

REPORT TO EXECUTIVE

Date of Meeting: 5 September 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 May 2023 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 current number of training opportunities available on the SSS online training platform and number of completion certificates received.

2. Recommendations:

2.1 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.

4.1 None specific to this report.

5. Section 151 Officer comments:

5.1 There are no financial implications for Council to consider.

6. What are the legal aspects?

6.1 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:

7.1 The Monitoring Officer is pleased that the training provided is valued - the responses show good levels of satisfaction. The officers working together with the councillor training steering group, will endeavour to continue to strive to improve the quality and range of training offered.

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, which also includes the induction training, following the election in May 2023. 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 Appendix A of this report provides a breakdown of attendance at the various training sessions held since May 2023. There has been 18 training sessions held since the last report, with an average attendance rate of 49%, which is an increase in attendance since the previous report. The statistics also show that an increased number of Councillors who were not in attendance of the live session, had subsequently confirmed viewing the recording and completing the training after the event. Appendix A also highlights the attendance of Members to various committee specific training, and any outstanding Members have received reminders in regards to completing the training.

Members are reminded of the importance in notifying Democratic Services to advise that they have viewed the training recordings, if they were unable to attend the live session, so that their attendance can be recorded accordingly.

8.3 Appendix B details a summary of the feedback forms for the various training sessions held during the period. The feedback form is issued to all Members after each session to capture Members' views on any training or briefing sessions they attend. It also enables Members to notify Democratic Services to state that they have viewed the training, should they be unable to attend.

During this period, the volume of feedback has increased to 41 responses and shows that on average 50% of the responses received, were very satisfied and 40% were 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.

8.4 Appendix C shows the various tour and shadowing opportunities made available to Members during the period. Three sessions have been arranged during this period with 64% of the expected Members being in attendance. A number of tours have been re-scheduled due to the take up and further opportunities are being organised with the various departments and feedback will be sought from Members attending future tours and shadowing events.

8.5 Appendix D highlights the number of completed certificates had been submitted for the SSS training platform. The figures show that 36% of Members have completed the GDPR training and 31% have completed the Safeguarding training.

8.6 Members are also reminded of that in person training for Effective Scrutiny is being held on 7 September, as well as an additional in person training session being planned for Council meetings and procedures later in the year.

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?

None.

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