



Public Document Pack
**MEMBER DEVELOPMENT STEERING
GROUP
AGENDA**

**THURSDAY 27 OCTOBER 2016 AT 7.30 PM
DBC GADE ROOM - CIVIC CENTRE**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillors G Adshead, Banks, Conway, Douris, P Hearn, Hicks, Howard and Taylor (Chairman)

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES (Pages 2 - 5)

Members are asked to agree the minutes of the meeting held on 15 June 2016.

3. ANNUAL MEMBER TRAINING REPORT 2015/16 (Pages 6 - 9)

4. QUARTERLY BUDGET UPDATE (Pages 10 - 11)

5. PDP FOLLOW UP SESSIONS

6. MEMBER DEVELOPMENT PROGRAMME (Pages 12 - 13)

7. MEMBERS TRAINING FEEDBACK (Pages 14 - 23)

8. MDSG WORK PROGRAMME (Page 24)

9. NEXT MEETING

The next meeting will be held on Wednesday 14 December 2016.

Agenda Item 2

MINUTES

MEMBER DEVELOPMENT STEERING GROUP

15 JUNE 2016

Present:

Members:

Councillors: G Adshead
Douris
Hicks
Howard
Taylor (Chairman)

Officers: M Anderson
T Coston

Also Attendance:

The meeting began at 7.30 pm

34 APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Banks, Conway and P Hearn.

35 MINUTES

The minutes of the meeting held on 2 March 2016 were agreed by the Members present and then signed by the Chairman.

36 MEMBER DEVELOPMENT PROGRAMME 2016/17

M Anderson advised that most of the programme would be populated in the next few weeks now that the PDP's had been carried out and we had received the data back from Link Support Services Ltd.

The Chairman queried the need for Condensation and Damp training scheduled for September. T Coston explained that Fiona Williamson had requested that this training was added to the programme and she suggested it could be required to increase members' knowledge in the event that Dacorum residents approach their ward councillors about damp/condensation in their property.

Councillors Douris and G Adshead raised concern that day time sessions were difficult for members that work and suggested an evening session could be arranged instead or in addition to the day time session.

Following a short discussion on the matter, members asked M Anderson and T Coston to liaise with Fiona Williamson on the content and cost of the training, query if a booklet/online information could be provided prior to the training and finally if an evening session would be possible.

The Chairman asked how many members had attended WRAP training. M Anderson was unsure of the exact number so she said she would email members and let them know. She advised that another WRAP session was scheduled for 6 July so she would inform them after this training so the figure is accurate.

The Chairman asked Member Support to ensure the WRAP training session was advertised in members' news this week. He said that the WRAP sessions were brilliant and compulsory to attend.

Councillor G Adshead gave his apologies for the member development session on 7 September.

Actions:

- Member Support to discuss with Fiona Williamson the details of the Damp and Condensation training and how much it will cost.
- Member Support to discuss the change of time for the WRAP/Safeguarding training and check that Safeguarding will commence first.

37 IPAD TRAINING

The Chairman explained there was a training group run by Ben Trueman and chaired by Neil Harden to discuss and iron out any issues with the iPad. He advised any issues with Modern Gov rather than the iPad will be referred to them by the I.T. department or Member Support but it was important to come forward with any problems so they can be resolved. He highlighted that training was still ongoing with the I.T. department or with Member Support should any members need it. He felt everyone should persist with the iPad, despite some members wanting to go back to paper. He said he would keep members updated with any progress in resolving any ongoing issues.

Councillor Hicks asked if you had to make an appointment. The Chairman said you can either make an appointment or attend a drop in session.

Councillor Hicks said he had raised concern that risk assessments should be carried out on iPads. The Chairman asked Member Support to contact Linda Dargue and discuss the matter.

Actions:

- Member Support to contact Linda Dargue regarding risk assessments for iPads.

38 MEMBERS NEWS 'TOP TIPS'

The Chairman said he didn't have any suggestions to add to members' news top tips.

Councillor G Adshead suggested that read receipts were added to the members' news emails to discover who actually reads them. M Anderson said that was something they would consider.

39 **PERSONAL DEVELOPMENT PLAN REVIEW**

M Anderson advised that we had received the report back from Link Support Services Ltd following the Personal Development Plans being carried out and the report could be found in the agenda. She drew members' attention to the summary of requests of training courses and asked members to confirm they're happy for Member Support to go ahead with arranging the courses.

The Chairman felt that Improved Scrutiny was an essential course and should be a priority. He said the opportunity was there at OSC meetings to scrutinise officers and policies and felt that members don't grill officers enough. He said from an external auditor's point of view they could question how effective our scrutiny processes are.

Councillor Douris said it can be frustrating when officers don't come back to you with the answers as agreed at the meeting. He suggested officers could be part of the scrutiny training.

Actions:

- Member Support to arrange training sessions for Speaking with Confidence, Speed Reading, Improved Scrutiny and Social Media through external training companies.

40 **QUARTERLY BUDGET UPDATE**

M Anderson apologised for the format of the budget spreadsheets on the iPads.

The Chairman noted there was quite a large amount of money spent on LGA seminars and accommodation. M Anderson advised that the Group Leaders attended the LGA annual conference most years and it had become a regular expense from the budget. She then ran through all of the expenditure and highlighted that we like to encourage members to let us know if there is any external courses they would like to attend.

Councillor Douris suggested that those attending the LGA conference could put together a report and circulate it to members after the conference to update all members on the content.

Councillor Douris noted that we used Link Support Services Ltd quite often for training sessions and asked if we could get a better deal for being regular customers. M Anderson explained that we don't tend to use them more than once or twice a year due to the limited budget but the fee charged wasn't negotiable and was a set fee for everyone. Councillor Douris felt that some of the courses were quite costly, especially if our members' attendance was low so he suggested that we contact the Hertfordshire Member Development Network group as soon as possible to see if they

have any members that would like to attend and get some money back that way. M Anderson agreed she would do this.

Actions:

- Member Support to contact the Herts Member Development Network Group and invite their members to the training session in September.

41 **MEMBERS TRAINING FEEDBACK**

T Coston highlighted that the only training session since the last meeting was on 20 April on 'Understanding Risk Register Reports' and it was very well received.

There were no questions or comments on the training feedback.

42 **MDSG WORK PROGRAMME**

There were no amendments to the work programme.

43 **NEXT MEETING**

The next meeting will be held on Wednesday 5 October 2016.

The Meeting ended at 9.09 pm

Agenda Item 3



Report for:	Member Development Steering Group
Date of meeting:	27 October 2016
PART:	1
Title of report:	Annual Member Training Report 2015-2016
Contact:	M Anderson, Corporate Support Team Leader (Democracy) T Coston, Member Support Officer Councillor Taylor Chairman of the Member Development Steering Group
Purpose of report:	(1) To provide an update on Member Training for 2015/16 (2) To illustrate the ongoing commitment to delivering Member Development
Recommendations	(1) To comment on and note the report.

Background

- 1.1 Dacorum Borough Council (DBC) has always strived to provide training for its elected members. An annual development programme has been produced and delivered.
- 1.2 The Member Development Steering Group (MDSG), continues to meet quarterly and leads Member Development at the Council. It is supported by the Corporate Support Team Leader - Democracy.
- 1.3 As part of the Chief Executive's priorities identified back in 2009/10, it was decided that DBC would aim to achieve Elected Member Charter Status. The Council achieved this status in December 2010 and although the accreditation has expired, has continued to show commitment to this.
- 1.4 The Member Charter was a statement of commitment to develop and support elected members. The processes put in place to achieve the Charter have helped the Council adopt a structured approach to Councillor development and to build elected member capacity. This is particularly important given the ever changing skills and competencies essential to fulfil the requirements of being a councillor.

2. Personal Development Plans 2016
 - 2.1 As part of the Member Charter criteria, it is recommended that Councillors are offered the opportunity to have a Personal Development plan. Therefore the MDSG considered 3 options to carry out the PDP's and opted to choose LinkUKLTD.
 - 2.2 Their proposal was to work with the council to schedule a number of visits to the offices where they would carry out 1-1 Personal Development Plan interviews with new members
 - 2.2.1 They would carry out Personal Development Plans by other means too where this is the preference of members e.g. telephone interviews, email exchanges, home visits and other off site visits. They anticipated that these combined modes of communication would aim to achieve a 100% take-up rate by members.
 - 2.2.2 Confidential completed PDP documentation would be retained and a copy of PDP's sent to participating members by email.
 - 2.2.3 They would provide a free anonymised and concise summary report of their findings to inform the member development planning process.
 - 2.2.4 Following this they would provide a follow up survey of all participants after 6 months to gauge progress, identify further needs and report on this.
 - 2.3 The MDSG decided that 21 councillors would be encouraged to participate in the process. The outcome saw 18 councillors take part, 9 of which were newly elected in May 2015, however all 51 councillors were offered the opportunity.
 - 2.4 The final report gave recommendations as to the key areas requested for further training sessions. These have been considered by the MDSG and officers are in the process of booking the relevant facilitators and populating the training programme.

3. Member Development Training Programme

- 3.1 At the beginning of the year, all regulatory training sessions were held, e.g. Development Control, Appeals and Licensing. All of which were attended well. Attendance at further Member Development sessions has remained at a steady level. Evaluations received are proving very helpful for the facilitators and helps towards organising future training events. This level of involvement by Councillors demonstrates their continuous commitment to their personal development and the criteria needed to maintain the Member Charter level of performance.
- 3.2 The Council had a local Performance Indicator for 2015/16 '*Average number of training opportunities taken up per member is 4*', which was achieved by members, and the average taken up per member was 4.2.
- 3.3 The following development opportunities were provided between May 2015 – April 2016:

Course	Date	Attendance
Induction Days	21/05/15 & 6/06/15	43
Development Control Training	26/05/15	12
Employment Appeals Training	08/06/15	8
Licensing Training	01/07/15	10
Community Infrastructure Levy (CIL) Briefing	15/07/15	3
Housing Appeals Training	20/07/15	8
Media Training (Cabinet)	22/07/15	3
Data Protection/ Info Security	23/07/15	17
Being an Effective Cllr (LGIU)	24/07/15	2
Voluntary Sector Speed Dating	01/09/15	10
Community Infrastructure Levy (CIL) training	09/09/15	4
Housing Allocations & CBL Standards	10/09/15 17/09/15	10 4
Budget Setting Process	22/10/15	25
DCC Training	29/10/15	11
Evidence Based Decision Making	03/11/15	9
WRAP Training	18/01/16 & 01/02/16	2
Emergency Planning Awareness	20/01/16	14
WRAP Training	11/02/16	11
Talking about Herts Migration	25/02/16	1
Roles & Responsibilities	23/03/16	5
Understanding Risk Register Reports	20/04/16	10

3.4 You will see from the list above that some courses are arranged for members to have a 1:1 or for small groups to have a briefing with relevant officers; this year included CIL, Media and WRAP training.

3.5 Members are asked each year as to what areas they would like to see included in the annual training programme. This will ensure a Member focused training programme and one which responds to their needs. As previously mentioned, this year this was coordinated through the PDP process and considered by the MDSG.

3.6 Following their priorities, officers will now arrange courses and 1:1's for 2016/17.

4. Member Development Budget

4.1 During the years immediately following an election, the Member Development budget is £11,000. This year we have successfully kept within this budget.

4.2 The budget covered areas such as the newly elected member Induction, the LGA conference, courses held at Dacorum, courses individual Members requested to attend, hire of venues and specialist facilitators used for joint authority training.

4.3 In 2016/17 the budget has decreased to £9,000, in order to maintain the ongoing training programme.

5. Member Development Strategy 2012-2015

- 5.1 A requirement of the Member Charter accreditation was to have a Member Development Strategy. A Strategy for 2012-2015 had been completed, revised and amended during 2014 by the Member Development Steering Group.
- 5.2 Due to its expiry date, the strategy was reviewed, in full, during 2015. The Strategy aims to set out why Councillors require training, how this will be delivered, the resources and support available to Member Training and details on the Steering Group which coordinates the training programme.

6. Hertfordshire Member Development Network

- 6.1 Member Development Officers at DBC are part of the Hertfordshire Member Development Network Group, which meets quarterly.
- 6.2 This is a very successful group, which has been recognised by South East Employers as the leaders in networking and referred to as the Hertfordshire model. The group exchange examples of good training providers, give feedback on recent training events, seek advice and guidance on forthcoming projects and discuss future training topics. This is a great way for officers to increase their knowledge and expertise in Member Development.
- 6.3 Joint training has been held with local authorities and the Hertfordshire Member Development Network group have agreed to advertise all relevant training sessions to each other when spaces are still available. There is a standard charge for attending the course if they are being run by an external provider.

7. Future Plans and Considerations

- 7.1 Following the discussions which have taken place around the members Personal Development Plans (PDP), some training sessions have already been arranged, including; speaking with Confidence, Speed Reading and Effective Member Officer Partnerships.
- 7.2 Further work is continuing with other authorities to ensure that joint arrangements are in place to ensure a wide range of courses are being provided to our members. This also gives the councillors more opportunities to network with fellow colleagues.
- 7.3 During 2016-17 Members who took part in the PDP process will be offered a follow up process and have a mid point review to gauge progress with their development plan.

Spend		Remaining	
		£	9,000.00
£	<i>1,132.84</i>	£	7,867.16
£	145.00	£	7,722.16
£	229.00	£	7,493.16
£	990.00	£	6,503.16
		£	6,503.16
		£	6,503.16
		£	6,503.16
		£	6,503.16
		£	6,503.16
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		£	6,503.16
		£	6,503.16
		£	6,503.16
		£	6,503.16
		£	6,503.16
£	<i>2,496.84</i>	£	<i>6,503.16</i>

red italics to be paid

MEMBER DEVELOPMENT DATES 2016/17

Date	Development Event	Start time	Finish time	Run by:	Location	Which Members?
Wednesday 6 July 2016	Safeguarding & WRAP	7.30 pm	9.30 pm	Julie Still	Bulbourne Room	All
Wednesday 7 September 2016	Effective Member Officer Partnership	7.00 pm	9.30 pm	David McGrath, Link UK Ltd	Bulbourne Room	All
Thursday 22 September 2016	Condensation and damp training (1/2 day session) 10-12 & 2-4	TBC	TBC	Fiona Williamson	Council Chamber	All
Thursday 6 October 2016	Constitution training	7.30pm	9.00pm	Mark Brookes/ Jim Doyle	Bulbourne Room	All
Thursday 13 October 2016	Speaking with Confidence	7.30 pm	9.15 pm	Miranda Smythe, Baikie-Wood	Council Chamber	All
Tuesday 1 November 2016	Budget	7.30pm	9.00pm	James Deane	Bulbourne Room	All
Wednesday 9 November 2016	Speed Reading	7.30 pm	9.15 pm	Miranda Smythe, Baikie-Wood	Bulbourne Room	All
*Wednesday 16 November 2016						
Thursday 19 January 2017						

Thursday 9 February 2017						
Wednesday 8 March 2017						
*Wednesday 19 April 2017						

*** indicates a briefing before full Council meeting**

Training to be arranged:

- Social media
- Scrutiny

Agenda Item 7

Date: 6 July 2016

Event: Safeguarding and WRAP

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 9 Returned Feedback forms: 8

Safeguarding will be a whistle stop overview of safeguarding vulnerable adults, children and yourself with a brief guide to safe working practices – members come in to contact with vulnerable adults and children as part of their role and should be aware of how to keep themselves safe and what to do if they have any concerns. It will be an opportunity to ask questions on this matter and identify if further training is required by members.

WRAP is a Workshop Raising Awareness of Prevent. Prevent is the Governments early intervention/prevention arm of the Counter Terrorism Strategy and a local authorities have a duty under the Counter Terrorism and Security Act 2015 to ensure a range of duties are delivered including but not restricted to the following: -

- *Ensure that frontline staff and members receive training to raise awareness*
- *In complying with the duty we expect local authorities to ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.*
- *Work in Partnership with other agencies*
- *Ensure that Prevent is incorporated into our mainstream policies and procedures*

STRENGTHS

- Names of officers to contact with safeguarding concerns and concerns about radicalisation. Have conversation with someone vulnerable to radicalisation to inspire them to question ideology/behaviour.
- People are vulnerable when isolated.
- Liked the way it was presented, videos were good as they explained what you needed to know. Didn't feel like you were being spoken to and information thrown at you.
- Good question handling
- Videos ensure all WRAP attendees get same data. Quick session to help improve engagement. Advised who to contact.
- Awareness now of whom to contact regarding safeguarding.
- Safeguarding- Julie knows her stuff and gave us a good whistle-stop tour. WRAP-Jim and Joe gave their usual factual delivery

WEAKNESSES

- More case studies
- Define vulnerable
- Lack of interaction in both sessions. Safeguarding was far too quick and had no depth.
- See opportunities - By its very nature the download is clinical but Julie, Joe and Jim make it as informative as they can – I think.

OPPORTUNITIES

- 50% more time
- Safeguarding should be dedicated session
- As a Home Office obligatory briefing, it is by definition a download of info.

TRAINING SCORE

Poor	0
Adequate	1

Date: 6 July 2016

Event: Safeguarding and WRAP

Good	4
Very good	2
Excellent	1

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 15 Returned Feedback forms: 15

Objectives:

- The session will explore the member and officer relationship and identify how it can work to best effect for mutual benefit. This is a lively and interactive session and will not only outline the key differences between officers and members but it will also:
 - (a) identify the key frustrations most often experienced in member/officer relationships and identify how to overcome them and work proactively together. t
 - (b) examine how potentially 'negative attitudes' can undermine the partnership - and how to identify and resolve them.
 - (c) outline the '7 deadly sins' of the member/ officer relationship – and how to avoid them. The session will provide tips and techniques for members on how to build efficient, effective and productive partnerships.
 - (d) Invite members to compile and implement a number of actions to build an effective member/ officer partnership in their own Council.

STRENGTHS

- Interactive parts, no 'Death by Powerpoint'
- Finished on time. David was aware of the timescales
- Session met the objectives outlined above
- Very knowledgeable. Good style of teaching/leading
- Interesting overview
- Lively presentation
- David has good knowledge and a good method presentation
- Quick quiz – forced the group to navigate the document and find the answers. Helped to formulize councillors with the document and also contrast it with that of other councils
- Later on the opinions each group had of each other was brought to the fore
- Ability to communicate the aims and objectives
- All about respect. I learned a lot & an excellent session
- All of it
- Easily understandable delivery & good content
- Liked that it was linked with other councils
- Interactive – liked everyone joining in – not just being spoken to
- David was really good and made it fun
- Easy to follow and listen
- All of it

WEAKNESSES

- Room too hot & water is warm. This is not conducive to a learning environment
- Not being given to Officers
- Would be helpful to have some officer input
- Too long spent on procedure
- Pace was slightly slow for an evening meeting
- We must stop training sessions turning onto 'whinging' sessions & long speeches about individual casework frustrations. It robs the group of quality training time. We attend these sessions to learn from the trainer, not to become familiar with casework of fellow councillors
- Started out with too much waffle

- People talking over the facilitator
- None x3
- Shame only 13 councillors turned up – would be good for more to have come

OPPORTUNITIES

- We used to get biscuits at these things. Bring back the biscuits, tea and coffee
- Members should be able to speak freely, not be shouted down by Portfolio Holders.
- Yes better knowledge of protocols by both officers and councillors
- Highlight the essentiality of 'ethical distance' between officers
- Give clear guidance on appropriate questioning from councillors
- It was raised and noted at this session that some councillors ask irrelevant questions for the sake of being heard and appearing in the meeting minutes. This is unacceptable waste of all colleagues time & does not support the promotion of mutual respect.
- Ensure all officers understand the role & democratic mandate of councillors & work together with them professionally regardless of their personal feelings about the legal framework. Some officers work extremely well with members whilst others make their contempt too well known
- More comparisons between local authorities would have been useful
- Follow up suggestions in Member Development, Standards, Group Meetings
- Further explanation of communication between officers and members
- More interactive meetings might draw in more members
- This is the most important member development course I have been on in 13 years

TRAINING SCORE

Poor	
Adequate	
Good	2
Very good	6
Excellent	7

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 38 Returned Feedback forms: 38

Objectives:

Colin King from the Building Research Establishment will deliver some training on the management of mould and condensation in properties, which is an emotive subject for many of our tenants who often seek the assistance of their local councillors to resolves.

- 1) Damp, condensation and mould cause and effect
- 2) The reality of mould in the UK
- 3) Diagnosis and the human factor

10am-12pm session

STRENGTHS

- Easy to understand. Good facts and evidence. Very interesting and thought provoking.
- I have listened to this speaker before – he really knows his subject. Excellent!
- Health issues
- Good presenting style and knowledge of subject.
- How many kinds of moulds, UK's relative humidity is so high. There was so much interesting information received.
- Interesting speaker
- Very good presentation style. Good content, good slides.
- Knows his stuff but found relatively little relationship and our duties as a councillor. "Medical letters should be challenged" – a good tip.
- Speaker knew his subject very well – but had poor delivery.
- Very informative
- Informative, made more aware of the problems we face.
- Useful facts that I have not heard in previous damp courses before – e.g. only 4 types of harmful moulds out of 20,000 – things we can inform tenants to educate. Extremely relevant. How do you keep damp interesting for 2 hours?! Get Colin to deliver the presentation!
- Informative and applicable to the challenges we confront in our sector. Shall support addressing common misconceptions.
- The course has been very informative.
- Excellent presentation: clear, simple and informative.
- Really interesting information given. Very beneficial to my job.
- Very knowledgeable, interesting, great presentation. Skills learnt to deal with issues we have with mould and condensation.

WEAKNESSES

- Nothing
- IT problems meant started and finished late – not a big problem though.

- Pictures descriptions letters can't read. Need to make more readable.
- Difficult to read on screen.
- May have been too scientific for some of the attendees.
- Interesting lecture on physics but little relevance.
- Slides not easy to read – poor colour and definition. Acoustics in council chamber very poor.
- Could be simplified or adapted for the audience. I didn't know acronyms such as DPC whereas Osbornes staff would.
- Maybe pictures what good and bad moulds look like.
- Quick break or interactive session to break up the session.
- DBC to offer information and education to new residents. Better education for existing residents.
- Query on HSG allocation – for number of people in the property. Do we encourage overcrowding because of this. Changing lifestyle could be impossible due to costs/way of UK.

OPPORTUNITIES

- Advice on which data loggers to use. Use of dehumidifiers – discussion point.
- I can use this knowledge in my area if required.
- To be relayed back to tenants but they will not understand the science.
- A more specific and memorable outline would be beneficial – a little pamphlet for example.
- A better explanation of certain terms and words. A small break midway through.
- Maybe FAQ that tenant ask and how to combat tenants who will not accept this.
- Supply 'facts' page, bullet points of interesting and relevant facts – really useful for contractors and its call centre – take away with you. Or 'Top tips' for housing providers page.
- Handouts around stats – recommend links sheet around key sources for data/stats.
- Continue with the current agreed approach of identifying the cause and providing education.
- Staff/tenants to be educated – how to live in props – go into schools – give good advice to tenants.
- I would like to supply our customers with small, humid meters so they can see themselves the high moisture in the air which they are causing and have control over it.

TRAINING SCORE

Poor	1
Adequate	1
Good	2
Very good	5
Excellent	11

2pm-4pm session

STRENGTHS

- Afternoon session much more dynamic
- All good
- A subject brought to life by Colin's knowledge and passion. Excellent and informative course.
- Excellent all round presentation and some new information on health and mould spores and cleanliness. Good challenging questions.
- To test for air quality. That mould needs moisture, food and heat. That only 2 or 3 moulds from 1,000s are deadly. Dust mites like the same circumstances as mould. Mould is everywhere.
- Full in-depth talk on mould and dust mites which is extremely useful for my job role. To find out that we as humans, actually consume at least three moulds as foods. Mould grows and lives on everything. There is no concrete evidence that mould cause respiratory problems or illnesses.
- A concise rendition of facts which pulled together the focus of the subject, and emphasised the process for everyone to pull together.
- Very informative, well presented.
- Very good
- Mould does not cause illness.
- Excellent presentation, content throughout.
- Very knowledgeable – scientific fact, further research for dew point analysis.
- A very interesting and knowledgeable course, a very knowledgeable trainer.

WEAKNESSES

- Still talking to screen with back to the attendees.
- None.
- Thought it was all very useful.
- More use of diagrams and photos to give a visual view on what is being explained. Everything else was good.
- Do we have the funding to supply the suggested ventilation?
- Too long. Some technical.
- More case study examples – period of time for internal conditions of RH to decrease with mechanical ventilation. Actions to protect council.
- Nothing – a very good course with a very good, qualified trainer.

OPPORTUNITIES

- My "handy pamphlet" idea mentioned this morning I still think would be useful for councillors.
- No, good succinct presentation

- Just to turn the front lights off by the projector screen to see photos better.
- Lighting in front of projector to be turned off so it is easier to see as this restricted photos and diagrams etc
- Perhaps the social housing contract ought to be revamped to include life styles.
- Copy of presentation to be sent to delegates.
- Health effects – interesting, however, in no position to make medical claims to tenants.
- I feel that some of our tenants who are involved in HMEC groups etc should attend the course as they would find it beneficial.

TRAINING SCORE

Poor	
Adequate	
Good	2
Very good	6
Excellent	10

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 10 Returned Feedback forms: 10

To have a better understanding of:

- Recent changes to legislation
- How the council works
- The decision making process
- Who is responsible for what
- Rules of procedure

STRENGTHS

- Clear, concise overview to DBC Constitution. Knowledgeable & well informed officers chairing & presenting.
- Very well briefed. Got knowledge about code of conduct – interesting.
- Separation of powers is good. Plenty of participation.
- A very useful session – might have been useful as an induction session especially 'call-in'.
- Good, clear information. Lots of discussion and questions.
- Facilitators fantastic.

WEAKNESSES

- Delegates using training session to discuss personal issues including home broadband – this has to stop. Delegates using sessions to moan and offload – this wastes valuable training time.
- Too wide. Should have been for new councillors in their first year to be very useful.
- Death by power-point.
- Members drifting off into political examples.

OPPORTUNITIES

- Another presentation for the other 41 members who didn't attend!

TRAINING SCORE

Poor	0
Adequate	1
Good	0
Very good	7
Excellent	2

FEEDBACK ON TRAINING & DEVELOPMENT

Attended: 8 Returned Feedback forms: 8

Objectives:

- Plan speeches and presentations using straightforward structures
- Demonstrate confidence in tone of voice
- Use positive non-verbal communication when presenting

STRENGTHS

- Engaging. Nice style.
- Gave ideas which challenged the normal way of doing things. Structured presentation. No 'death by powerpoint'. Good materials.
- Great speaker/teacher.
- Received lots of tools and techniques.
- Reviewed what I learnt 45+ years ago.
- Leading, structured, involvement of all attendees. Taking us along with her not speaking at us. Total involvement of all attendee's, well done and thank you.

WEAKNESSES

- Room cold. Lack of attendee's. Council chamber echoes.
- Was hoping to do more speaking.

OPPORTUNITIES

- More heating. Smaller room. Bring back the biscuits.
- I can take this knowledge in my daily life.

TRAINING SCORE

Poor	0
Adequate	0
Good	0
Very good	6
Excellent	2

Member Development Steering Group Work Programme 2016/17

Meeting Date	Item
15 June 2016	<ol style="list-style-type: none"> 1. Setting the Member Development Programme 2016/17 2. iPad training (R Taylor) 3. Members News – iPad use Top Tips section 4. PDP Review 5. Quarterly Budget Update 6. Evaluation feedback from previous development sessions 7. MDSG work Programme
5 October 2016 moved to 27 th October	<ol style="list-style-type: none"> 1. Annual Training Report 2. Member Development Programme 3. Quarterly Budget Update 4. Evaluation feedback from previous development sessions 5. MDSG work Programme 6. PDP Follow up sessions
14 December 2016	<ol style="list-style-type: none"> 1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme
22 March 2017	<ol style="list-style-type: none"> 1. Member Development Programme 2. Quarterly Budget Update 3. Evaluation feedback from previous development sessions 4. MDSG work Programme