

CONSTITUTION AND ETHICS COMMITTEE	AGENDA ITEM No. 7
18 NOVEMBER 2024	PUBLIC REPORT

Report of:	Neil McArthur, Director of Legal and Governance and Monitoring Officer	
Cabinet Member(s) responsible:	Councillor Mohammed Jamil, Deputy Leader and Cabinet Member for Finance and Corporate Governance	
Contact Officer(s):	Karen Dunleavy, Democratic Services Officer	Tel. 452233

TRAINING RECORD

RECOMMENDATIONS	
FROM: Director of Legal and Governance and Monitoring Officer	Deadline date: 18 November 2024
<p>It is recommended that the Constitution and Ethics Committee:</p> <ol style="list-style-type: none"> 1. Notes the updated training record as of 18 November 2024; and 2. Notes the actions taken to refresh the training programme. 	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to the Constitution and Ethics Committee following a referral from the Monitoring Officer.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for the Constitution and Ethics Committee to note the training record on training provided by the Council since May 2024.

3. TIMESCALES

Is this a Major Policy Item/Statutory Plan?	NO	If yes, date for Cabinet meeting	
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4. BACKGROUND AND KEY ISSUES

- 4.1 As part of the work of the Improvement Panel there was a commitment and drive to increase the training provision for all Councillors.
- 4.2 To date a number of training sessions have been arranged and completed, this has been done via a mix of in person training and virtual training. Where possible virtual sessions have been recorded and made available. Not all sessions were able to be recorded, this was done at the request of some of the external training providers.

4.3 A number of finance and budget driven sessions have taken place and have been provided by outside organisations such as the LGA, Tilla Solutions and Link Treasury Management Advisors.

In addition, there have been some bite sized training sessions for Audit Committee and the Planning and Environmental Protection Committee, prior to each meeting.

4.4 A dedicated Councillors training page has been set up on InSite giving access to members all training materials that have been used this municipal year.

4.5 A breakdown of the percentage per key session is outlined below.

It is important to note that some Councillors were unable to attend some of the sessions due to illness or other engagements.

- General Committee Chairing skills – 44%
- Scrutiny Essentials – 22%
- Scrutiny LGA Session 1 – 15%
- Scrutiny LGA Session 2 Chair and Vice Chair – 100%
- Employment Committee – 100%
- An overview of the role of the Audit Committee – 57%
- Planning Session – 83%
- Licensing Committee – 81%
- Cabinet Member Robust Decision Making – 57%

Core training also includes a session on Audit Committee Statement of Accounts.

In addition to the above key training sessions, Councillors were advised to attend a Children's Safeguarding session as part of their role as Corporate Parents.

There were also several training sessions that were open to all Councillors this included:

- Robust Decision Making
- Budget and Finance Training Session
- Conflict of Interest and Code of Conduct
- Domestic Abuse Awareness

There has also been some mandatory organisation training session for councillors following the election. These included:

- Cyber Security: Top Tips for Staff (mandatory for all since March 2023)
- Data Protection Essentials (mandatory since December 2023)
- Prevent Training

New to the Councillor training plan included bespoke training organised for the Cabinet and individual Cabinet Members. These included:

- Leadership Essentials - Effective Cabinet Member
- Leadership Essentials - Finance for non finance portfolio's
- Leadership Essential - Financial Governance – Programme 5
- Effective Cabinet Member

At its meeting on 31 October 2023, Committee Members agreed that the annual training report would include an overview of the comments submitted in relation to the training feedback survey. All feedback received were rated as good to excellent and comments from training undertaken included:

- Very enjoyable, hyperlinks to the documents suggested in the PPT or word document to accompany would be useful in order save searching time. Everything is then in one place.

- Pitched perfectly. Very good trainer who took care to make members feel involved. Right level of information for all present.
- Picked up lots of information and thought-provoking areas we need to be mindful of.

4.6 In terms of overall numbers across the key sessions the percentage of those that have attended is 61%

4.7 The Democratic Services team has undertaken work to refresh how the Member Development training programme is presented and recorded.

All training courses in the programme will now be given a priority rating of “Mandatory”, “Strongly Advised” or “Optional” and there will now be an emphasis on delivering training in-house as much as possible, minimising the use of external trainers to only when necessary.

The e-learning modules available to members will be brought in line with the Council’s core values and the new mandatory training cycle for officers that was recently launched. This training includes the following subjects:

- See, Check and Notify (SCAN)
- Fire
- Dignity and Respect
- Cyber security
- Domestic Abuse H&S
- First aid
- Climate Change
- Mental Wellbeing in the Workplace
- Display Screen Equipment
- Data Protection Essentials
- Equality and Diversity
- Prevent

Models have also been created to demonstrate the estimated number of training hours to be completed by a Member in the first year of their term, depending on what role(s) they take on.

The Democratic Services team will also keep an individual training record for each elected member, which will allow members to see at a glance what training they have completed and will enable the team to provide reports on training to political groups on the Council on request.

5. CORPORATE PRIORITIES

Consider how the recommendation links to the Council’s Corporate Priorities:

1. *Prevention, Independence & Resilience*
 - *Educations and Skills for All*
2. *Sustainable Future City Council*
 - *How we Work*
 - *How we Serve*
 - *How we Enable*

The development of a training programme ensures that Members can competently manage the responsibility expected of them to undertake Council business; therefore, effectively serving the public and contributing to the future aspirations of the City.

CONSULTATION

6.1 Group Leaders are updated on a regular basis as to the training offer available to Members. In addition, members receive regular updates detailing the training schedule. Group Leaders were

also consulted on the refresh undertaken by Democratic Services on how member development is presented and recorded.

7. ANTICIPATED OUTCOMES OR IMPACT

7.1 This report is for the Committee to note and make any recommendations they feel appropriate to enhance the training offer to members.

8. REASON FOR THE RECOMMENDATION

8.1 The report is for the Committee to be kept up to date on the training offer to provide essential skills to elected members.

9. ALTERNATIVE OPTIONS CONSIDERED

9.1 The option not to provide a training programme was rejected as this would leave members unprepared for the role, they need to undertake in conducting Council business, therefore rendering the Council open to judicial review following maladministration of Council business.

10. IMPLICATIONS

Financial Implications

10.1 The cost of all training is met by the Member training budget.

Legal Implications

10.2 There are no legal implications.

Equalities Implications

10.3 All Elected Members of the Council are provided with a training programme to ensure they are fully prepared for the responsibility expected of them.

Other Implications

10.4 There are a number of training sessions offered in relation to Adult Safeguarding, Children Safeguarding, SEND and Domestic Abuse Awareness, which ensures that Elected Members are kept up to date with issues and prepare them to serve their community effectively.

11. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

11.1 None.

12. APPENDICES

12.1 There are none.