

APPENDIX 1

Summary of key points from October 2007 review of member training and development

In October 2007 members approved a set of proposals to improve the way that we provide member training and development. It was agreed that:

1. Implementation of Member training and development will be through the following key activities:

- a) Preparation of an annual corporate training programme that is aimed at meeting the essential needs of the Authority
- b) An annual review of Members' training needs in terms of skills and knowledge through the preparation of Personal Development Plans using an agreed skills and knowledge matrix.
- c) An annual evaluation of training and development activities and events to ensure that they are meeting the needs and priorities of the organisation and to ensure that delivery is cost effective and offers best value

2. Guidance on Member training and development and a steer on the annual programme will be sought from SAG before the annual report to the Authority.

3. Content of corporate programme will be based on:

- Topics for the programme proposed by Management Team (to include any ideas given during the year by Members), considered annually by SAG and decided by the Authority. The focus on what the Authority provides should be distinctive to the National Park
- A distinction made between a) events focusing on progressing the Authority's business which often include an element of learning but are essential to involving Members in moving the work of the Authority forward and b) events focusing on meeting the needs in Members' Personal Development Plans (although it is recognised that there will be overlaps between the two)
- Annual programme to have essential topics planned and some days reserved for training with no subject attached so that there is room for urgent suggestions that come up during the year. Urgent topics to be agreed by Management Team and Chair of the Authority
- Any topics not considered as urgent that arise during the year to be considered as part of drawing up the following year's programme
- Whenever possible opportunities to meet the training needs of individual Members will be extended to all Members

4. Timing and dates of corporate programme will be based on:

- Avoiding obvious holiday periods and ANPA workshop when setting dates
- A programme produced in advance for a full year
- The training event limited to morning only wherever possible
- If event falls on same day as committee training to be held in afternoon and committee in the morning
- For all day events make them a 'short day' i.e. 0930 to 1500 to avoid Members drifting away