

REPORT TO EXECUTIVE

Date of Meeting: 6 June 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 December 2022 to April 2023 (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 current number of training opportunities available on the SSS online training platform and number of 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.

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 has no comment to make.

8. Report details:

8.1 The report provides an overview of Members' attendance at training events, additional training completed and feedback received since the previous report. Members will recall that the Councillor Development Steering Group requested that a regular report be presented to the Executive outlining attendance for the training sessions held, feedback received and other training undertaken.

8.2 In preparedness for the intake of new councillors following the May 2023 elections, that Members elected in 2022 were asked to provide any feedback they had on the 2022 Induction Programme, to support any development or improvements to the 2023 Induction Programme. Though there were few responses received, the Councillor Development Steering Group, having considered the improvements made in 2022, agreed to continue with the same induction process for 2023.

A new training option being introduced for new Members is Councillor to Councillor training, to utilise the knowledge and experience of existing Members to support the new intake of Members.

8.3 Appendix A of this report provides a breakdown of attendance at the various training sessions held since December 2022 to April 2023. There had been 5 sessions held since the last report. The average attendance rate has increased from 15 to 17 equating to 45% and an increase of 8%. The average absence rate has also reduced from 51% to 42% from the previous period.

Members are reminded that if they are unable to attend the live session, that they need to notify Democratic Services to advise that they have viewed the training session and their attendance will be recorded accordingly.

8.4 Appendix B details a summary of the feedback forms for the various training sessions held since December 2022. The form is issued to all Members after each session to capture Members' views on any training or briefing sessions they attend. The form also enables Members who could not be in attendance to notify Democratic Services to state that they have viewed the training.

During this period, the volume of feedback has reduced to 3 responses, but indicates that on average 82% of the responses received, were very satisfied with the training provided. Members are encouraged to provide feedback on the courses, and Members who were not in attendance, to indicate that they viewed the training recordings.

8.5 Appendix C shows the various tour and shadowing opportunities made available to Members during the period. Unfortunately during the winter period, there has only been one event held which was attended by two Members. As part of the induction process and going forward, more opportunities are being arranged.

8.6 Appendix D highlights that since the previous report, two additional training courses had been made available to Members, in which 3 completed certificates had been submitted. The two training courses for GDPR and Safeguarding Thematics has shown

an increase from 5 to 8 completed certificates, which is an 8% improvement for completion.

Members are reminded to note that the licence for the SSS Platform is due expire later in the year and are continued to be 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 make use of the Councillor Hub, which is available on the intranet and through the Web App on the Councillor iPad's, for accessing important support 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.

11.4 In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act because the report is for information.

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

Author: Mark Devin, Democratic Services Manager.

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

Background papers used in compiling this report:-

None

Contact for enquires:
Democratic Services (Committees)
Room 4.36
01392 265275