

## Appendix A - Member Training/Induction update May 2023 Cohort

### Induction Day

Attendance was high with 37 Members present and the atmosphere was good.

Members commented that the format flowed well, and the content had been interesting and useful. It provided a chance for newly elected Members to meet each other as well as meet re-elected Members and it was felt that it was a good networking session.

Members enjoyed the tour of the building which made them feel accepted and integrated, they enjoyed the stalls and meeting staff and felt it was a relaxed, enjoyable atmosphere for both staff and Members to visit and use the facilities.

With the office layout, they were unsure of where to find the officers they may need but were happy to note that they could aim for the Concierge area as a starting point.

The Member Induction booklet was very well received, most Members found this an extremely useful guide, particularly to newly elected Members.

### IT

Three IT sessions were offered with a max of 5 Members per session for newly elected Members to receive their new IT kit and general information on how to get started, and to offer 1:1 guidance if required. Feedback from these sessions were that the information shared was very informative, and IT were very helpful.

### Training Courses Offered

Subject	Facilitator	Number of Attendees	Info
Data Protection	Legal Services Manager - Sarah Wolstenholme-Smy	8	
Emergency Planning	Emergency Planning Officer - Debbie Read	10	
Gov & audit	Head of Internal Audit - Faye Haywood	6	
Governance	Legal Services Manager - Sarah Wolstenholme-Smy and Democratic Services Manager - Rory Ringer	10	
Housing	Housing Manager - Gill Duffy	17	
Licensing	Legal Services Manager - Sarah Wolstenholme-Smy and Senior Licensing Officer - Josie Hoven	12	
Licensing	James Button PLC	15	External Provider
Local Government Finance	Assistant Director Finance - Alison Chubbock	12	2 x sessions offered

Personal Safety	Corporate Health & Safety Advisor - Nick Kendrick	14	2 x sessions offered
Planning	Birketts LLP	14	External Provider
Working with the Media	Matt Barnard	12	2 x sessions offered

Points to note:

- All sessions presentations and information were subsequently provided on the Members Pages for future reference
- Some sessions i.e. Planning and Licensing were offered only to Members of those committees, however all session slides were made available on the Members Pages
- A couple of Members said that they would like to attend some sessions, however had work constraints that prevented them from attending on specific days of the week
- All internal facilitators said that they would be happy to do further training, by offering more sessions, and to adapt to Members wishes with evening sessions or on line sessions if required

**Evaluation**

Of those who attended, feedback from Members on the training has been positive from both previously elected and newly elected Members.

On the whole Members felt that the training was useful, informative and Members felt that they had a point of contact for subjects if they needed further information.

Microsoft Forms were used to collate information, however due to a technical issue only a few sessions received the feedback electronically. Of those sessions, returns were low and only 4 Members responded.

The responses received were positive with answers mostly in the Strongly agree or Agree categories, confirming that the objectives of the training had been met, participation and interaction had been good, the trainer knowledgeable, the content relevant and useful.

Members commented that they would like more relevance to the role that Members had between BDC and the public.