

APPENDIX 4: Member Learning and Development Events – Impact Assessment Form

Training event:	Type (select one): Member Development Session / Internal / External	Date event held:
Number of Members:	Cost:	Duration:

How does this relate to the Member Development Strategy, e.g. which point in the four-year programme?	
What is the rationale for this Impact Assessment, e.g. why was this event selected for assessment?	
Which Council Priority does this event help to achieve? (can be more than one)	
Description of options for further action under consideration (including “do nothing”)	
Monetised and non-monetised costs and benefits of each option, including administrative burden:	
Evidence to justify further action:	
Risks and assumptions:	

Wider impact on the community, the environment, or the local economy – including feedback from partners/stakeholders:	
Summary and preferred option, together with an implementation plan:	

SAMPLE