



**Decision to be taken by 17 May 2011**

**Ward: N/A**

## **Member Training Programme**

### **Report by the Executive Head of Legal & Democratic Services**

#### **1.0 Summary**

- 1.1 To improve an initial training programme for Members for the municipal year 2011/12.

#### **2.0 Background**

- 2.1 Joint Overview & Scrutiny Committee on 17 June 2010 and Joint Strategic Committee on 29 June 2010, considered a report on a proposal for the Councils to be involved in a self-sufficiency in Member training pilot.
- 2.2 The Joint Strategic Committee, on 29 June 2010, resolved to participate in the pilot.
- 2.3 The pilot was completed on 8 December 2010.
- 2.4 Joint Strategic Committee, on 27 January 2011, agreed that the Internal Training Team should be established and agreed its Terms of Reference. The Joint Strategic Committee on that date also requested that the Internal Training Team provide to the Annual Council of Adur District Council on 19 May 2011 and of Worthing Borough Council on 20 May 2011, a training programme for Members for the Municipal Year 2011/12. The Committee further noted that the Leaders Portfolios should be amended to include overseeing Member training.
- 2.5 The Internal Training Team met on 17 February, 21 March and 7 April 2011 and agreed the Member Training Programme attached at Annex A.
- 2.6 The Internal Training Team was of the opinion that certain training sessions should be attended by all relevant Members to ensure that they are suitably equipped to carry out their functions. These are listed in the programme under 'mandatory'.
- 2.7 The Internal Training Team were of the opinion that there are other training sessions which would be of particular benefit to identified groups of Members and that it was highly desirable for Members identified to attend these sessions. These are identified in the column marked 'highly desirable' within the programme.

- 2.8 The Internal Training Team were of the opinion that there were other sessions which would benefit Councillors but were not necessary for them to be able to carry out their functions. The dates of these sessions are listed under 'desirable'.

### **3.0 Proposals**

- 3.1 It is proposed that the Leaders should recommend the Member Training Programme for the Municipal Year 2011/2012 to Adur District Council Annual Council on 19 May and Worthing Borough Council Annual Council on 20 May.

### **4.0 Legal**

- 4.1 The implementation of the proposals will increase the quality and benefit of training for Members and the take up of such training, without incurring external training costs.

### **5.0 Financial implications**

- 5.1 Sections 101 and 102 of the Local Government Act 1972 and Sections 14, 20 and 21 of the Local Government Act 2000 provide for the discharge of functions by the Councils, including by Cabinet, individual Cabinet Members and Committees.
- 5.2 Section 111 of the Local Government Act 1972 provides that the Council shall have the power to do anything (whether or not involving the expenditure, borrowing or lending of money or the acquisition or disposal of any property or right) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions.
- 5.3 The training of Councillors to ensure that they are equipped to discharge the Councils' functions is ancillary to the discharge for their functions.

### **6.0 Recommendation**

- 6.1 That Adur District Council, at its Annual Meeting on 19 May 2011, is recommended to adopt the initial Member Training Programme set out in Annex A to this report.
- 6.2 That Worthing Borough Council, at its Annual Meeting on 20 May 2011, is recommended to adopt the initial Member Training Programme set out in Annex A to this report.

### **Local Government Act 1972**

#### **Background Papers:**

- (a) Notes of meeting between officers, MacLaine Training Limited and Innovation and Sufficiency South East, dated 26 May 2010;
- (b) Report to Joint Overview and Scrutiny Committee on 17 June 2010 and Joint Strategic Committee on 29 June 2010;
- (c) Minutes of the Joint Overview & Scrutiny Committee on 17 June 2010;
- (d) Record of Decisions of Joint Strategic Committee on 29 June 2010;
- (e) Report to Joint Strategic Committee on 27 January 2011;
- (f) Record of Decisions of Joint Strategic Committee on 27 January 2011;

- (g) Notes of meetings of the Internal Training Team on 17 February 2011, 21 March 2011 and 7 April 2011.

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## **Schedule of Other Matters**

### **1.0 Council Priority**

- 1.1 This will enable each Council to ensure that its Members are properly equipped to delivery its priorities.

### **2.0 Specific Action Plans**

- 2.1 Matter considered and no issues identified.

### **3.0 Sustainability Issues**

- 3.1 This report proposes a method of developing training which, if successful, will lead to a sustainable training programme for Members.

### **4.0 Equality Issues**

- 4.1 Matter considered and no issues identified.

### **5.0 Community Safety Issues (Section 17)**

- 5.1 Matter considered and no issues identified.

### **6.0 Human Rights Issues**

- 6.1 Matter considered and no issues identified.

### **7.0 Reputation**

- 7.1 A self-sufficient training programme for Members, which leads to the better equipping of Members to discharge their functions, will enhance the reputations of the Councils.

### **8.0 Consultations**

- 8.1 Matter considered and no issues identified.

### **9.0 Risk Assessment**

- 9.1 If Members do not receive quality, up-to-date training, then there is a risk in relation to their ability to make appropriate and justifiable decisions.

### **10.0 Health & Safety Issues**

- 10.1 Matter considered and no issues identified.

### **11.0 Procurement Strategy**

- 11.1 Matter considered and no issues identified.

## **12.0 Partnership Working**

- 12.1 The proposal is for joint working between the two Councils on the delivery of Member training.

Member training program for municipal year 2011/2012					
	Session topics	Dates of sessions			Providers
		Mandatory	Highly desirable	Desirable	
1	Induction –for new Members How the Council works Standards Finance General Housing Planning General	10/05/11			(Leaders & SCS / JAS) (Leaders & SCS / JAS) (Cllr JS/SG) (Cllr JS/ DP) (Cllr DS/JA)
2	Licensing detail for Committee members & substitutes	23/05/11			(Cllr TW/ JW)
3	Chairing skills (Chairs & v-chairs)	24/05/11			(Cllr TW / JAS / NT )
4	Planning detail for Committee members & substitutes	Before 02/06/11			(Cllr DS/)
5	Scrutiny skills for OSC members	By 09/06/11			(Cllr TW / Cllr RH / ML))
6	Safeguarding Children & vulnerable adults	June 2011			(Cllr DS / JC)
7	Equalities & diversities for all	June, 2011			(Cllr DS / JW/JM)
8	Data protection for all	June 2011			(Cllr RH / JW)
9	Governance for G&AC members	June ,2011			(Cllr RH / JC)
10	Governance for Cabinet members)	June, 2011			(Cllr RH / JC)
11	Audit for G&A for Committee members & substitutes	30/06/11 at 1 <sup>st</sup> Governance & Audit Committee			(Cllr RH /SG with Internal & External Audit)
12	Finance – general (All)	July 2011			(Cllr JS/SG)
13	Finance detail for Cabinet & OSC members	July 2011			(Cllr JS/SG)
14	Human Resources for Cabinet members	25/07/11			(Cllr JS / JC)
15	Fuel poverty for all			July 2011	(Briefing/Cllr DS)
16	Housing finance for ADC Cabinet	September 2011			(Cllr JS/ SG)
17	Licensing – general for non-committee			September	

	members			2011	
18	New form of accounts – G&AC members		September, 2011		(Cllr RH / SG)
19	Housing for all		September, 2011		(Cllr JS / )
20	Treasury management – all		September, 2011		(Cllr RH / SG & external provider)
21	Planning – general for non-committee members			September / October 2011	(Cllr DS/)
22	Audit – general for non –committee members			October, 2011	(Cllr RH /SG with Internal & External Audit)
23	Governance for all other members			October, 2011	(Cllr RH / JC)
24	Housing finance for ADC Non-cabinet members			October, 2011	(Cllr JS/SG)
25	Human Resources for non Cabinet members		November, 2011		(Cllr JS / JC)
26	Behaviour & conduct of Members (All)	November 2011			(Leaders / JC)
27	Computer skills for all if required			Ongoing as required	(IT/JAS)
28	Case work for all if required			Ongoing as required	(Cllr JS/ NT)