Report sponsor: Strategic Director of Corporate Resources
Report author: Head of Democracy

Councillor Training Day 2019

Purpose

1.1   The busiest period for councillor training is immediately following the Annual Meeting of Council. This is due to the abundance of committee-specific training that is required, either for councillors newly appointed to particular roles, or reappointed but requiring annual refresher training.

1.2   The ad hoc annual arrangements work reasonably well but it is felt that a dedicated modular training event would be a more efficient and comprehensive method to delivering the required training in one fell swoop.

1.3   This report details the proposals and seeks support from all to ensure maximum attendance from both current councillors and any who are newly elected in May.

Recommendations

2.1   To support and endorse the date of a Councillor Training Day on Wednesday 5 June 2019.

2.2   To agree that political groups will widely communicate this date to candidates at the Local Elections on 1 May to ensure the date is set aside, and will endorse an expectation that all councillors will attend.

2.3   To approve the modular training programme which is proposed, subject to it being finalised by the Acting Director of Legal, Procurement and Democratic Services following consultation with Group Leaders.

Reasons

3.1   Ensuring maximum attendance at training events ensures councillors are equipped with the skills and knowledge to undertake their constitutional duties.

3.2   The modular training programme which has been proposed will be more efficient than the current ad hoc arrangements.

Supporting information

<u>Background</u>

4.1   The training at the annual event will be focussed on two areas:
- Annual refresher training that is required for all councillors (on areas such as safeguarding, data issues);
- Committee specific training (such as for regulatory committees);
- General committee training (such as chairing skills and the decision-making process)

4.2   The status quo is that each of these areas is arranged within the first weeks of a municipal year. However, there is certain crossover of topics that lends itself towards a modular system being adopted – for example, regulatory decision making training is currently provided separately to members of both the Licensing and Planning Control Committee.

4.3   The intention is that a dedicated Member Training Day will provide an opportunity for all the modules to be delivered, reducing the numbers of days both councillors and officers currently need to dedicate compared to the existing training arrangements.

<u>Modules</u>

4.4   It is proposed that the day will be built around four key sessions for all councillors to attend. The first three of these would be in areas councillors will be familiar with receiving annual training, with the addition of a 'Deliberations and Determinations' module:
- Children's Safeguarding (50 mins)
- Adult's Safeguarding (50 mins)
- Data issues and updates (30 mins)
- Deliberations and Determinations (50 mins)

4.5   Six further half hour sessions will be rotated and repeated several throughout the day to give councillors an opportunity to attend any four of the six which best suit their needs. Support would be offered from Democratic Services to identify which sessions would be best for certain councillors. The six sessions would be:
- Executive Decision Making (30 mins)*
- Scrutiny and Questioning Skills (30 mins)*
- The Role of the Chair (30 mins)
- Governance and Code of Conduct (30 mins)
- Legal updates in Planning (30 mins)
- Legal updates in Licensing (30 mins)

        *these sessions would be replaced with relevant alternatives in the event of a change in governance system.

4.6   An initial proposed programme is shown at Appendix 1. It should be noted that this is not the final programme, which will be subject to further consultation with Group Leaders and approval by the Acting Director of Legal, Procurement and Democratic Services.

Public/stakeholder engagement

5.1   All political groups were canvassed on this proposal via Members' Steering Group and at Group Meetings in early 2018 and were supportive of the idea at that time. It proved difficult to make the arrangements for the start of the 2018/9 municipal year so the proposal was put on hold at that stage until an appropriate time to move the proposal before councillors.

Other options

6.1   To retain the status quo. This is reasonably effective but is time consuming for officers to organise and councillors to attend, and rarely achieves full turnout.

Financial and value for money issues

7.1   The costs in making the arrangements would be minimal, and likely to be less than for organising individual training sessions. The training would be provided in-house.

Legal implications

8.1   There is no legal requirement for training to be provided, but Council has in previous years endorsed certain training for all members, such as safeguarding, while the Licensing Committee has made a commitment to receive annual training.

Other significant implications

9.1   None.

Proposed Modular Programme – Councillor Training Day 2019

	Time	Chamber Foyer	Council Chamber	Joseph Wright Meeting Room	Sir Henry Royce Meeting Room
	8.30am-9.00am	Welcome tea and coffee			
All	9.00am-9.50am		Children's Safeguarding		
Modular Options	9.50am-10.20am		Executive Decision Making	Scrutiny Skills	The Role of the Chair
	10.20am-10.50am		Code of Conduct	Legal updates in Planning	Legal updates in Licensing
	10.50am-11.00am	Drinks break			
All	11.00am-11.50am		Deliberations & Determinations		
Modular Options	11.50am-12.20pm		Executive Decision Making	The Role of the Chair	Legal updates in Planning
	12.20pm-12.50pm		Code of Conduct	Scrutiny Skills	Legal updates in Licensing
	12.50pm-1.30pm	Lunch			
All	1.30pm-2.20pm		Adult's Safeguarding		
Modular Options	2.20pm-2.50pm		Executive Decision Making	Code of Conduct	Legal updates in Licensing
	2.50pm-3.20pm		Scrutiny Skills	The Role of the Chair	Legal updates in Planning
	3.20pm-3.30pm	Drinks break			
All	3.30pm-4.00pm		Data Updates		
Modular Options	4.00pm-4.30pm		Executive Decision Making	Scrutiny Skills	Legal updates in Licensing
	4.30pm-5.00pm		Code of Conduct	Legal updates in Planning	The Role of the Chair