

Appendix A – Attendance & Feedback

Training Events Since the Members' Welcome Reception on 29 May 2014

	Training Event	Attended	Did not attend	Very Useful	Fairly Useful	Not Useful	No Feedback	More knowledge/skills required
1.	Members Welcome Reception Thursday 29 May	62/63						
2.	The Constitution, Decision-Making & Governance Monday 2 June	37/63	26/63	16/27	11/27	0/27	10/37	10/27
3.	Code of Conduct & Register of Personal Interests (Mandatory) Tuesday 10 June	37/63	26/63	22/32	10/32	0/32	5/37	7/32
4.	Using Harrow's IT Facilities Wednesday 11 June	4/63	-	-	-	-	-	-
5.	Planning (Mandatory) (*planning Committee Members) Wednesday 11 June	16/14*	3/14*	8/12	4/12	0/12	2/16	4/12
6.	Local Government Finance Wednesday 11 June	4/63	59/63	4/4	0/4	0/4	0/4	1/4

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7.	Local Government Finance (Rpt) Monday 16 June	13/59	46/59	9/13	4/13	0/13	0/13	4/13
8.	Using Harrow's IT Facilities Wednesday 18 June	1/63	62/63	1/1	0/1	0/1	0/1	0/1
9.	Overview & Scrutiny Tuesday 24 June	16/63	47/63	8/16	8/16	0/16	0/16	7/16
10.	CANCELLED: Using Harrow's IT Facilities Thursday 26 June	-	-	-	-	-	-	-
11.	Equalities and Diversity (Mandatory) Monday 30 June	22/63	41/63	12/16	4/16	0/16	0/16	5/16
12.	Customer Services & Complaints Monday 30 June	5/63	58/63	2/4	2/4	0/4	1/5	2/4
13.	Licensing (Mandatory) Tuesday 1 July	23/30	7/30	12/16	4/16	0/16	7/23	3/16
14.	CANCELLED: Using Harrow's IT Facilities Wednesday 2 July	-	-	-	-	-	-	-

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15.	NEW - Local Government Pension Scheme (for Members of the Pension Fund Committee) Monday 7 July	5/8	-	-	-	-	-	-
16.	NEW - Personnel Appeals Panels for Members of the Pool (Mandatory) Tuesday 8 July	10/19	9/19	8/10	2/10	0/10	0/10	4/10
17.	NEW - Equalities Impact Assessment For Cabinet Members Tuesday 15 July	6/10	4/10	6/6	0/6	0/6	0/6	1/6
18.	NEW – Statement of Accounts (for Members of GARMSC) Wednesday 23 July	11/14	-	-	-	-	-	-
19.	Chairing Skills (max 15) Tuesday 29 July	8/63	1/63	5/7	2/7	0/7	1/8	1/7
20.	Confident Public Speaking (max 15) Wednesday 30 July	9/63	54/63	4/8	4/8	0/8	1/9	2/8

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21.	Data Protection, Data Security & Freedom of Information (Mandatory) Thursday 31 July	10/63	53/63	2/9	3/9	3/9	1/10	5/9

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Member Feedback on the Above Training Events - The comments below have been taken **directly** from the learning evaluation sheets completed by Members from the sections **‘What else do I need to learn on this topic/Any other comments’**:

1.	The Constitution, Decision-Making & Governance - 2 June
	<ul style="list-style-type: none">• exercises very helpful for new councillors and for me to work with them• further examples and more training asap• regular training for updates and more knowledge• need to read the constitution• need to learn a lot more• ongoing learning process throughout term of office• how to sort out issues strategically. Good training• more detail on the constitution in the next 12 weeks; useful introduction• always good to learn more and feel comfortable making complex decision• the constitution• promoting transparency; need to read the constitution• need to understand governance and contract procedures• need to refresh myself on the full constitution document by the end of June <p>read the important parts of the constitution and consult fellow experienced councillors. A lot to take in, group discussion was very useful</p> <ul style="list-style-type: none">• how my development activity links to the Council’s Corporate Priorities. Exercise was useful. Info online could’ve been circulated beforehand

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	<ul style="list-style-type: none">• read the constitution thoroughly• need to learn a lot as the year progresses. Helpful and clear• the Harrow Constitution by 12/6/14• I thought it was very good and speakers were clear• good training• constitution online
2.	Code of Conduct & Register of Personal Interests – 10 June
	<ul style="list-style-type: none">• more actual experiences. Hopefully a clear conscience.• need to look at the constitution, training didn't really go through it• regular updates• useful exercises• a good course• any changes or update to the laws• I will just play it safe and get advice• very clear, concise and useful• read and talk to experienced councillors• further learning in the next few months. Very useful introduction• v. clear thank you. Any update which is relevant• excellent for new councillors
3.	Using Harrow's IT Facilities – 11 June
	<i>No forms returned</i>

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4.	Planning – 11 June
	<ul style="list-style-type: none"> • would like more interactive exercises. More training within a year. Good session • very good presentation • updates as necessary. Support/advice when necessary on ward matters. Would appreciate updates on ward issues • further training as needed. Very helpful and open approach to a complex subject • need to do lots of reading and discuss with experienced colleagues. Within three months
5.	Local Government Finance – 11 June
	<ul style="list-style-type: none"> • any updates
6.	Local Government Finance (Rpt) – 16 June
	<ul style="list-style-type: none"> • updates. Thank you • more detailed knowledge to be able to read critically the next budget by the time it is produced the actual process of setting the targets and budgets. Assessing the requirement to spend that money. Can this be delivered with full budget papers? • good training • very good presentation • I need to understand the figures and budgets as it will take time • I may need more in due course as I will be sitting on P&F committee. Very good, clear explanation
7.	Using Harrow's IT Facilities – 18 June & 26 June
	<i>Cancelled</i>

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8.	Overview & Scrutiny – 24 June
	<p>perhaps give summary of all scenarios to each participant so we can look back at our notes and remember the practical information</p> <ul style="list-style-type: none"> • how the diagrams apply in practice • I would like one to one training if possible. Very good training • any updates. V. happy to participate in or lead Reviews, Challenge Panels, etc • consider use of case studies with model answers with respect to issues, priorities and plan of action • thanks for a useful presentation • please don't overcomplicate by using too many graphs • need to learn more as and when. Complex diagrams, challenging for new Cllrs who not understand the detail of this function • I think that a simple process tree following issues from various points of origin through to scrutiny's various panels would have been more useful • Need to get involved in scrutiny. I really need to find out the outcomes from previous O&S work and see if they really made any change
9.	Equalities and Diversity – 30 June
	<ul style="list-style-type: none"> • fantastic delivery. Education is the key to open the door to the world • very interesting and useful • more information and analytical workshop. Very worthwhile. Need more warning • Updates appreciated. Would be interested in having more training <p>I really need to learn more about equalities in application. We need to start at the top and break down institutional racism and discrimination in certain services</p> <ul style="list-style-type: none"> • perhaps need longer to cover this topic • session too long – presenter had to rush the last part • very good training event

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	<ul style="list-style-type: none"> • please email the powerpoint presentation to us • good presentation and discussion. Need more than 1.5 hours • this topic is wide and the time assigned is too short
10.	Customer Services & Complaints – 30 June
	<ul style="list-style-type: none"> • need to learn more about response times • learn about response times standards • very well presented and explained
11.	Licensing – 1 July
	<ul style="list-style-type: none"> • brilliant, many thanks • more training, any time. Very good • update as relevant. Good session • updates as and when. Some case studies to discuss (in groups) would help in learning • remote learning should be implemented • how are Members of the licensing panel chosen from the pool? • good session
12.	Local Government Pension Scheme
	<i>No forms returned</i>
13.	Personnel Appeals Panels for Members of the Pool - 8 July
	<ul style="list-style-type: none"> • updates asap • enjoyable training • very good training, thank you • thanks

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	<ul style="list-style-type: none"> • more about employment law before sitting on appeals
14.	Equalities Impact Assessment For Cabinet Members – 15 July
	<ul style="list-style-type: none"> • excellent
15.	Statement of Accounts
	<i>No forms returned</i>
16.	Chairing Skills
	<ul style="list-style-type: none"> • I do not mind another training in chairing (and also Microsoft). Very good training • good trainer
17.	Confident Public Speaking
	<ul style="list-style-type: none"> • it would be great to hear a presentation from an experienced ‘councillor’ trainer on public speaking • some practical speech-making should be included in the course
18.	Data Protection, Data Security & Freedom of Information
	<ul style="list-style-type: none"> • keep up to date and inform of any changes. Well timed • practical info on tools to manage personal information. Tools that can be implemented at home. Trainer needs better expertise in security technology • just updates if any. only 13 attended and this is a mandatory session for obvious reasons. When will other councillors be trained? This session could be better structured and delivered. Useful to have handouts to note and case studies • not very well prepared. Assumed we know about acts etc. Rambling. No structure