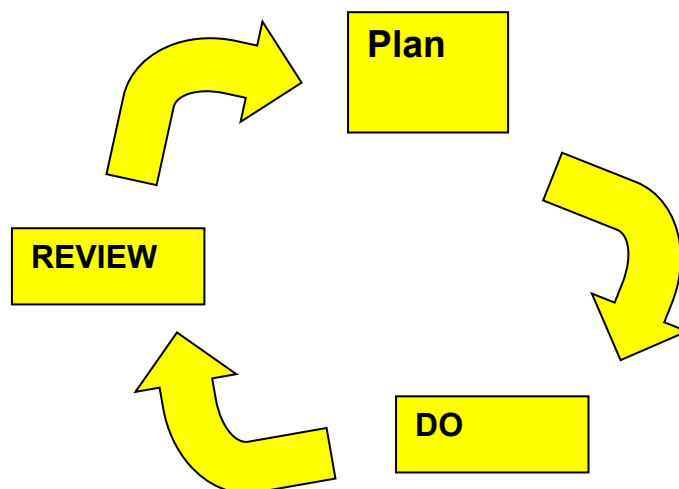


APPENDIX 1

**Member Learning and Development Process:
What we have in place and recommendations for improvements, July 2010**

Training and learning cycle



A Plan - what we have in place:	A Plan – full recommendations for improvement:
(1) Code of Corporate Governance with principles of good governance including principle on developing capacity of members	(1) Produce revised member learning and development policy and strategy
(2) Strategy: Review of Member Training and Development October 2007 including skills and knowledge matrix	(2) Review information given to prospective and appointed Members- needs to include more on expected commitment and role of member
(3) Compulsory planning training policy for members	(3) Develop a Members’ handbook
(4) Commitment to obtain Member Development Charter	

B Identifying learning needs- what we have in place:	B Identifying Learning Needs– full recommendations for improvement:
(1) Member Development Plan meetings and action plans	(1) All new Members to have personal development plan meeting after 3 months to be externally facilitated
(2) Annual review of member development action plans by democratic services to identify outstanding needs	(2) Develop role profiles for all key roles i.e. Chair, Deputy Chair, Chair and Vice Chairs of Committees and Member Representatives
(3) Role profiles in place for Chair of the Authority and in development for Member Representatives	(3) Review Skills and Knowledge matrix
(4) Annual Management Team discussion	(4) Continue to provide opportunities for existing Members to develop a personal development plan with objective of all Members having one. Annual report to include % of members with plans.
(5) Discussion with Member Representative for Member Learning and Development on outstanding needs	(5) Ask Member Learning and Development Task Team to undertake specific role of monitoring and leading on member development (meeting 6 monthly)

C Meeting needs-what we have in place:	C Meeting needs – full recommendations for improvement:
(1) Annual corporate Member development programme	(1) New Member induction to be reviewed to increase understanding of the role of the member and to include a meeting with Chair and Chief Executive
(2) Individual participation in events/experiences/roles to support fulfilling Member Development Plan actions (taking into account different methods of learning and different ways of accessing learning)	(2) All new Members to be automatically allocated a Member 'buddy' on starting
	(3) Training material to be provided electronically where possible
	(4) Performance on participation in essential parts of annual programme and at formal committees to be part of self assessment process
	(5) Develop use of Member extranet for sharing workshop material and sharing learning experiences
	(6) Ask Members more regularly to write articles on learning experiences after external or internal workshops and from outside bodies work for Member e-zine

D. Review and evaluation – what we have in place:	D. Review and evaluation – full recommendations for improvement:
(1) Feedback at end of each corporate programme event	(1) Every 2 years all members expected to carry out performance self assessment. Self assessment to be informed, if chosen (i.e. on a voluntary basis), by feedback from a Member chosen from a pool of members to include Chair/Deputy Chair of the Authority, Chairs/Vice Chairs of Committees and the Member Representative for Member Learning and Development.
(2) Feedback through member survey	(2) Self assessment outcome to inform review of personal development plan action plan every 2 years. The review, which will result in producing an updated member development plan, to be undertaken by one Member from pool above and identified senior member of staff.
(3) Annual report to Authority	(3) Put all summary evaluation forms on Member events in Member e-zine
	(4) Ask a Member to write a member development article for the Member e-zine
	(5) Annual report needs to include more on rate of return from investment in training (see member survey 2010)