

POLICY AND RESOURCES COMMITTEE – 5 NOVEMBER 2018

PART I – PART DELEGATED

9. MEMBER TRAINING

(CED)

1. Summary

- 1.1 Members are asked to consider increasing the Member training budget to £5,000.
- 1.2 The budget has nearly been fully utilised for 2018/19 (£2,630 spent out of a £3,000 budget). In order to allow Members to attend/or for Officers to organise any external Member training before the end of the financial year (31 March 2019), it is requested that the budget be increased to £5,000.
- 1.3 Members will recall that a report was presented to the Committee in June 2018 and a number of issues were raised which are addressed in Paragraph 2.1 below.

2 Details

2.1 Officers' responses to the points raised on 18 June are provided in italics below:

- 1. That Member training in the future be provided in-house where possible, but that external training be considered where appropriate and within the budget available; *(Member training is being provided in-house where possible including the recent Audit Committee training for Members of the Committee)*
- 2. That the training be provided at various times during the day and evening in order to improve attendance levels but providing a greater range of times for the training, particularly in the evening; *(Members will recall that the recent IT training has been provided over 4 sessions with times in the daytime and the evening to provide flexibility).*
- 3. That a new budget code be created for attendance at the LGA Annual Conference. *(A new budget code was set up 1201 D0802 (conferences), and a budget virement made of £550 from Member training).*
- 3. Agreed the training matrix attached Appendix 1 *(this has been updated since the June meeting – see attached).*
- 4. That the Group Leaders put forward their training requirements for their Group by the end of July each year, starting in July 2018. *(One Group has identified LGA Leadership training. The Member has confirmed their agreement to commit to all of the 3 training sessions. The cost of the training is £1,000).*

2.2 The proposed increase in the budget will be reported through the September Budget Monitoring (for presentation to the P&R Committee in November).

2.3 The 2018/19 spend in the Member training budget can be broken down as follows:

Chairman/Vice-Chairman chairing 2 x £125
Licensing Training for new Licensing Committee/Regulatory Services
Committee Members (open to all Councillors to attend) £230
Committee report template training £550

LGA – attendance at National Conference by the Leader - £550 (As requested by the Policy and Resources Committee on 18 June this cost has been vired to a new cost centre)
Social Media Training – £500
Surface Pro training and Member IT training - £600

- 2.4 By increasing the budget it will cover the cost for a Member to attend a LGA Leadership course. It would also allow another Member to undertake a LGA leadership course if it is beneficial for his/her development and he/she would be committed to attending the course.

3 Individual Member Training template

- 3.1 The individual Member training undertaken since April 2018 can be found at Appendix 1.

4 Attendance at the training

- 4.1 Attendance at training is sometimes disappointing. The training is organised in both the daytime and in the evening to meet all Members' requirements to be able to participate. Training should always be regarded as important and be given the necessary priority.

5 Options/Reasons for Recommendation

- 5.1 That the Member training budget be increased from £3,000 to £5,000 for this year and the following year 2019/20 to be reviewed again for 2020/21. This would equate to £128.20 per Member. It is currently £77 per Member.

6. Policy/Budget Implications

- 6.1 The recommendations in this report are within the Council's agreed policy but not within the Council's agreed budgets. There has in the past been a consistent underspend in Member training.
- 6.2 With new Member IT; new Members elected, and new Members appointed as Lead Members, it is considered important to ensure adequate training is provided and there is sufficient resource to do this when training cannot be conducted in-house or free of charge.

7. Financial

- 7.1 The current Member training budget is £3,000. The proposal is to increase the Member training budget to £5,000 for the remainder of 2018/19 and for 2019/20 to be reviewed again in 2020/21.

8. Legal, Staffing, Environmental, Community Safety, Customer Services Centre, Website and Risk Management Implications

- 8.1 Some training is mandatory to enable Councillors to fulfil satisfactory duties such as Licensing hearings.

9. Recommendation

- 9.1 The Committee recommend the Member training budget be increased to £5,000 for 2018/19 and for 2019/20.
- 9.2 That the Member training budget be reviewed in 2020/21.
- 9.3 Members note the Individual Member Training record for 2017/18.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Data checked by: Anne Morgan, Solicitor to the Council

Background Papers: Report to P&R Committee – June 2018

Appendix 1 – Member Training Records since 1 April 2018