



# CONFERENCE/SEMINAR MONITORING AND EVALUATION FORM



## COUNCILLORS

**This overview will be submitted to the next meeting of the Council Business Committee.**

Conference Title	
Councillor's Name	
Date	

**1. Were the objectives of the event met?**

*Please comment and provide details of the objectives (as set out in the event literature) and how they were met, or not met and why. If they were exceeded, met, partially met or unmet.*

**2. Benefits to you and the Council**

*\*Please comment on how you feel the event benefitted you as a community representative/leader and decision-maker.*

**3. The time allocated for the event was (please tick box):**

Too much*	<input type="checkbox"/>
Sufficient	<input type="checkbox"/>
Too little*	<input type="checkbox"/>

*\*Please comment and provide details of how the duration of the event could be improved.*

**4. Please rate the relevance of the event (please tick box):**

	Excellent	Good	Average	Poor
Relevance of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Please give your feedback on the event, particularly whether you think it provided value for money and any matters that would be of interest to fellow Councillors.

6. Will you be sharing the course materials and what you have learnt with other Councillors (please tick box)?

Yes	
No	

7. Would you recommend this event to other Councillors (please tick box)?

Yes	
No	

8. Please set out any additional comments you may have about the event in the space below.

**Thank you for completing this Monitoring and Evaluation Form**

Completed forms should be returned to Democratic Support, Town Hall, Lancaster, LA1 1PJ  
(email: [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk)), as soon as possible.