

**POLICY AND RESOURCES COMMITTEE –
17 JULY 2023**

PART I

**8. MEMBER TRAINING
(ADL&DS)**

1. Description

- 1.1 The purpose of the report is to provide an annual update on Member Training.
- 1.1.1 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.
- 1.1.2 To add two additional online training modules Climate Change and General Data Protection Regulation.
- 1.1.3 Officers strongly encourage Members to continue with the online mandatory training modules as a way for Members to keep up to date with best practise on these key areas in their role as a Councillor.

2. Summary of Main Points

- 2.1 In 2023 Mandatory Member training has been organised as follows:

Licensing Committees, Licensing Act 2003: 13 June 2023 provided by Counsel with the Deputy Monitoring Officer and Lead Licensing Officer providing an additional training session on 22 June 2023.

Planning Training: Provided by an external planning consultant for all Planning Committee Members and Named Substitute Members on 16 and 24 May 2023.

- 2.2 The above training is mandatory under the Terms of Reference of the Committees.
- 2.3 This year, Members were able to attend either in person or remotely. Requests have been by Members as to whether the mandatory Committee training can be provided through online training modules with a certificate provided on completion (similar to the online training modules). The Committee are asked to consider whether this should be taken forward as a proposal given the importance of the training and that it is mandatory and ensuring there is engagement in the training.
- 2.4 Code of Conduct training for newly elected Councillors has been completed and was organised through an external consultant virtually on 19 June 2023 with an additional session provided to one Councillor by the Monitoring Officer. One newly Elected Councillor did not attend the training.
- 2.5 Newly Elected Councillors were invited to attend the Council's Member induction (with all 6 attending) and also the LGA webinar organised especially for newly Elected Councillors. We are currently review the format of this training and information provided to ensure that this best meets the needs of new members.
- 2.6 Members are also 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.

- 2.7 All Members of the Audit Committee are invited to attend pre meeting training before each meeting on areas of responsibility within their terms of reference.
- 2.8 The Leader and Deputy Leader attend the LGA Annual Conference each year.
- 2.9 Training and development is important for all Councillors both those who are new and to the more established. Induction for new councillors enables 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.

3. Delivery of non-mandatory training 2023/24

- 3.1 It is proposed that all non-mandatory training to be available through the LGA and the LGA online modules.
- 3.2 Group Leaders will be provided with details on the LGA Leadership programme. Mentors can be organised for newly elected Councillors and other Councillors through the LGA..

4. Local Government Association (LGA) Training Provision

New councillor e-learning platform

- 4.1 In response to the continued need to deliver many of the LGA's Councillor development programmes through virtual means, the LGA has a Councillor e-learning platform.
- 4.2 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

5. Options/Reasons for Recommendations

The Committee are asked to consider the following options/recommendations:

- 5.1 To agree to the Member Training for 2023/24.
- 5.2 That the Chief Executive have delegated authority to:
- 5.3 Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
- 5.4 Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.
- 5.5 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.

5.6 To add two additional online training modules Climate Change and General Data Protection Regulation.

5.7 To consider the points raised in Point 2.3 with regard to the delivery of the mandatory training.

6 Budget/Financial Implications

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

6.2 The current Member training budget is £5,000 per annum.

7 Policy/Budget Implications

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

8. Legal Implications

8.1 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).

8.2 Mandatory Code of Conduct training for the newly Elected Councillors.

8.3 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.

9. Staffing implications

9.1 The Committee Team organise all the Member training for Members and work with the HR Team to provide Members with access to the iLearn system and provide any assistance required with completing the mandatory modules. Currently there are 4 mandatory online training modules.

10. Environmental Implications

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

11. 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

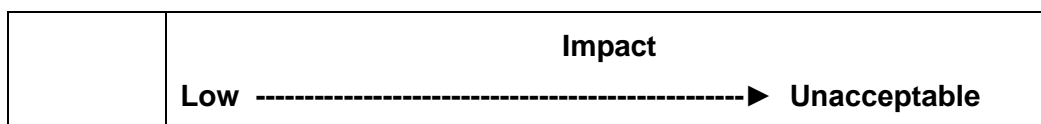
Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

- 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 <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
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 at 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 Remote ↓ Likelihood	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 Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	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

The Committee are asked to consider the following options/recommendations:

- 15.1 That the Chief Executive have delegated authority to:
- 15.2 Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
- 15.3 Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.
- 15.4 To continue with the 4 mandatory online training modules (Equality and Diversity, Safeguarding Children, Safeguarding Adults and Prevent) and they be completed on a three yearly basis.
- 15.5 To add two additional online training modules Climate Change and General Data Protection Regulation.
- 15.6 To consider the points raised in Point 2.3 with regard to the delivery of the mandatory training.

Report prepared by Sarah Haythorpe, Principal Committee Manager.

Data Quality – Sufficient

Background Papers: Report to P&R Committee – July 2022 report.