

Report to	Democratic Services Committee
Date of meeting	4 October 2019
Lead Member / Officer	Councillor Richard Mainon / Steve Price
Report author	Steve Price
Title	Member Training Update

1. What is the report about?

This report provides an update on member training issues.

2. What is the reason for making this report?

To seek the Committee's views on the contents and direction of the training and development programme.

3. What are the Recommendations?

That the Committee considers and comments on the member training and development programme.

4. Report details

4.1 Mandatory Training

Council in September 2018 agreed the following would be mandatory training courses:

- Code of Conduct - once a term
- Planning – two training events each year (for Planning Committee Members)
- Licensing - two training events each year (for Licensing Committee Members)
- Data Protection and GDPR – annual training
- Local Government Finance - once a term

- Safeguarding - once a term.
- Corporate Parenting – once a term.

In March 2019 this Committee reviewed the mandatory requirements and agreed to ask full Council to amend the data protection requirement to once a term. This request will be formally presented when full Council next considers member training issues.

4.2 Training records

Member training is organised by services throughout the Council on topics within their remit, with some central support and coordination from Democratic Services.

Democratic Services and HR are currently investigating whether the Council's HR system could be used to record member training. The aim is to have an improved system in place that will record attendance and produce reports for individual members and for the political groups. Reporting on compliance with the mandatory requirements – which vary depending on a member's role – will be a key feature of the new reporting system.

Testing of the system is currently underway.

4.3 Corporate Support Services Review (CSSR)

The Workforce Development and Training workstream of the CSSR will consider whether support for member training provision could be improved. The workstream aims to deliver a joined-up approach to workforce training that could potentially benefit member training and development too.

4.4 Personal Development Reviews

The Local Government (Wales) Measure 2011 requires that a Personal Development Review (PDR) be made available to each councillor. A PDR is a way for a member and the Council to mutually assess a member's personal development needs. The review would be set within the context of the role of the member, their aspirations for what they hope to achieve, the purpose and aspirations of the Authority and the needs of the community. The interview could include a review of the training and development received by the member over the previous year.

A PDR is not a Performance Appraisal but intended to be a means of supporting and developing members.

All members have been invited to undertake a PDR and these are being arranged for those who accepted the offer. Members are not obliged to undertake a PDR.

4.5 E-learning

The development of an e-learning resource for members is being coordinated nationally by a Member Support Officer Network in conjunction with the Welsh Local Government Association. A national e-learning platform hosted by the NHS is being developed for local authority use. Ensuring that this platform works well with the mobile devices often used by members, is easy for members to access and navigate and has a range of up-to-date, councillor-focused modules have been the main focus of recent work.

5. How does the decision contribute to the Corporate Priorities?

This report does not directly contribute to the Corporate Priorities though appropriately trained and supported elected members will contribute to the Council's performance at strategic, policy development and decision-taking levels.

6. What will it cost and how will it affect other services?

The majority of the training plan is provided by the Council's officers. This does not require extra funding but does require officer time and will be a factor in the size and complexity of the training programme that can be delivered. For some training areas external facilitation is required which would need to be contained within the member training budget.

7. What are the main conclusions of the Well-being Impact Assessment?

This report does not require an Assessment

8. What consultations have been carried out with Scrutiny and others?

Member training and development issues are reported to the Democratic Services Committee and full Council.

9. Chief Finance Officer Statement

Not required for this report.

10. What risks are there and is there anything we can do to reduce them?

Training and development is intended to equip members with the skills and knowledge required for the different roles. Without this in place there is a greater risk in some areas of successful challenges to decisions or referrals to the Public Services Ombudsman, and to poorer performance generally

10 Power to make the Decision

Local Government (Wales) Measure 2011.