

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

7 September 2015

Members Training in 2014/15 and Programme for 2015/16

1. Purpose of the Report

- 1.1 To review the Member training provided in 2014/15 and propose a Member Training programme for 2015/16.

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 2014/15

- 3.1 The following training events took place in 2014/15:

- Training Day – Fracking 9/7/2014
- Informal meet up – Sutton Bank, tourism/cycling 15/10/2014
- Training Day - Major Development Test 12/3/2015
- Planning Training – Potash 20/4/2015
- NPA Training – Potash 22/6/2015

One further training session, an IT session on e-agendas and the Members extranet, which was due to take place in February 2015 was cancelled to accommodate additional Potash Training prior to the Special Committee Meeting in June. A Members Training Day scheduled to take place on 8 July 2015 was also cancelled as very few Members were able to attend.

- 3.2 One Member attended an ANPA Induction Course in January 2015 which was hosted by Northumberland NP.

4. Induction Training in 2014/15

- 4.1 One new Member joined the Authority in November 2014 with a further three joining in June 2015. The June appointees helped pilot a new streamlined Induction process via the recently established Members extranet. Feedback from the newly appointed Members suggested that the new process had worked well.

5. Suggested Programme for 2015/16

- 5.1 Below and over the page is a brief outline of the proposed training programme for 2015/16. Members' comments on this are welcome.

Date/Event	Subject/Venue
Early Oct 2015 – Members Evening Seminar	Date tbc Future Financial Planning and Business Plan, Committee Room - Helmsley
Weds 28 Oct 2015 – Members Training Day	Members H&S (Dominic Passman NYCC), Farm & Farming (inc visit)

Thurs 10 or Mon 14 Dec 2015 – Members Christmas Lunch	To be arranged with NPA Chair - Jim Bailey
Weds 9 Mar 2016 – Members Training Day	Date set aside for use as a training day if required
Late Apr 2016 – Members Evening Seminar	Date tbc Future Financial Planning and Business Plan, Moors Centre - Danby
Weds 6 July 2016 – Members Training Day	Date set aside for use as a training day if required

- 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)

There are also a number of other “in house” groups that meet a little more informally such as the Explorer Volunteers, Moors Centre Garden Volunteers, Events Volunteers; Inspired by.....gallery volunteers etc. Members are welcome to join in with these groups too. Further details on these groups’ activities can be provided. It is hoped that there will be more opportunities for Members to meet with volunteers in the future once the new volunteer strategy is embedded.

- 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 part of the Scheme was the introduction of an annual development discussion, where each Member has a one to one with a more experienced Member. It was suggested at September FRASC last year that Members may wish to make this element optional. After discussion, Members opted to retain the one to one discussion, but change the format/process so making it less formal. **Appendix 1** shows details of the amended element, including a revised table of Appraisers and Appraisees for the coming year. This information will be forwarded on to all Members after agreement at FRASC. Appraisals should take place before Christmas, with the feedback to Members taking place in January 2016, any concerns/issues to be raised with Senior Officers thereafter. Officers understand that Members’ one to one’s have now been concluded for this last year. Members’ feedback on this revised approach would be welcome.

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 2015/16 be agreed.
- c. Members note the review of training in 2014/15.
- d. Members act upon appraisal meeting requirements for 2015-16
- e. Members provide officers with suitable feedback from their one to one discussions.

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Background papers to this Report

File ref

1. Members Training Record

Member Appraisal – Guidance Note

At the FRASC meeting in September it was agreed to carry out Member appraisal again. This note provides information about the process and advice about preparing for your appraisal.

The appraisal involves a discussion between you and another Member. This will follow a specific list of topics but, of course, you can raise any other matters during the discussion. The appraisers are Authority Chair and Vice Chair and the Chairs of FRASC and Planning Committees. Members have been allocated as follows:

Appraiser	Appraisees
Jim Bailey	Christopher Massey, Janet Frank, Heather Moorhouse, Jeremy Walker
Malcolm Bowes	Guy Coulson, Ena Dent, Sarah Oswald, Caroline Patmore
David Jeffels	Michael Dick , Alison Fisher, Clive Pearson , Ted Sanderson,
David Hugill	Les Atkinson , Bryn Griffiths, Andrew Scott, Vacant

The purpose of the appraisal is to give Members the opportunity to comment about the performance of the authority, our future plans and your role as a Member. These discussions are confidential.

All appraisals will cover the following topics:

- What has been your main contribution to the Authority during the past year?
- What has gone well during the past year?
- What could have been done better?
- What training would you like to be involved in?
- What would you like to achieve next year?

Members are encouraged to prepare a few notes on these topics before the appraisal. At the end of the appraisal the appraiser and appraisee should agree:

- The main conclusions from the discussion.
- Any conclusions or suggestions to feed back to other Members.
- The main actions arising from the discussion and the person responsible for taking forward these actions.

When all appraisals have been completed, the appraisers will meet to discuss the main issues which have arisen and report back to Members.

Appraisers to arrange meetings with each of their appraisees before Christmas 2015, with feedback to Members taking place in January 2016 and any concerns/issues raised with Senior Officers thereafter.