

## **REPORT TO EXECUTIVE**

Date of Meeting: 10 January 2023

Report of: Director Corporate Services

Title: Members' Training

### **Is this a Key Decision?**

No

### **Is this an Executive or Council Function?**

Executive

#### **1. What is the report about?**

1.1 This report provides an update on the progress of work on the Members' training programme and also includes the Members' attendance for the various training sessions, which have been held since August 2022 to present (Appendix A..

1.2 Appendix B of the report, identifies the Councillor Feedback statistics to date on training or briefing sessions attended.

1.3 Appendix C of the report, shows the various tour and shadowing opportunities made available to Members during the period.

1.4 Appendix D highlights the new SSS on-line training platform, the number of sessions available and completion certificates received.

#### **2. Recommendations:**

It is recommended that the Executive Committee note the report.

#### **3. Reasons for the recommendation:**

3.1 To ensure that the current induction and training programme for Members remains fit for purpose and appropriate;

#### **4. What are the resource implications including non financial resources.**

None specific to this report.

#### **5. Section 151 Officer comments:**

There are no financial implications for Council to consider contained within this report.

#### **6. What are the legal aspects?**

The Council is obliged to ensure that Members receive adequate training to allow them to undertake their duties. This is particularly pertinent for those members who sit on the administrative committees such as Planning and Licensing.

## **7. Monitoring Officer's comments:**

The Monitoring officer is very supportive of the members' training programme as this leads to good governance and sound decision making.

## **8. Report details:**

8.1 The report provides an overview of Members' attendance at training events, additional training completed and feedback from the preceding quarter.

8.2 The Councillor Development Steering Group in preparedness for the intake of new councillors following the May 2023 elections will be contacting Members elected in 2022 to provide feedback on the 2022 Induction Programme to help with the development and any potential improvements to the 2023 Induction Programme. Feedback from the Councillor Development Steering Group on the 2022 Induction Programme has been positive.

8.3 Appendix A to this report provides a breakdown of attendance at the various training sessions held since August 2022. There had been 7 sessions held since the last report, with a number of sessions postponed in September 2022, due to the mourning period. The average attendance rate has been 15 Members which equates to 38% of Councillors, and is almost on par with the previous report. Members are reminded that if they are unable to attend the live session, to notify Democratic Services to advise that they have viewed the training session and their attendance will be recorded accordingly. The average absence rate for the quarter was 20, equating to 51%, which is also about the same as the previous report.

It is worth noting that the previous report highlighted that 16 sessions had been undertaken, which is 9 more events than in this quarter, and the attendance figures remain on par with the previous report. It is encouraging, that had the postponed sessions continued, the attendance figures would have shown an improvement.

8.4 Appendix B details a summary of the feedback forms for the various training sessions held since August 2022. The form is issued to all Members after each session to capture Members' views on any training or briefing sessions they attend. Since August, the feedback from Members indicates that on average 67% of the responses received, were very satisfied with the training provided and 25% were satisfied. However the volume of feedback provided has decreased, with no indicators received from Members who were not in attendance, that they have viewed the training recordings.

8.5 Appendix C shows the various tour and shadowing opportunities made available to Members during the period. 8 events have been held during the last quarter with 31 Members taking the opportunity to attend, equating to 89% turnout from Members.

8.6 Members have been issued with log in details to access the new SSS on-line training platform to undertake training on such matters as GDPR, Safeguarding, Equality & Diversity, and other related subjects. Appendix D highlights that two sessions have been made available with 5 Members having submitted completed certificates. Members have been reminded to, and are encouraged to complete and submit the completed training certificates as soon as possible.

8.7 Members are also reminded that their attendance at formal Council meetings is a publically available document on the Council's website, and that any expenses paid, for attending training events are reported annually as part of the statutory report on allowances paid to members.

8.8 Members are also reminded and encouraged to use the Councillor Hub, which is available on the intranet, to gain access to important supporting materials, to assist them with role as a Councillor.

## **9. How does the decision contribute to the Council's Corporate Plan?**

Ensuring that Members are appropriately trained and briefed means that they have an understanding of the issues affecting the Council, which in turn enables them to take informed decisions.

## **10. What risks are there and how can they be reduced?**

10.1 Ensuring that Members are appropriately trained and briefed means that they have an understanding of the issues affecting the Council, which in turn enables them to take informed decisions.

10.2 If inappropriate training was given, or if appropriate Members did not attend the sessions, challenges could be made to any decisions taken, which would not only jeopardise the Council's reputation, but could also lead to potential claims for compensation and review of the decisions taken.

## **11. Equality Act 2010 (The Act)**

11.1 In preparing this report, it is accepted that people learn things in different ways, and that some delivery methods are not best suited to all.

11.2 A detailed review of the training programme and briefing sessions, including the delivery methods, have helped identify gaps in this provision and also how best any training difficulties can be overcome.

11.3 There has been a focus on ensuring that training on disability awareness, as well as diversity and equality requirements, form an integral part of any revised training programme.

## **12. Carbon Footprint (Environmental) Implications:**

12.1 No direct carbon/environmental impacts arising from the recommendation.

## **13. Are there any other options?**

To continue with the current training programme.

**Director Corporate Services, Baan Al-Khafaji**

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## **Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report:-

None

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