

DRAFT - Council Policy on Member Training – Revised September 2024**Section A - Mandatory Training Subjects for All Elected Members**

<u>Subject</u>	<u>Minimum Requirements</u>
Members' Code of Conduct	Once a term within the first 6 months of a member taking office.
Comments: This continues a long-standing minimum training requirement for members who are encouraged to attend the repeat sessions of code of conduct training throughout the term of the Council.	
Climate Change / Ecological Emergency	Once a term
Corporate Parenting	Once a term
Data Protection for Elected Members	Once a term
Comments: Data protection training is designated as a mandatory subject for the protection of elected members and to ensure compliance with statutory personal requirements.	
Equality and Diversity	Once a term
Gypsy and Traveller Training	Once a term
Health and Safety	Once a term
Comments: In respect of councillor-related aspects of health and safety legislation and practice.	
Local Government Finance and Budget Setting	Once a term
Mental Health and Well-being	Once a term
Safeguarding	Once a term
Scrutiny: Role of the Scrutiny Committees and Scrutiny Members	Once a term
Comments: The Overview and Scrutiny function is a central component of the Local Government Act 2000's provisions for the democratic governance arrangements for principal councils.	
Well-being of Future Generations Act	Once a term

Section B - Mandatory Training Subjects for Specific Elected Members

Subject

Minimum Requirements

Chairing of Meetings

Once a term for serving chairs and vice chairs

Comments: Chairing of meeting training is mandatory for elected and lay members appointed as a chair or vice chair of a committee or panel recognised in the Council's constitution. The training is discretionary for other elected or lay members.

Planning Committee

Twice a year for members of the Planning Committee

Comments: The twice a year training requirement continues a long-standing minimum training requirement for members of the Planning Committee. The Planning Committee is a quasi-judicial decision-making body that must operate with due regard to the latest planning regulations and guidance.

Licensing Committee

A minimum of once a year for members of the Licensing Committee

Comments: The Licensing Committee and sub-committee hearings are quasi-judicial decision-making bodies that may impact on the community, private-sector business activities and employment opportunities.

Corporate Governance

Once a term for elected and lay members of the Governance and Audit Committee

Comments: An understanding of the main features of the Council's corporate governance arrangements is essential for a Governance and Audit Committee elected or lay member.

Section C – Monitoring and Compliance Arrangements

Availability of Training

The mandatory training requirements will be supported by suitable training at appropriate times and frequencies, over a realistic timeframe that offer members a reasonable opportunity to fulfil their personal mandatory training requirements.

Individual Member's Personal Responsibilities

Individual members have a personal responsibility for ensuring they fulfil their mandatory training requirements.

A member will not be considered to be in breach of their mandatory training requirements in instances where the necessary training opportunities were not available over a reasonable period.

Group Leaders and Political Groups

The group leaders will receive the training records of their group members and discuss with them any issues of non-compliance with the mandatory training requirements.

The group leaders and the political groups as a whole should have regard to any instances of non-compliance with mandatory member training requirements when considering the allocation of committee seats and offices to their members.

The political group leaders have a statutory duty to take reasonable steps to promote and maintain high standards of conduct by members of their group. Statutory guidance for this duty outlines reasonable steps a group leader may take, including actively encouraging group members to attend relevant development or training around equalities and standards, the code of conduct and for ensuring that nominees to a committee have received the recommended training for participating on that committee. Group leaders will report to the Council's Standards Committee about the actions they have taken to comply with their statutory duty to promote and maintain high standards of conduct by members of their group.

Standards Committee Role

The Council's Standards Committee has a statutory duty to report annually to Council. The report will include the advice the committee has provided on training for all members and how that has been implemented.

Support for the Member's Mandatory Training Policy

Advice and support for members in respect of the Council's mandatory training policy will be available from the Monitoring Officer and the Democratic Services Manager.