: **MEMBER TRAINING AND DEVELOPMENT**

Purpose of the report

1. To

- (a) present members with a draft programme for training and development for 2007/08, and
- (b) seek members' views on a number of options for future training and development.

Strategic Planning Framework

- 2. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework.

Background

- 3. Following the establishment of Member Champions (MCs), one of the areas of work that the MC for Corporate and Democratic Core has been involved in, is a review of the current member training programme, prior to the submission of this report to members.
- 4. Members and Senior Officers were invited (see attached **Appendix 1**) to comment on training and development issues, in particular the 'training passports' scheme and to suggest possible future training topics.
- 5. Only one response was received from a member, which could be interpreted either as a lack of interest from members or as a 'comment' that the current programme and process is satisfactory.
- 6. Officers responded with a number of topics that they considered might be valuable. These have either been included in the draft programme, ear-marked as possible Policy Development Forum material, or discounted as being too specialist for general member training.

Issues for consideration

- 7. With regard to Member Passports, the only member response was to suggest that the process be discontinued. When established it was members' intention that

training undertaken with other authorities or organisations might enable members to be 'excused' training with the Authority. Since the adoption of 'passports' in 2002, no 'submissions' have been made by members of any relevant training.

8. **Appendix 2** attached sets out a draft Training and Development Programme for 2007/08. The programme, as in previous years, consists of a number of 'standard' events, such as the 'mandatory' planning training, various Conferences and Workshops to which the Authority sends a delegation, and the slot for lunchtime briefings at Authority meetings.
9. In producing the draft programme officers are always aware of the need to balance the essential training needs of members with the potentially considerable time commitment needed, not to mention the resource implications for staff in arranging many of the events. To try to share that workload and make events more cost-effective, officers are looking at the possibility of joint training with other Authorities.
10. At the end of the draft programme a number of 'Other planned/proposed or possible' areas of training are listed, one of which is the use of the member development work provided by I&DeA (Improvement and Development Agency). This is an agency that works for local government improvement by providing a range of services, including development programmes for members and officers and with which some of the Authority's local authority members may be familiar.
11. Members are asked to consider two further issues regarding 'new' members – the appropriateness of the current internal induction and the introduction of a member mentoring scheme.
12. The current internal induction programme consists of 1½ very concentrated days when new members meet all Heads of Departments and receive briefing on the work of those departments and of the Authority in general. Initial thoughts are to 'reduce' those sessions to one induction day (probably with briefings from the Chief Executive, Monitoring Officer and Head of Planning), with other more specific briefings on the work of other departments as and when required after members have been on the Authority for say six months.
13. Member mentoring would be a process whereby experienced members would support new members on a one-to-one basis. The precise detail of the scheme would have to be worked out, but members are asked to consider the idea in principle.

Conclusion

14. Although the Authority only has one area of training that it considers mandatory for all members (Planning Committee training), it should be incumbent on members, once a programme has been adopted, to attend as much of that programme as possible.
15. Although there are some possible areas of training that are still to be considered in detail, the programme is recommended for adoption.

RECOMMENDATION

16. That members:

- (a) formally approve the draft Training and Development Programme for 2007/08 attached as Appendix 2 to this report;
- (b) agree that 'Member Training Passports' be discontinued;
- (c) request officers to pursue the lists of 'Other' items set out at the end of Appendix 2, and
- (d) consider and give guidance on the possible introduction of a member mentoring scheme.

David Butterworth
Chief Executive

29 January 2007

Background documents:

None

To all YDNPA Members

MEMBER TRAINING AND DEVELOPMENT

As Member Champion for Corporate and Democratic Core, I have recently met with David Butterworth, Lesley Knevitt and Richard Parkin to discuss Member Training and Development.

During our meeting a number of issues arose on which I'd appreciate your thoughts, before we proceed further.

2. **Member Training 'passports':** We were reminded that some years ago the idea of Member Training 'passports' was considered and endorsed. The process was adopted whereby any member who had attended training with another authority or organisation was at liberty to submit details of that training to the Secretariat.

It is acknowledged that this process has, to say the least, rather died a death. To revive it, it would be helpful if you would submit details of any 'training' that you have undertaken within say the last 12 months (other than through YDNPA), with as much information as possible, so that we can then more accurately assess where there may be 'gaps' in training needs.

In order to try to keep this information as up-to-date as possible it is likely, rather than leaving it to members, that an annual reminder will be circulated to all members.

3. **Future Training:** This is simply a request for you to let me have details of training that you think would be particularly worthwhile. There are however, a couple of caveats with this request:
 - firstly that requests should be for topics/issues that would be of benefit for a **majority** of members, rather than perhaps being specialist in nature; and
 - secondly for you to bear in mind that our training programme should be reasonable in terms of the expectation of member attendance. If the Authority is to sign up to a programme, then it should be one which a significant majority of members will be willing and able to attend.

Please submit your responses by Friday, 5th January 2007 to the Secretariat - secretariat@yorkshiredales.org.uk – who will collate them before our next meeting.

Many thanks,

Kevin Lancaster

MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2007/08

Opportunities for Member Development April 07 – March 08

MONTH	Date	Venue	TRAINING OPPORTUNITY		Time needed	Who
April 07		Craven	Rural Housing seminar		One day	All
	18	Grassington	Policy Development Forum	†	Half day	All
	19	Bainbridge	Access training – sustainable travel partnership		Half day	Access/all
	25-27	Newcastle	ANPA Workshop	£	Two days	6 members
May 07			Standards Board Roadshows?		Full day	YR/ML
			Statutory planning training (option in June?)		Half day	All
	29	Bolton Abbey	Authority lunchtime briefing		Half hour	All
June 07			Induction for new members	†	Full day	New members
			Planning induction for new members		Full day	New members
			Statutory planning training (option in May?)		Half day	All
July 07	19	Yoredale	Policy Development Forum	†	Half day	All
	26	Grassington	Access training – definitive map		Half day	Access/all
	31	Yoredale	Authority lunchtime briefing		Half hour	All
August 07			Planning summer site visit day		Full day	All
September 07						
			Staff Training Days	†	Two days	Any
			Standards Board Conference	£	Two days	ML/YR
	19-21	Buxton	ANPA Conference	£	Three days	8 members
	26-30	Czech Republic	Europarc	£	4 days	Chair, plus?
	25	Ingleton	Authority lunchtime briefing		Half hour	Authority
October 07			ANPA Induction – Plas?	£	Two days	New members
	18	Grassington	Policy Development Forum	†	Half day	All
	25	Yoredale	Access training – green lanes		Half day	Access/all
November 07			Dales Volunteers Autumn meeting?		Full day	Any

MONTH	Date	Venue	TRAINING OPPORTUNITY	Time needed	Who
	27	Yoredale	Authority lunchtime briefing – tbc	Half hour	Authority
December 07			Northern National Parks workshop	£ Two days	6 members
January 08			Policy Development Forum – tbc	‡ Half day	All
			Authority lunchtime briefing – tbc	Half hour	Authority
February 08			Great North Meet	£ Full Day	2 Members
			Volunteers Induction?	Full Day	Any
March 08					
	27 th		Authority lunchtime briefing	Half hour	Authority

£ = delegate fee implications on J400 budget; ‡ = heavy on officer time

1. Other planned/proposed or possible training with unspecified dates as yet:

- **Access training programme (JA to put together) – for ALL members**
- **Local Government IDEA Member Development Scheme (or Trevor Roberts’-type programme)**
- **Diversity/Outreach Workshops (via Mosaic) – two proposed during year eg spring, summer**
- **Climate Change/Renewable Energy (GS) – take up in ANPA W/shop; and in NT event (Planning Professionals; or PDF?)**
- **WF suggestion: using protected areas to enhance business opps; environmental conservation (including renewables)**

2. Other development opportunities as required:

- **Individual briefings member/officer**
- **Issues arising from committees**
- **Skills training (eg human rights, media, training for chairmen etc)**
- **Job shadowing**
- **Planning site visits**
- **Other NPAs and DCs training events – shared events**

- **Feedback from member representation on outside bodies (eg Y&HA, Y&NYDB, Y&HRAF, CNP, Access Forum etc)**

DRAFT