

POLICY AND RESOURCES COMMITTEE – 18 JULY 2022

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 2022/23 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.
- 1.3 To agree to add the Equalities on line training module to the other 3 mandatory training modules (Safeguarding Children, Safeguarding Adults and Prevent)
- 1.4 To consider whether training on specialised areas set out in Paragraphs 5.1 and 5.2 of the report should be considered for all Members

2 Details

- 2.1 Since 1 April 2022, Mandatory Member training has been organised as follows:

Licensing Committees, Licensing Act 2003: 16 June 2022 by a specialist consultant plus extra session with the Deputy Monitoring Officer and Lead Licensing Officer on 23 June on Licensing and Licensing Act 2003, Taxi Licensing & Scrap Metal Training. A further training session on Taxi Licensing and Scrap Metal was organised for 29 June for Members. Further training sessions will be required as not all the Councillors on the Committee or a Member wishing to be a substitute Member on Regulatory Services has attended training.

Planning Training: Provided to Planning Committee and Named Substitute Members by a specialist consultant on 25 May and 9 June for Members who were unable to attend the other training dates. One named substitute member still requires training.

Training sessions on the Code of Conduct for newly elected Councillors have been organised for 8 and 13 September with the training to be provided by an outside specialist consultant and will be held virtually.

- 2.2 Individual Member training records (for the Councillors still on the Council) for the period from 1 April 2021 to 31 March 2022 have been kept over the last year. Records have also been kept on the completion of the 3 mandatory online training modules.
- 2.3 Members are being asked to provide details to the Committee team of any outside training they attended which has 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 is been received this will be included in the records.
- 2.4 All Members were invited to attend an LGA time management training course in January 2022 and all the Newly Elected Councillors in May 2022 were invited to attend the Council's Member induction and also the LGA webinar organised for all newly Elected Councillors.

2.5 All Members of the Audit Committee were invited to attend pre meeting training on internal audit and the role of SIAS in March 2022. Further pre meeting training sessions have been organised before each meeting over the next year.

2.6 The Leader and Deputy Leader attended the LGA Annual Conference in June 2022.

Member Attendance at Training

2.7 In some instances the attendance at the training has been disappointing and has sometimes proved very difficult to get Members to attend even though some of the training is mandatory and at least 2/3 months' notice provided. In order for Officers to understand the reasons why we request Members feedback:

- Is the timing of the training not convenient to Members? (Officers try to organise the training in so it runs for a maximum of 3 hours and offer both daytime and evening times).
- What is the required notice period Members require for the mandatory training although the training is held at the same time every year May/June.
- Is the training organised not of interest to Members?

3 Delivery of non-mandatory training 2022/23

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 take a seat on the Committee although for Licensing substitutes are not allowed.

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

4.3 The Committee last year agreed that the following online training modules would be mandatory for all Members as they are for 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.

4.4 Officers have been provided this year with an additional online training module to complete on Equalities. At the Equalities sub-committee meeting on 9 June it was suggested by the sub-committee that all Members should complete the online equalities training. The Committee are asked to consider if this module should be added to the other 3 mandatory online training modules.

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 this year increasing the number of online training modules 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, Equality, 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 of committees and the Leader have the correct skills to provide the appropriate challenge and oversight to decision making and policy development.</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> <p>Member Charter – if Members wish to sign up to the Charter training will need to be provided for Members</p>
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<p>Recommendation 35</p> <p>Prudent to review objective setting for members and share outcome with officers.</p>	<p>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.</p>	<p>December 2019</p>		<p>See 34 above</p>
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- 6.1.1 Members have since this recommendation agreed not to sign up for the Member Charter. It should be noted to sign up there is an upfront cost of £3,000 (which is not budgeted for) and if the Council were to we would be required to work towards achieving the Charter with assistance, guidance and support provided by SEE. Once awarded the charter it 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.

6.3 All the Group Leaders have been provided with details on the LGA Leadership programme and mentors are being organised for two Councillors through the LGA.

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 available on [the new e-learning platform](#). This allows 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

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.

8.3 There is no budget for signing up to the Member Charter and would require a bid through the budget setting process.

9. Policy/Budget Implications

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

10. Legal 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).

10.2 Mandatory Code of Conduct training for the newly Elected Councillors has been organised for 8 and 13 September.

10.3 Training and development is important for all Councillors both those who are new and to the more established. Induction for new councillors is crucial to enable them to be effective in their roles and learn about the specific requirements of local governance

and to protect the Council from legal challenge, particularly in relation to regulatory decision making.

11. Staffing implications

- 11.1 The Committee Team organise all the Member training for Members and work the HR Team to provide Members with access to the iLearn system and the 3 mandatory online training modules.

12. Environmental Implications

- 12.1 Where possible and in line with the Council's climate change strategy a number of the training sessions are organised virtually and only those which benefit from being face to face are held in this way.

13. Community Safety, Customer Services Centre, Website Implications

- 13.1 None specific.

14. Risk Management Implications

- 14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 14.2 The subject of this report is covered by the Committee Team service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response (tolerate, treat, terminate, transfer)	Risk Rating (combination of likelihood and impact)
Insufficient Members of the Planning(named substitute members), Licensing and Regulatory Services Committee not received the mandatory training to be able to sit on the Committees	The meetings would not be quorate	Treat	Ensure that the a least a quorate of the committee has received the mandatory training to enable the meeting to take place.	2:2

- 14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4
Impact Low ----- ► Unacceptable				

Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

15. Recommendations

15.1 To agree to continue with the framework for Member Training for 2022/23 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.

15.2 Whether training on specialised areas set out in Paragraphs 5.1 and 5.2 should be considered for all Members.

15.3 To consider adding online Equalities training to the other 3 mandatory online training modules of Prevent, Safeguarding Adults and Safeguarding Children.

15.4 To not sign up to the Member Charter at a cost of £3,000.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Data checked by: Ciara Feeney, Solicitor to the Council

Background Papers: Report to P&R Committee – July 2021 report.