



**REPORT of
DIRECTOR OF STRATEGY, PERFORMANCE AND GOVERNANCE**

**to
ANNUAL COUNCIL
5 NOVEMBER 2020**

MEMBER TRAINING PLAN

1. PURPOSE OF THE REPORT

1.1 To confirm a training plan for Members that will run annually

2. RECOMMENDATIONS

- (i) That the Member Training plan (**APPENDIX A**) be adopted;
- (ii) that those courses specifically highlighted as mandatory be approved, and where these requirements are not met / training is not attended, note that the Member will not be able to sit on Committees and Working Groups.

3. SUMMARY OF KEY ISSUES

- 3.1 The recent Corporate Governance Audit recommended that a formal Member training and development plan be identified. Work was already in progress at an officer level to identify areas that this could cover.
- 3.2 In line with best practice and other similar authorities, a proposed training plan is provided as **APPENDIX A**. Those with yellow highlighting are the items recommended as mandatory.
- 3.3 Training for Planning already identified as mandatory in the Constitution is shown as item 6. Although this has already been agreed, the intention is to bring together a full programme for clarity.
- 3.4 Maldon District Council (MDC) is on the radar of the Ministry of Housing, Communities and Local Government (MHCLG) on account of some of the planning decisions and processes that have taken place in the planning committees, and a move to quarterly ‘lessons learned’ sessions aims to highlight specific areas for improvement, and learning points going forwards. This is reflected as item 7. It is recommended that members attend at least two of the four sessions that will be run annually.
- 3.5 Overview and Scrutiny terms of reference highlight a need for ‘early induction training’, but the recommendation of item 4 is to formalise this as mandatory.

3.6 Item 8 provides a recommendation for the same courses provided as mandatory modules for staff to also be a requirement for all Members.

4. CONCLUSION

4.1 The Member training plan is provided to formalise a programme of development in line with best practice and internal audit recommendations

5. IMPACT ON STRATEGIC THEMES

5.1 The result of formalising this programme will contribute to the Performance and Efficiency Corporate Goal.

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (n/a).
- (ii) **Impact on Equalities** – N/a.
- (iii) **Impact on Risk** – As an internal audit recommendation, this will help to reduce our risk around formal member training.
- (iv) **Impact on Resources (financial)** – Planning training in particular may help with financial risks and implications of decisions.
- (v) **Impact on Resources (human)** – Staff required to fulfil the training have been approached, but this will have an impact on resource.
- (vi) **Impact on the Environment** – N/a.
- (vii) **Impact on Strengthening Communities** – N/a.

Background Papers: Corporate Governance Audit report (Performance, Governance and Audit Committee (PGA)).

Enquiries to: Cheryl Hughes, Programmes, Performance and Governance Manager.