

# REPORT TO COUNCIL

REPORT OF: Joyce Slater, Human Resources and Organisational Development Service Manager

REPORT NO.: HR & OD 87

DATE: 1<sup>ST</sup> MARCH 2007

<b>CORE TRAINING FOR ELECTED MEMBERS</b>	
<b>TITLE:</b>	
<b>FORWARD PLAN ITEM:</b>	N/A
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	N/A
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	N/A

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	FRANCES CARTWRIGHT , PORTFOLIO HOLDER	
<b>CORPORATE PRIORITY:</b>	CORPORATE GOVERNANCE	
<b>CRIME AND DISORDER IMPLICATIONS:</b>	N/A	
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	Unless exempt, this report is a public document and available from the Council's website: <a href="http://www.southkesteven.gov.uk">www.southkesteven.gov.uk</a>	
<b>INITIAL EQUALITY IMPACT ASSESSMENT</b>	<b>Carried out and appended to report?</b>  <b>Yes</b>	<b>Full impact assessment required?</b>  <b>/No</b>

<b>BACKGROUND PAPERS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Council meeting extract 28th April 2005 (21.09.06)</a> PDF 40 K</li> <li>• <a href="#">Resources DSP extract 24th May 2005 (21.09.06)</a> PDF 70 K</li> <li>• <a href="#">Cabinet minutes extract - 6th June 2005 (21.09.06)</a> PDF 56 K</li> <li>• <a href="#">Report to Council 23rd June 2005 (21.09.06)</a> PDF 19 K</li> <li>• <a href="#">Council Meeting extract 23rd June 2006 (21.09.06)</a> PDF 52 K</li> <li><a href="#">extract from finance scrutiny report (21.09.06)</a></li> </ul> <p>CHFR34 report to Constitution and Accounts committee 26<sup>th</sup> February 2007</p>
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## 1. INTRODUCTION

- 1.1 This report puts forward the proposed training programme for Members as required by the decisions made by council on 28<sup>th</sup> April 2005 and 23<sup>rd</sup> June 2005, taking into account the comments made by DSP's following their scrutiny of the decision.
- 1.2 In addition to the core training programme the Council will be putting on an Induction programme for Elected Members following the May 2007 election. The Council will also arrange a relevant programme of training each year to provide essential knowledge, skills development and updates to legislation / best practice. There will be specific training for specialist committees such as planning & licensing.
- 1.3 The report to Constitution and Accounts committee CHFR34 dated 26<sup>th</sup> February 2006 proposes the establishment of a governance and audit committee. Recommendation 2.3 notes that membership of the committee will be subject to having the appropriate skills as set out in appendix 2 of that report and that there will be a requirement for the mandatory training of members of the committee

## 2. BACKGROUND

- 2.1 A report to council by the Chief Executive (CEX288) put forward a range of recommendations in respect of corporate governance and the lessons learnt at other authorities. The council's wishes were specifically in respect of requiring cabinet and DSP members to attend designated training sessions for the essential competencies within 12 months of their appointment.
- 2.2 Council also required therefore that the constitution is amended to take this into account from the 1<sup>st</sup> May 2007.

2.3 Following this decision some DSP recommendations were made in support of this training requirement. These recommendations have been taken into account.

### **3. RECOMMENDATIONS**

3.1 That the Council agree to the proposed mandatory core training programme to underpin the essential competencies for cabinet and DSP members.

3.2 That the council requires the core training programme to be offered 3 times in the year following an election, to enable all cabinet & DSP members to attend.

### **4. DETAILS OF REPORT**

#### **Core competencies**

4.1 The core competencies for DSP & cabinet members have been defined as follows:-

- An understanding of South Kesteven District Council, its service delivery responsibilities and how it is organised to deliver services to all its customers.
- An awareness of how the work of the District Council relates to national issues, County and Parish responsibilities.
- Understanding the ways in which council, Cabinet, Development and Scrutiny panels work and relate to each other in accordance with standing orders.
- An understanding of local government finance in general and the financial position of South Kesteven District Council in particular.
- An understanding of probity concepts, especially relating to the code of conduct, relationships with officers, principles of public office, working for outside organisations.
- Understand their responsibility for handling information responsibly, especially in the light of data protection & freedom of Information legislation.
- Understand the importance of & the Councils responsibilities for equalities and how it relates to customer service.

### **5. TRAINING PROGRAMME**

5.1 The proposed packaging for the core training programme for members is detailed below.

<p><b>Module 1</b></p> <ul style="list-style-type: none"> <li>• An overview of South Kesteven District Council.</li> <li>• A guide to the district</li> <li>• The council's priorities and its corporate plan &amp; how they relate to national &amp; regional issues.</li> <li>• The Council's decision making process - council, cabinet, DSP's &amp; committees and how they work.</li> </ul>	<p><b>Half day</b> to precede module 2</p>
<p><b>Module 2</b></p> <p>An overview of:</p> <ul style="list-style-type: none"> <li>• the council's finances,</li> <li>• staying within the law</li> <li>• the code of conduct,</li> <li>• Data protection, Freedom of Information legislation</li> <li>• Councillor / officer relationships,</li> <li>• Equalities and customer service.</li> </ul>	<p><b>Half day</b> to follow module 1</p>

**5.2** The proposal is to offer the modules 3 times in the year

<p><b>Programme 1</b> <b>2 modules on same day</b></p>	<p><b>May 2007</b></p>	<p><b>Module 1</b> <b>9.30 a.m. – 1 p.m.</b> <b>Module 2</b> <b>1.30 p.m. – 5 p.m.</b></p>
<p><b>Programme 2</b> <b>One module per twilight session</b></p>	<p><b>June 2007 and June 2007</b></p>	<p><b>Module 1</b> <b>4.30 p.m. – 8 p.m.</b> <b>Module 2</b> <b>4.30 p.m. – 8 p.m.</b></p>
<p><b>Programme 3</b> <b>2 modules on same day</b></p>	<p><b>July 2007</b></p>	<p><b>Module 1</b> <b>9.30 a.m. – 1 p.m.</b> <b>Module 2</b> <b>1.30 p.m. – 5 p.m.</b></p>

## 6. OTHER OPTIONS CONSIDERED AND ASSESSED

**N/A** – this is specific to the decisions made by Council on 28<sup>th</sup> April 2005 and 23<sup>rd</sup> June 2005, taking into account the comments made by DSP's following their scrutiny of the decision

## 7. COMMENTS OF SECTION 151 OFFICER

The cost of the core training programme is within the existing budget provision. To ensure that the Council is protected it is essential that relevant members undertake the mandatory training for quasi judicial functions

## **8. COMMENTS OF MONITORING OFFICER**

I have not been consulted on the proposed changes to the constitution and am not aware the matter has been put to the Constitution and Accounts Committee. I consider that amendment would be required to article 6 and 7 of the constitution to incorporate a requirement for members to attend such training. I know of no other amendment which will be required

## **9 COMMENTS OF OTHER RELEVANT SERVICE MANAGER (DEMOCRACY)**

Democracy Services will assist in the provision of support in connection with these events.

## **10. CONCLUSION/SUMMARY**

N/A

## **11. CONTACT OFFICERS**

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