

<b>Title of meeting:</b>	Governance & Audit & Standards Committee
<b>Date of meeting:</b>	15 <sup>th</sup> September 2017
<b>Subject:</b>	Councillor training & development
<b>Report by:</b>	City Solicitor
<b>Wards affected:</b>	None
<b>Key decision:</b>	No
<b>Full Council decision:</b>	No

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## **1. Purpose of report**

1.1 This report is to update the Governance & Audit & Standards Committee on the position of training for councillors and to offer recommendations for improvements to the programme based on feedback.

## **2. Recommendations**

- 2.1 Governance & Audit & Standards Committee to approve the annual training plan prior to delivery
- 2.2 All training delivered to councillors to be subject to quality assurance
- 2.3 Group Leaders to support attendance on compulsory training

## **3. Background**

3.1 The annual training programme comprises:

- 3.1.1 Induction training for new members (Code of Conduct, Equalities etc.)
  - 3.1.2 Committee training for members (and standing deputies where relevant) prior to the first committee meeting. Training for the Planning and Licensing Committees is compulsory before members are permitted to sit on those Committees
  - 3.1.3 Compulsory training (Safeguarding Adults & Children and Looked After Children) - three yearly refresher currently recommended
  - 3.1.4 Development training (e.g. Charing Meetings) - optional
- 3.2 Feedback from councillors:
- 3.2.1 Training sessions are of variable standards
  - 3.2.2 A wider variety of dates and times should be offered
  - 3.2.3 There are no sanctions for non-attendance of compulsory training
  - 3.2.4 Subject areas are not aligned to the needs of councillors

3.3 The costs of the programme are primarily officer time in design and delivery of training sessions. Training commissioned in from external consultants is funded from the corporate training budget (with the exception of G&A&S training). The decision to commission external training is based on value for money (e.g. to draw upon expert training providers with experience of delivery to councillors) and subject to usual procurement rules.

#### **4. Reasons for recommendations**

4.1 The majority of training for councillors is delivered by officers with subject area expertise though not necessarily with training experience or adherence to quality training standards. A lack of quality assurance has been noted and fed back by councillors. It is recommended therefore that all training offered to councillors is created with minimum standards of:

4.1.1 Measurable objectives that clearly set out the aims of the session

4.1.2 Engaging, relevant, varied materials that meet the objectives and are designed based on the needs of councillors

4.1.3 A clear assessment / evaluation strategy

4.2 It is recommended that the proposed training plan (including the schedule and materials) is subject to annual approval by the G&A&S Committee. This would ensure that quality standards are met by all officers delivering training and the schedule is appropriate for councillors (e.g. range of date and times). It would also offer an opportunity for the G&A&S Committee to include additional elements based on highlighted risks and concerns.

4.3 To respond to the feedback regarding relevance, it is proposed that the draft training plan is created based on discussions with the Group Leaders (to identify development needs, concerns, emerging priorities etc.)

4.4 Beyond that for Committee training, there are no sanctions available for non-compliance with compulsory training (Safeguarding Adults and Children / Looked - After Children). These subject areas have been highlighted as compulsory as they are priority areas for the Council. It is therefore recommended that Group Leaders support attendance within the group using the provision of accurate training records supplied quarterly by HR. HR would respond to any emerging difficulties highlighted by Group Leaders (e.g. lack of available sessions).

4.5 The proposed cyclical approach to training is outlined in figure 1

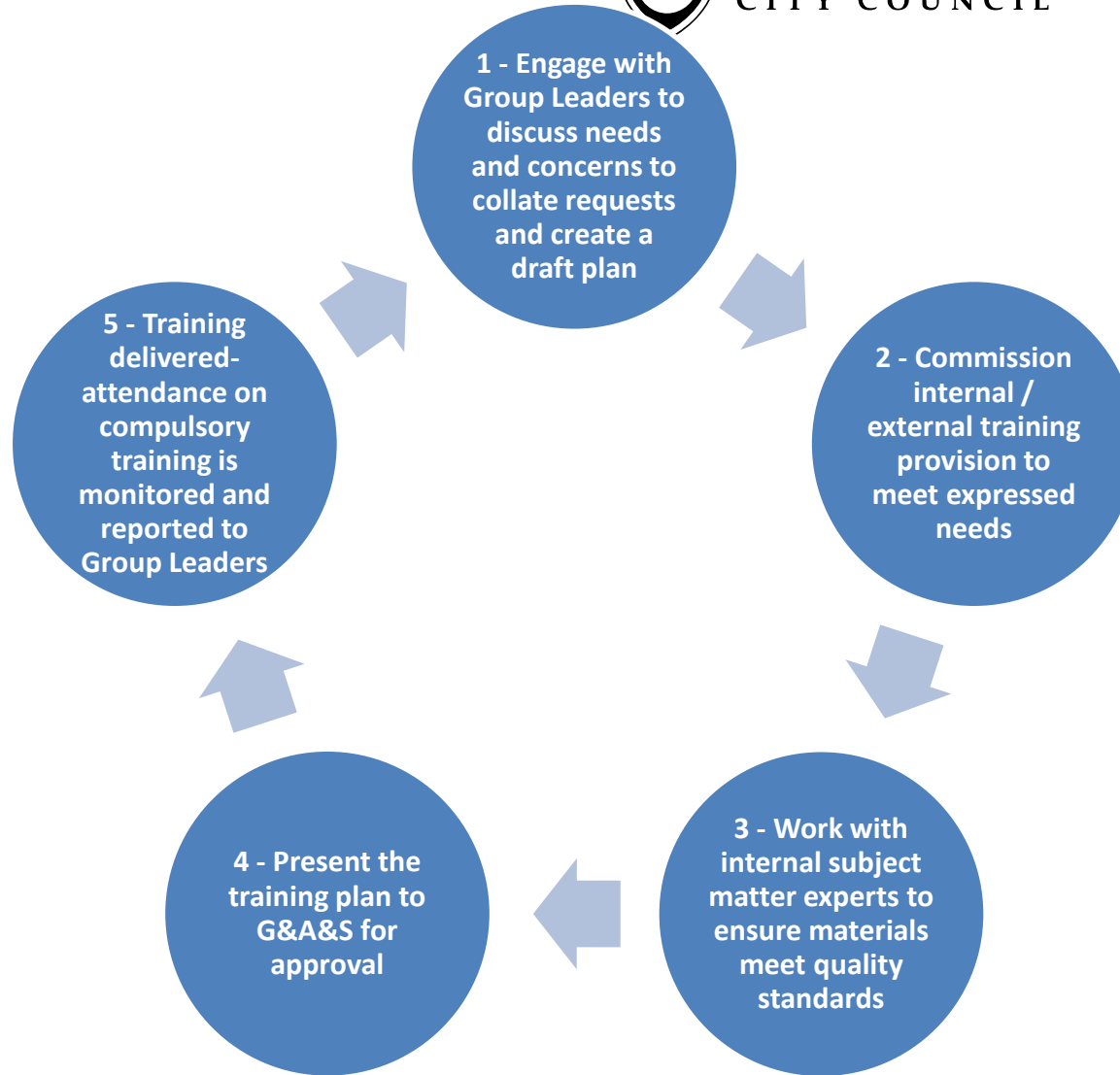


Figure 1 - Proposed HR responsibilities - annual training cycle

**5. Equality impact assessment**

5.1 This report does not require an Equality Impact Assessment as it does not propose any new or changed services, policies or strategies.

**6. Legal implications**

**7. Director of Finance's comments**

7.1 The cost of the annual training programme for members is included within existing revenue budgets

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Signed by:

**Appendices:**

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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Signed by: