



AGENDA ITEM: 4

**MEMBER DEVELOPMENT
COMMISSION:
21 October 2010**

Report of: Council Secretary and Solicitor

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SUBJECT: MEMBER TRAINING PROVISION

Wards affected: Borough wide

1.0 PURPOSE OF THE REPORT

1.1 To consider the current arrangements for Member Training and recent provision.

2.0 RECOMMENDATIONS

- 2.1 That the arrangements for Member Training and the extent of recent provision be noted.
- 2.2 That the Political Groups be asked to only put forward the names of Councillors who have received requisite training for relevant roles.
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3.0 CURRENT ARRANGEMENTS

- 3.1 The Protocol for Members Attending Conferences/Courses (attached at Appendix A) details the current arrangements in relation to the circulation of material promoting courses/conferences to Members and the procedure to be followed.
- 3.2 IT Training for Members is provided in accordance with the Protocol on the Use of ICT by Members, paragraph 3.6, which states:

“Each Councillor will have their computer training needs assessed on installation of computer equipment and will be provided with the appropriate training. Additional training can be arranged by contact the ICT Help Desk on ext. 5078 or email ithelpdesk@westlancs.gov.uk “

4.0 STANDARDS COMMITTEE TRAINING

4.1 The Standards Committee consider a Report each Year on Training and I attach a copy, at Appendix B, of the report considered in June 2010.

5.0 PLANNING COMMITTEE TRAINING

5.1 A training session has been organised for members on 19 October 2010 in relation to basic policies and procedures. This will be provided by the Planning Advisory Service and will cover real-life case studies to assist in meeting its aims.

6.0 LICENSING COMMITTEES' TRAINING

6.1 A training session provided by James Button and Co has been organised for members in relation to the policy and procedural aspects of licensing legislation. This will be held on 3 November 2010.

7.0 OTHER TRAINING RECENTLY PROVIDED

7.1 The Audit and Governance Committee have a half hour training Session before each meeting. Recent topics have included:

- International Financial Reporting Standards;
- Regulation of Investigatory Powers Act;
- Prevention of Fraud and Corruption;
- Money Laundering

Sessions are also planned on Contract Procedure Rules and the prevention of Fraud and Corruption.

7.2 Regular training on risk management is undertaken and a Risk Management Session for all Councillors is to take place on Thursday 23 November 2010, run by Gallagher Bassett covering the Council's Risk management arrangements.

7.3 Health and safety was the subject of a training session available for all members in March 2010.

7.4 Induction Training is provided for Members each year after the Elections and also after the recent By Elections, a copy of the Agenda is attached at Appendix C Members will see this links in to the Courses provided via NW Employers.

7.5 Other training sessions have been provided for members in relation to matters such as Affordable Housing and the reform of Housing finance.

7.6 In addition to the above provision, individual members have attended a range of courses to suit their requirements.

8.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

8.1 The provision of training to Members supports them in the discharge of their responsibilities as Councillors and in their wider community role.

9.0 FINANCIAL AND RESOURCE IMPLICATIONS

9.1 There are no significant financial/resource implications arising from this report, other than officer time spent dealing with these matters.

10.0 RISK ASSESSMENT

10.1 There are no significant risks arising from this report.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

Appendices

Appendix A: Protocol for Members Attending Conferences/Courses

Appendix B – extract from report to Standards Committee

Appendix C – Newly elected Member Induction agenda