

MEMBER DEVELOPMENT COMMISSION – 12 MARCH 2015

BRIEFING NOTE PREPARED BY THE BOROUGH SOLICITOR

1.0 PURPOSE

- 1.1 To discuss essential / required training for Councillors and how this might be achieved.

2.0 RECOMMENDATIONS

- 2.1. That, the following list be endorsed as essential / required training for Councillors in:

- Induction for new Councillors
- Licensing (for Licensing Committee members)
- Planning (for Planning Committee members)
- Code of Conduct
- Health & Safety (corporate)
- Data Protection
- Human Rights
- Best Value
- Equality & Diversity (Public Sector Equality Duty (PSED))

to be achieved by seminar /workshop sessions, the signing-off of the reading of training packs and the use of the training, where appropriate.

- 2.2 That the Managing Directors be asked to discuss the appropriate approach with the Leader of the Council and Leader of the Opposition taking into account the views now expressed by the Commission.

3.0 BACKGROUND

- 3.1 Officers have identified areas of training considered particularly important to ensure that Councillors are able to carry out their role effectively.
- 3.2 As has regularly been reported to this Commission, the numbers attending training sessions has been low.
- 3.3 Senior Officers have identified the following areas of essential / required training for Councillors.
- Induction for new Councillors – Scheduled to take place on 14 May 2015 (4.00pm – 6.00pm)

- Licensing (annual for Licensing Committee Members). Scheduled to take place on 9 June 2015.
- Planning (annual for Planning Committee Members). - date t.b.c.
- Code of Conduct (annual). Scheduled to take place on 14 May 2015 (7.00pm – 9.00pm)
- Health & Safety (corporate)
- Data Protection
- Human Rights
- Best Value
- Equality & Diversity (Public Sector Equality Duty (PSED))

3.4 The traditional approach has been a seminar/workshop session and more recently this has been supplemented by a Training Pack for those unable to attend. Such packs could be signed off 'as read' by Councillors and a copy kept with their Individual Training Record. Where appropriate, training may be provided via the Intranet or on-line allowing flexibility for Members and records generated.

3.5 Clearly other areas of training will be provided which Councillors will attend at their discretion close to their own areas of interest.