

REPORT TO ENGAGEMENT P.D.G.

REPORT OF: Joyce Slater

REPORT NO: HR & OD 115

DATE: 11.1.2012

TITLE:	Update on Elected Member training	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Paul Carpenter – Portfolio Holder for Governance and Communication	
CONTACT OFFICER:	Joyce Slater	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required:
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATIONS

That the PDG note the contents of the report and give feedback on the national skills framework in action note 4.

2. PURPOSE OF THE REPORT

At the last Engagement Policy Development Group meeting a presentation on Member training was given and a number of action notes were made. This report is the response to those specific action notes.

3. DETAILS OF REPORT

Action note 1. Re Parish Council training.

Training on the Code of Conduct for Parish Councils is complicated by the fact that there is no one single Parish Council code of conduct. Parishes can adopt their own code of conduct, the National Association of Local Councils code of conduct or ours. It therefore follows that a generic training session may not be relevant to a range of parish councils. From time to time parish councils have requested specific advice / training from the monitoring officer and there is no reason why that would not continue.

Certainly if there a generic training need that the parishes identify and give some indication as to the scale of training need, then such a request could be supported.

Action note 2. Compile a list of courses attended by members since being elected

Appendix 1 summarises the range of training undertaken by Councillors since being elected. There are 3 Councillors who have chosen not to attend any of the training provided.

Action note 3. Produce a list of training available to members, itemising core elements

Appendix 2 denotes the training that constitutes core training, in line with the constitution together with a suggestion of training that may be particularly pertinent to Councillors. The policy development group will recall that there had been an expectation of accessing a County wide programme and the outcome was simply to agree to share information about events arranged for Councillors within different authorities.

Action note 4. Notification of training

In terms of helping Councillors to identify training needs we can simply list out a list of events and ask members to indicate levels of interest.

Another approach developed by the Local Government Association is through reflective self assessment. The link below is for a national skills framework which councillors may find helpful to identify their development needs. The policy development group are asked to give feedback on whether they feel that this framework would be helpful to guide Councillor development.

http://www.local.gov.uk/c/document_library/get_file?uuid=0847a1ac-3eb6-43ad-ab1a-858b28e31cc4&groupId=10171

4. OTHER OPTIONS CONSIDERED

None as this report is an update

5. RESOURCE IMPLICATIONS

While training using in house expertise has been the most appropriate way of meeting most of the training needs to date, there are learning needs that are best met by external trainers with relevant and specialist expertise. The volume of such activity is not high and budget is available. In addition the use of the LGA work books within a facilitated learning event is relatively low cost.

6. RISK AND MITIGATION

-

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

N/A at this stage

8. CRIME AND DISORDER IMPLICATIONS

9. COMMENTS OF FINANCIAL SERVICES

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

It is essential that a programme of member training is maintained throughout the term of office of each member. All core training should be completed within the first 12 months from appointment. Training for parish and town councils can be delivered in accordance with demand.

11. COMMENTS OF OTHER RELEVANT SERVICES

12. APPENDICES:

1. List of courses attended by members
2. Core training and other training opportunities

List of courses attended by members

Events and attendance						
Market Place event	Guide to Council Services 1	Guide to Council Services 2	Dev Control Ctte	Licensing trg	Putting Licensing into Practice	Briefing to Communities PDG
10/05/2011	12/05/2011	18/05/2011	25/05/2011	27/05/2011	02/06/2011	07/06/2011
45	23	23	22	10	10	TBC
Briefing to Engagement PDG	Staying within the Law	Staying within the Law	Briefing to Constitution Ctte members	Briefing to Scrutiny Ctte members	Intro to Local Govt Finance 1	Briefing to Resources PDG
09/06/2011	10/06/2011	10/06/2011	13/06/2011	14/06/2011	15/06/2011	16/06/2011
TBC	14	11	TBC	TBC	18	TBC
Governance & Audit Ctte trg	Ward Profiles	Intro to Local Govt Finance 1	Governance & Audit	PR & Reputation Mgmt	Understanding the Challenges of Local Govt 1	Intro to Local Govt Finance 2
20/06/2011	21/06/2011	12/06/2011	30/06/2011	01/07/2011	06/07/2011	18/07/2011
11	21	8	8	13	13	9
Decision-making in Planning	Speed Reading. LCC	Chairing Skills. LCC	Chairing Skills. SKDC	Overview & Scrutiny. NKDC	Overview & Scrutiny. ELDC	Media training. LCC
20/07/2011	26/05/2011	07/06/2011	06/07/2011	15/06/2011	14/07/2011	30/06/2011
13	3	0	9	0	0	3
Public Speaking. Boston	Scrutiny committee	IT Training	Introduction to Local Government Finance 1	Staying within the law	Ward Profiles	Health & Safety
20/07/2011	Wednesday 7th December 2011 10.00am – 1.00pm	Monday 12 th Dec 2011 10am - 12 pm	Wednesday 14 th December 2011 10am - 12 pm	Thursday 15 th December 2011 10am - 12 pm	Tuesday 17 th Jan 2012 10am - 12 pm	Wednesday 18 th Jan 2012 10am - 12 pm
2	12	3	3	7	14	12
Introduction to Local Government Finance 2	PR & Reputation Management	Introduction to Local Government Finance 1	Staying within the law	Ward Profiles	Health & Safety	Introduction to Local Government Finance 2
Monday 23 rd Jan 2012 10am - 12 pm	Thursday 26 th Jan 2012 10am - 12 pm	Thursday 2 nd February 2012 6pm - 8pm	Wednesday 8 th February 2012 6pm - 8pm	Thursday 9 th February 2012 6pm - 8pm	Monday 13 th February 2012 6pm - 8pm	Wednesday 15 th February 2012 6pm - 8pm

9	12	10	13	6	11	12
PR & Reputation Management	IT Training	Licensing Act 2003 Training	Governance and Audit committee Financial Accounting	Governance and Audit committee Treasury management	Scrutiny committee training	
Monday 20 th February 2012 6pm - 8pm	Thursday 23 rd February 2012 6pm - 8pm	Tuesday the 20th March 2012	July 2012	December 2012	7 th December 2011	
9	8	7	6	6	11	

Core training and other opportunities

Core training was built into the induction programme

Core training	Attendance
Market place event	45
PDG briefings	TBC
Staying within the law	45
Introduction to local government finance 1	38
Introduction to local government finance 2	21
Ward Profiles	40
PR and reputation Management	22
Understanding the challenges of local government	13

Suggested Other opportunities	Delivery mode
Level 1 All councillors	
Community leadership Supporting constituents /managing case work	Organisations such as INLOGOV and other external providers can offer specialist knowledge and expertise for topical issues. As an alternative the LGA workbooks can be used by interested Councillors within a facilitated learning group
Risk management Ethical governance / information governance	Specialist training provider Specialist training provider
Speed reading	Local external provider
IT training	Internal or external training
Current issues updates	
Emergency planning update	County emergency planning team
Working with Equalities Impact Reports	Internal training
Level 2 Committee based specialist training Scrutiny Development Control Licensing Constitution	A need for substitutions has been identified for Development control committee as well as a need for briefings on ecology and wildlife and noise (inc. Wind turbines). The training for this is being sourced

Standards Governance and audit	from specialists.
Level 3 PDG PDG specific update briefings topical / needs/ issues	
Level 4 Chair Vice/Chair Chairing Skills Understanding Overview and Scrutiny from the Chair	External trainers and / or LGA work book
Level 5 Cabinet Topical updates Leadership development Effective partnership working Working with Equalities Impact Reports	As required Within the national programme External provider Internal trainer