

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

4 September 2017

Members Training in 2016/17 and Programme for 2017/18

1.	Purpose of the Report
1.1	To review the Member training provided in 2016/17 and propose a Member Training programme for 2017/18.

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 2016/17

3.1 The following member events took place in 2016/17:

- Members evening seminar – 24/8/2016
- Northumberland NPA/NYMNPA joint visit – 7&8 November 2016
- Members evening seminar – 22/5/2017
- Members training day – 5 July 2017

3.2 4 Members attended a NPUK Members National Induction Course in March 2017 which was hosted by North York Moors.

4. Induction Training in 2016/17

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

5. Suggested Programme for 2017/18

5.1 Below and over the page is a brief outline of the proposed training programme for 2017/18. Members' comments on this are welcome.

Date/Event	Subject/Venue
Weds 23 Aug 2017 – Members Evening Seminar	Polyhalite compensation & mitigation plan/Sutton Bank (Moors Centre)
Weds 11 Oct 2017 – Members Evening Seminar	Date set aside for evening seminar if required
Weds 1 Nov 2017 – Members Training Day	Date set aside for training day if required
Mon 18 Dec 2017 – Members Christmas Lunch , after NPA	To be arranged with NPA Chair - Jim Bailey

Weds 7 Mar 2018 – Members Training Day	Date set aside for training day if required
Tues 24 Apr 2018 – Members Evening Seminar	Date set aside for evening seminar if required
Mon 21 May 2018 – Members Evening Seminar	Date set aside for evening seminar if required
Weds 4 July 2018 – Members Training Day	Date set aside for training day if required

5.2 Our volunteers support the Authority throughout all aspects of our work, including practical conservation, survey and monitoring, access projects, quartermaster duties, leading events, gallery help and administration tasks. To gain a deeper understanding and appreciation of what our volunteers do, Members are encouraged to contact Joan Childs or Ryan Chenery to discuss the range of options available.

5.3 Suggestions from Members for future training events and sessions would be welcomed. Some possible topics for consideration are listed at **Appendix 1**

5.4 FRASC members are reminded that 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. The next round of development discussions therefore are scheduled to take place before Christmas 2018, with the feedback to Members taking place in the New Year, any concerns/issues to be raised with Senior Officers thereafter. Members are asked to view **Appendix 2** as a reminder of the process, in readiness for 2018. This information will be forwarded on to all Members as a reminder after committee.

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 2017/18 be agreed.
- c. Members note the review of training in 2016/17.

Members note that the next round of the Development Discussion meetings will take place towards the end of 2018

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Background papers to this Report

File ref

1. Members Training Record

Appendix 1

Possible topics - members training 2017/18
Health and Safety refresher focussing on Members' Corp responsibilities
Disability and how it affects access to the countryside
Data Protection update
An introduction to the training packages available on Learning Pool
Members visit - Yorkshire Dales NPA or Northumberland Sill

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, Stuart Parsons, 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 2018, with feedback to Members taking place in the New Year and any concerns/issues raised with Senior Officers thereafter.