

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

5 September 2016

Members Training in 2015/16 and Programme for 2016/17

1. Purpose of the Report

- 1.1 To review the Member training provided in 2015/16 and propose a Member Training programme for 2016/17.

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 2015/16

- 3.1 The following training events took place in 2015/16:

- Health and Safety and Financial Training – 28/10/2015
- Askham Bryan Farm Management Event – 9&10/3/2016
- Members Evening Seminar – 26/4/2016
- Members Evening Seminar – 23/5/2016

Members training day on 6 July was cancelled as a number of members and officers were involved in a Slowing the Flow event which took place on the same day.

- 3.2 One Member attended an ANPA Induction Course in September 2015 which was hosted by Pembrokeshire Coast NP.

4. Induction Training in 2015/16

- 4.1 One new Member joined the Authority in June 2016. One SoS vacancy remains, it is hoped that this appointment will be filled by April 2017.

5. Suggested Programme for 2016/17

- 5.1 Below and over the page is a brief outline of the proposed training programme for 2016/17. Members' comments on this are welcome.

Date/Event	Subject/Venue
Weds 24 Aug 2016 – Members Evening Seminar	Business Plan (Moors Centre)
Mon 17 Oct 2016 – Members Evening Seminar	TBC (Committee Room, Helmsley)
Weds 26 Oct 2016 – Members Training Day	Date set aside for use as a training day if required
Thurs 15 or Mon 19 Dec 2016 – Members Christmas Lunch	To be arranged with NPA Chair - Jim Bailey
Weds 8 Mar 2017 – Members Training Day	Date set aside for use as a training day if required

Tues 25 Apr 2017 – Members Evening Seminar	Date set aside for use if required (venue will be within the Southern area of the NP)
Mon 22 May 2017 – Members Evening Seminar	Date set aside for use if required (venue will be within the Northern area of the NP)
Weds 5 July 2017 – Members Training Day	Review of recent Built Development and other Projects in the National Park

- 5.2 Our volunteers are involved in wide and diverse ways in support of the Authority. To gain a deeper understanding and appreciation of the varied work the volunteers carry out, Members are encouraged to contact Graham Stubbs or Richard Gunton in the first instance to discuss the range of options available. This will include opportunities to join a practical work task, meet with volunteers undertaking less physical work such as in the gallery or join with the Explorer volunteers.

Volunteer super task days will take place during Autumn/Winter; when one is scheduled, Vanessa Burgess Committees Services Officer will notify Members. However there are a number of volunteer groups that meet regularly to carry out practical work, 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 future 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. After a brief discussion at FRASC on 7 September 2015, members decided that whilst the annual development discussion was considered an important element of good governance, they would opt for that element of the process to take place once every two years rather than yearly, although members, particularly newer members, were encouraged to chat through issues/concerns as and when they arise. **Appendix 1** shows details of the amended element, including a revised table indicating Discussion leads and their allocated Members for the coming year. This information will be forwarded on to all Members after agreement at FRASC. Discussion should take place before Christmas 2016, with the feedback to Members taking place in the New Year, any concerns/issues to be raised with Senior Officers thereafter.

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 2016/17 be agreed.
- c. Members note the review of training in 2015/16.
- d. Members act upon Development Discussion meeting requirements for 2016-17
- 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 Development Discussions – Guidance Note

At the FRASC meeting in September 2015 it was agreed to carry out Member Development discussions once every two years. This note provides information about the process and advice about preparing for your discussion.

The meeting involves a discussion between the discussion leader and one of his/her allocated Members. The discussion should follow a specific list of topics but, of course, you can raise any other matters during the meeting. The leads in this process are the Authority Chair and Deputy Chair and the Chairs of FRAS and the Planning Committees. Members have been allocated as follows:

Discussion Leads	Allocated Members
Jim Bailey	Christopher Massey, Janet Frank, Heather Moorhouse, David Jeffels
Malcolm Bowes	Guy Coulson, Ena Dent, Sarah Oswald, Caroline Patmore
Jeremy Walker	Michael Dick, Alison Fisher, Clive Pearson, Ted Sanderson,
David Hugill	Les Atkinson, John Ritchie, Andrew Scott, Vacant

The purpose of the discussion 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.

Meetings should include discussions on the following:

- 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 their 1:1. At the end of the discussion the Discussion lead and the member he/she is meeting 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 meetings have been completed, the discussion leads will meet to discuss the main issues which have arisen and report back to Members.

Discussion leads to arrange meetings with each of their allocated members before Christmas 2016, with feedback to Members taking place in the New Year and any concerns/issues raised with Senior Officers thereafter.