

POLICY AND RESOURCES COMMITTEE – 22 JULY 2019

PART I – PART DELEGATED

6. MEMBER TRAINING (CED)

1. Summary

1.1 The purpose of the report is for the Committee to set a framework for Member training in 2019/20.

2 Details

2.1 Since 1 April 2019, Member training has been organised as follows:

- Induction Training for New Members and Re-elected Members – provided by TRDC Officers;
- Chairman and Vice-Chairman – Role of Civic Head and Charing of meetings (organised by Welwyn and Hatfield at a cost of £125 per delegate - total £250);
- Induction Planning Training – provided by TRDC Officers;
- Induction Licensing Training for new Licensing Committee/Regulatory Services Committee Members (open to all Councillors to attend) total cost £250 provided by an external consultant who had previously worked for the Council as a licensing consultant
- Surface pro/Committee report template training – total cost £450 provided by Elite Training, an external training provider who specialise in providing a comprehensive range of IT, Professional Best Practice and Business Skills training. They have provided IT training to both Members and Officers on the new Committee Template and on using the surface pros which has received positive feedback
- ICT Training – provided by the ICT Team; and
- GDPR training – provided by TRDC Officers

2.2 Attendance at the LGA Annual Conference by the Leader - £550. As requested by the Committee in June 2018 this cost was transferred to a new cost centre in June 2018.

3 Individual Member Training template

3.1 The individual Member training undertaken from 1 April 2018 to 31 March 2019 can be found at Appendix 1.

3.2 Members are asked to provide details to the Committee team of any outside training they attended which has not been organised by the Council. This maybe training received as a County Councillor, Parish Councillor, as a Member of a Community Organisation or as a Member of an Outside body. This will then be included in the training record for the individual Member.

4 Member Attendance at Training

4.1 In some instances the attendance at the training has been disappointing. In order for Officers to understand the reasons why we would welcome Members feedback as follows:

- Is the timing of the training not convenient to Members? (Officers try to organise the training in the daytime and evening). Is there insufficient notice given?
- Is the training organised not of interest to Members? If so, what areas would Members like training in and why?

5 Member Training Framework 2019/20

- 5.1 It is proposed that all non-mandatory training will now be available through the LGA module as referred to in Section 6.1 below.

Mandatory Training

- 5.2 At the Planning, Licensing/Regulatory Services training Member attendance was disappointing considering the time, resource and preparation which had been made by Officers. As Members will understand although there is not always a direct financial cost to organise the training there is resource implications and Officers time made in the preparation and delivery.
- 5.3 As all these Committees are making quasi-judicial decisions it is recommended that all newly appointed Members to the Committees, existing Members of the Committee and named substitutes be obliged to attend mandatory training on an annual basis to ensure they are up to date on legislation and Council policy.
- 5.4 This will take effect from May 2020. Advance notice of the training dates would be provided as part of the Council Calendar of meetings. The proposed dates for the next two years for the training are as follows:

Planning Training

Wednesday 20 May 2020

Wednesday 19 May 2021

Licensing/Regulatory Services Training

Monday 1 June 2020

Monday 7 June 2021

- 5.5 The Council Constitution would need to be amended to reflect the change within the Terms of Reference of these Committees from May 2020.

Other Member Training

- 5.6 Members have previously expressed an interest in receiving training on various aspects of the Council's role and responsibilities as a District Council. This type of training can be organised internally with Officers but would need to have sufficient Members sign-up in order for the training to be organised. Examples being (Council Budget, Community Infrastructure Levy). Group Leaders would be asked to co-ordinate these requests each year.
- 5.7 The Chairman and Vice-Chairman of the Council have asked if Officers would consider providing training on the Council Constitution around the Council Rules of Procedure (Part 4) with emphasis on submitting questions, motions and rules of debate. Officers are looking to organise this for September/October 2019.

6 LGA Training Provision

- 6.1 All Members will be updated on the Local Government Association (LGA) training which includes the LGA E-learning modules (listed below) which can be downloaded from the LGA E-learning platform for Councillors at <https://lms.learningnexus.co.uk/LGA/> <<https://lms.learningnexus.co.uk/LGA/>

The modules include: Effective Ward Councillor, Facilitation and Conflict, Resolution, Handling Complaints for Service Improvement, Induction, Scrutiny, Police and Crime Panels, Regulation & Licensing, Community Leadership and Engagement and Influencing Skills.

All existing Councillors have been registered and new Councillors are being registered and will be able to undertake any of the E-learning modules.

The LGA also have workbooks available for all Members to complete, which can be viewed at <http://www.local.gov.uk/councillor-workbooks> <<http://www.local.gov.uk/councillor-workbooks>. The subjects available include: Business planning

Councillors guide to the health system

Chairing Skills

Climate change

Community safety

Creating a 'fit for the future organisation

- 6.2 A number of LGA courses and modules are available which are either free or provide very good value for money to the Council to enable Members to attend. Attendance on any LGA courses will be considered by Head of Paid Service/CEO in consultation with the relevant Group Leader on an individual case by case basis to ensure that the course meets their requirements in their role as a Councillor.
- 6.3 Other external training courses or seminars which are not free will not be approved unless the Head of Paid Service/CEO is satisfied that there are exceptional circumstances to justify the expenditure.
- 6.4 As Members will be aware there are budgetary constraints and some requests may have to be carried over to the following year.

6.5 E-Learning

- 6.5.1 Members will note that from 1 May 2019 the new ILearn+ system was launched. Within the new system there are currently three modules which Members need to complete, two on Safeguarding and one on Anti-Fraud and Corruption.

7 Policy/Budget Implications

- 7.1 The recommendations in this report are within the Council's agreed policy and budget.

8 Financial

8.1 The current Member training budget is £5,000 per annum of which to date £950 of the budget is committed. Therefore there is £4,050 remaining in the budget.

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

9.1 Annual Planning, Licensing and Regulatory Services training will become mandatory to all Members on these Committees, any newly appointed Committee Members and any named substitute Members.

10. Recommendation

10.1 To note the Individual Member Training record for 2018/19; and

10.2 To agree the framework for Member Training for 2019/20;

To Council

10.3 That Members recommend to Council that annual training for Members on the Licensing/and Regulatory and Planning Committees, any newly appointed Committee Members and any named substitute Members be mandatory from May 2020 and that the Terms of Reference of the Committees be amended accordingly.

10.4 That the Head of Paid Service/CEO be delegated to:

1. Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
2. Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.

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 and November 2018

Appendix 1 – Member Training Records 1 April 2018 to 31 March 2019