

POLICY AND RESOURCES COMMITTEE – 19 JULY 2021

PART I – DELEGATED

5. MEMBER TRAINING (CED)

1. Summary

1.1 The purpose of the report is to recommend a framework for Member Training for 2021/22 to the P&R Committee.

1.2 To determine that the Council do not sign up to the Member Charter but look to work towards achieving its standards.

2 Details

2.1 Since 1 April 2021, Member training has been organised as follows:

Licensing Committees, Licensing Act 2003, Taxi Licensing & Scrap Metal Training: 26 May 2021 by a specialist consultant plus an extra sessions with the Legal Officer on 10 June for Members who were unable to attend the original training.

Planning Training: Provided to Planning Committee and Named Substitute Members by a specialist consultant on 19 May 2021 plus 2 extra sessions with the Team Leaders on 21 May and 18 June for Members who were unable to attend the original training.

Further training sessions on the Code of Conduct have been organised for 15 September 2021 to be provided by an outside specialist consultant.

2.2 The individual Member training records for the period from 1 April 2020 to 31 March 2021 can be found at Appendix 1. Members were asked to provide details to the Committee team of any outside training they attended which had not been organised by the Council. This may have been training received as a County Councillor, Parish Councillor, as a Member of a Community Organisation or as a Member of an Outside body. Where information has been received this is included in the training record.

2.3 The LGA Annual Conference was held virtually this year due to Covid-19 in July. The Leader attended.

Member Attendance at Training

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

- Is the timing of the training not convenient to Members? (Officers try to organise the training in so it runs in the daytime and evening).
- Is there insufficient notice given of the training date? What is the minimum time needed?
- Is the training organised not of interest to Members?

3 Delivery of non-mandatory training 2021/22

3.1 It is proposed that all non-mandatory training will be available through the LGA and the LGA module as referred to in Section 7 below.

4 Mandatory Training

4.1 Planning, Licensing and Regulatory Services training is mandatory and has to be undertaken on an annual basis by all Members of the Committee, newly appointed Members to the Committees and the named substitute Members before being able to attend a meeting of the Committee.

4.2 The Council Constitution reflects the change within the Terms of Reference of these Committees from May 2020.

4.3 Members are asked to give consideration on whether they should be required to complete the following online training modules as is required of Officers:

- Prevent
- Safeguarding Adults at Risk and Safeguarding Children at Risk. This training is considered important so that Members are able to recognise instances where a safeguarding issue might arise.

5 Internal Member Training (Non mandatory)

5.1 Members have previously expressed an interest in receiving training on various aspects of the Council's roles and responsibilities as a District Council. This type of training can be organised internally as a virtual/remote training session but would need to have sufficient Members sign-up in order for the training to be organised. Examples being (Council Budget, Council Constitution). Group Leaders would be asked to co-ordinate these requests each year.

5.2 Members may wish to consider having the following online training made available to them in the following areas. This online training is mandatory for officers but would be desirable for Members:

Fraud, Anti-fraud, Corruption and Money Laundering Awareness, Code of Conduct, GDPR – General Data Protection Regulation, Information Security and Cyber Crime and Cyber Security

6 Member Charter

6.1 Recommendations from the Peer Review in March 2019 was to consider how an Organisation Development plan is developed for Members and to undertake a skills gap analysis. The details of the recommendations (34 and 35) are provided below.

<p>Recommendation 34</p> <p>Organisational Development Plan for members and skills gap.</p>	<p>A discussion with members to take place to consider how the OD plan is to be developed and undertake a skills gap analysis. This to take into account the recent P&R report on member training.</p> <p>Also to include number 25 below</p> <p>Member development should ensure that members, chairs</p>	<p>November 2019.</p>		<p>Interim CEO met with LGA 09/19.</p> <p>Legal team contacted EELGA to discuss the Charter for Member Development.</p> <p>Meeting held with South East Employers, who delivers the Charter on behalf of EELGA.</p>
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	of committees and the Leader have the correct skills to provide the appropriate challenge and oversight to decision making and policy development.			Member Charter – if Members wish to sign up to the Charter training will need to be provided for Members
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Recommendation 35 Prudent to review objective setting for members and share outcome with officers.	Discussion with the group leaders about whether members should have a PDR process and how objectives for members would be set. Consider how these would be shared with officers.	December 2019		See 34 above
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- 6.1.1 To sign up for the Member Charter there is an upfront cost of £3,000. The Council would then be required to work towards achieving the Charter with assistance, guidance and support provided by SEE. Once awarded the charter lasts for 3 years with an informal review after 18 months. The length of time it would take before the Council is ready for assessment is about 9 months from sign up.
- 6.1.2 Member Charter is driven by Members and would require a Member Development Panel/Committee to show development commitment and leadership on achieving the Charter with cross party support. The Panel/Committee must be seen to drive progress.
- 6.2 On recommendation 35 of the Peer Review the Independent Remuneration Panel (IRP) conducted a piece of work around member job descriptions/person specifications which was discussed at Council on 10 December 2019. Members at the meeting resolved that the Council do not develop any job descriptions.

7 Local Government Association (LGA) Training Provision

New councillor e-learning platform

- 7.1 In response to the continued need to deliver many of the LGA's Councillor development programmes through virtual means, the LGA has redesigned and updated their Councillor e learning platform to provide those undertaking the learning with a better user experience and to allow for better information on what modules are being undertaken by Councillors.
- 7.2 Self-registration is now available on [the new e-learning platform](#). This will allow Councillors to register without needing to manually email the LGA to gain access. It is designed to provide a more up to date learning experience, and the new platform enables you to create a bespoke learning programme, choosing the modules most relevant to the needs of Councillors, from deepening knowledge of local government to the essential leadership skills needed to work effectively with communities. For more information, please visit the [website](#) or email: elarning@local.gov.uk
- 7.3 It is proposed that the Committee Team will do some communications to all Members on the new platform.

8. Budget/Financial Implications

8.1 Members will be aware there are budgetary constraints and some training requests may have to be carried over to the following year.

8.2 The current Member training budget is £5,000 per annum. A breakdown of last year's Member Training budget is provided in Appendix 2. In addition to the budget breakdown provided, £1,600 of the Community Partnerships budget was used for Public Sector Equality Duty training for Members in June 2020.

9. Policy/Budget Implications

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

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

10.1 Annual Planning, Licensing and Regulatory Services is mandatory to all existing Members on these Committees, any newly appointed Committee Members and any named substitute Members (excluding Licensing Committee where no substitute Members are allowed). The Code of Conduct for Members adopted at Annual Council on 25 May requires that Members undergo training on the Code and it is breach of the Code itself not to undertake the training. It is hoped this will have been completed for all Members by the end of September 2021

11. Recommendation

11.1 To note the Individual Member Training record for 2020/21.

11.2 To agree to continue with the framework for Member Training for 2021/22 as follows:

That the Chief Executive have delegated authority 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.

11.3 To agree any necessary mandatory online training as required for all Members on Prevent, Safeguarding Adults at Risk and Safeguarding Children at Risk

11.4 Not to sign up to the Member Charter at a cost of £3,000 but look to try to achieve the standard required.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Data checked by: James Baldwin, Solicitor to the Council

Background Papers: Report to P&R Committee – July 2020 report.

Appendix 1 – Member Training Records 1 April 2020 to 31 March 2021 for all Members who remained Members from May 2021

Appendix 2 - Member Training budget breakdown 2020/21