

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Chief Executive**

**Corporate Services Committee: 27 June 2007**

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### **Subject: Option Appraisal Training**

#### **1. Purpose**

- 1.1** The purpose of this report is to provide Committee with an update on the option appraisal training sessions that have taken place.

#### **2. Background**

- 2.1** The need for the Council to use option appraisal techniques to ensure transparency in decision making was highlighted as part of the best value review.
- 2.2** The Council recognises the importance of this requirement and has taken the following steps in an attempt to address the issue
- (a) Preparation of an option appraisal guidance note specifically for capital decision making with a fully worked example.
  - (b) The guidance note was distributed and discussed at a Finance Forum on 26 February 2007 and subsequently approved at the CMT on 13 March 2007.
  - (c) Four option appraisal training sessions have been provided to 65 members of staff from all service departments between 10 April 2007 and 3 May 2007.
- 2.3** The guidance note and the working notes and slides from the training session are available on the Council's intranet for information purposes.

#### **3. Main Issues**

- 3.1** Each attendee was asked to complete a course evaluation form which asked for comments on the following questions:
- (a) Was the training worthwhile?
  - (b) How long would it take for the attendee to realise the benefits of the training?
  - (c) The content delivered the outcome required to meet the attendees training needs?
  - (d) Participation was encouraged and there was plenty of opportunity for discussion and questions?
  - (e) The length of the training was appropriate.

- 3.2** The feedback from the evaluation forms has been collated and analysed.
- 3.3** Appendix one shows the results in graphical format, however a brief overview can be summarised as follows:
- (a) 82% of attendees completed and returned an evaluation form.
  - (b) Of those who responded 100% of attendees thought that the training was worthwhile.
  - (c) 21% of attendees thought that they would realise the benefits immediately, 49% thought it would take 1-6 months, while 30% thought it would take longer than 6 months.
  - (d) With regard to content 77% of attendees agreed that it delivered the outcome to meet the training needs, while 23% strongly agreed.
  - (e) With regard to participation and discussion 55% of attendees agreed that this was encouraged, 43% strongly agreed, while 2% (one attendee) disagreed.
  - (f) With regard to the length of the training 47% agreed it was appropriate, 32% strongly agreed, while 21% disagreed. Of those that disagreed the general feeling was that the training should have been longer.
- 4. Personnel Issues**
- 4.1** There are no personnel issues.
- 5. Financial Implications**
- 5.1** There are no financial implications.
- 6. Risk Analysis**
- 6.1** Risk analysis was not required.
- 7. Conclusions**
- 7.1** The preparation of an option appraisal guidance note specifically for capital decision making, and the provision of training have been positively received by all staff members who have taken part in the sessions.
- 7.2** On average 92% of attendees either agreed or strongly agreed on the suitability of issues such as content, participation and length of training.
- 7.3** Information and guidance on option appraisal are available on the intranet.

## **8. Recommendations**

- 8.1 The Committee is invited to note the feedback on the option appraisal training sessions.**

**David McMillan**  
**Chief Executive**  
**Date 11 June 2007**

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**Wards Affected:**                      **No wards affected.**

**Appendix:**                              **Option Appraisal Graphical Results**

**Background Papers:**              **Option Appraisal Guidance Notes Report**  
   **CMT – 13 March 2007**  
   **Completed questionnaires**

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