

**North York Moors National Park Authority  
Finance, Risk, Audit and Standards Committee**

**1 September 2014**

**Members Training in 2013/14 and Programme for 2014/15**

**1. Purpose of the Report**

- 1.1 To review the Member training provided in 2013/14 and propose a Member Training programme for 2014/15.

**2. Background**

- 2.1 The Members Training programme has been running for a number of years with a review taking place in 2007.

**3. Review of Training in 2013/14**

- 3.1 The following training events and evening seminars took place in 2013/14:

- Members Evening Seminar 31/7/2013
- Members Evening Seminar 3/9/2014
- Planning Training 11/10/2013
- Training Day – Levisham 30/10/13
- Planning Training 12/3/2014
- Bat Training 24/3/2014

- 3.2 Members' average training day attendance was 3.1 days per Member in 2013/14.

- 3.3 Four members attended ANPA Induction Courses, three attended the Snowdonia course and one attended the New Forest course. NYMNPA hosted the ANPA conference in 2013 and all Members contributed to the event either by attending conference or helping support study tours. Two members attended the Planning Summer School in Leeds in Sept 2013. The Chair and Deputy Chair of Planning also attended specific Planning Chairs training which was organised/run by the Planning Advisory Service at Warwick Conference Centre.

**4. Induction Training in 2013/14**

- 4.1 One new Member joined us in November 2013 and all necessary Induction training was successfully completed by the end of December 2013.

## 5.0 Suggested Programme for 2014/15

- 5.1 Below is a brief outline of the proposed training programme for 2014/15. Members' comments on this are welcome.

Date	Subject
July 2014	Fracking Training
July 2014	Members Seminar - Trusts
October 2014	Members Training Day
February 2015	Members Evening Seminar
March 2015	Members Training Day – Planning Training

- 5.2 Volunteer super task days will take place during Autumn/Winter; when one is scheduled the Volunteer Service Assistant will notify Members. However there are a number of volunteer groups that meet regularly, which Members are more than welcome to attend. These include:

Every Tuesday: The Hobs (work all over the Park)

Every Wednesday: The Coasties (work in the coastal parishes)

Alternate Fridays: The Conservation Volunteers (work all over the park)

Alternate Fridays (the other one): The Hoots (work in Partnership with the Hawk and Owl Trust on Fylingdales Moor)

Fortnightly: Forestry Volunteers (work in partnership with the Forestry Commission on Forestry land)

One Sunday per month: The Make a Difference Volunteers or MADs (work all over the park)

- 5.3 Suggestions from Members for further training events and sessions would be welcomed.

- 5.4 The current Member Development Scheme was approved by Members in December 2009 and implemented in 2010. It was designed to offer Members elements of training and development both mandatory and optional. One specific element of the Scheme was the introduction of an annual development discussion, where each Member has a one to one with a more experienced Member. This annual discussion consists of the completion of a self-assessment document prior to meeting, then a one to one discussion including formal recording of what was discussed/agreed. While most the elements of the current Scheme seem to operate well, the annual discussion element proves difficult to administer/operate, due to Members' busy schedules and heavy workloads. Officers would therefore like to propose that this element of the scheme be made optional rather than mandatory, with Members requesting one to one meetings if and when they need one. The amended scheme is shown at **Appendix 1**.

## 6. Financial and Staffing Implications

- 6.1 There are financial implications in terms of the cost of travel and subsistence costs, but these fall within existing budgets.

## 7. Legal Implications

- 7.1 There are no legal implications.

**8. Recommendation**

**8.1 That**

- a. Members views on the proposed training programme are sought;
- b. Subject to any amendments by Members, the proposed training programme for 2014/15 be agreed; the current Member Development Scheme be amended so that the annual discussion becomes optional rather than mandatory and;
- c. Members note the analysis of training attended in 2013/14.

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**Background papers to this Report**

**File ref**

- 1. Members Training Record

## Proposed Members Training Programme

### New Members

All new Members will:

- Receive an Induction Pack and as part of which they will:
  - Meet with the Chief Executive, all Authority Directors and the NPA Chair
  - Meet with Officers to chat through RoW work
  - Meet with Chris France and Richard Smith to explain unique Planning work, the regulatory and procedural framework applicable to National Parks
  - Attend a Standards briefing with either Lisa Dixon or Richard Smith
- Observe one Planning meeting prior to being allowed to vote
- Be given the opportunity to attend a National ANPA Induction
- Receive training on how to access the Members Extranet

### Existing Members

All existing Members will:

- Be given the opportunity to attend external events such as:
  - ANPA Conference/Workshop
  - Other relevant Conferences/training days
- Attend a Planning training update session, yearly
- Receive/read regular information from the Authority such as Members Bulletin
- Share knowledge of the Authority with their respective Councils, yearly
- Attend regular Authority training days – 2-3 per year
- Attend regular Authority evening seminars – 2-3 per year
- Attend other in-house training sessions after Planning/NPA committee as and when arranged.
- Have the opportunity to express training needs at FRASC, annually
- Have the opportunity for one to one meetings with more experienced Members
- Have access to a Members Extranet
- Be invited to attend any relevant in-house skills workshops
- Receive updates/information on specific groups volunteering in the Park, quarterly at NPA
- Have the opportunity to experience volunteering with groups such as the Coasties, Conservation and Forestry volunteers.