



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

to
COUNCIL
8 SEPTEMBER, 2022

MEMBER TRAINING CRITERIA

1. PURPOSE OF THE REPORT

- 1.1 To propose a criteria to fairly manage individual member training approaches, and a process for how this will be managed through the Programmes, Performance and Governance Manager.

2. RECOMMENDATIONS

- (i) That Members approve the criteria as set out at **APPENDIX A** as a process when addressing individual training queries;
- (ii) The Programmes, Performance and Governance Manager is authorised to establish an annual training programme of members in accordance with the approved criteria

3. SUMMARY OF KEY ISSUES

- 3.1 There is £2,800 per annum allocated to the member training budget.
- 3.2 In November 2020, Members adopted a draft training plan after an internal audit had recommended that this should be formalised. Link to the decision [Decision - Member Training Plan :: Maldon District Council](#).
- 3.3 Planning training, Licensing training, Chairmen training, Code of Conduct training and Corporate e-learning were all highlighted and agreed as mandatory as part of this, with planning and licensing also highlighted within the Constitution.
- 3.4 The approach to date for member training has been to deliver the mandatory courses and those identified corporately (e.g. Media training and Equality, Diversity and Inclusion training) and make this available to all Members.
- 3.5 We have also promoted free Local Government Association (LGA) sessions and ad-hoc training courses with a cost, if we are able to afford to offer it out to all Members, e.g. recent flooding planning training.
- 3.6 Officers have had ad-hoc direct approaches for Members to attend training courses, and the attached appendix is proposing a clear criteria for how we might review and action these, including consultation with group leaders and Chairmen of the Performance, Governance & Audit (PGA), Strategy & Resources (S&R) and Overview & Scrutiny (O&S) Committees if the training request is queried, to allow for a more even and transparent process.

3.7 Subject to the criteria at **APPENDIX A** being approved, a Member form will be created for Members to submit any individual request, that will be reviewed against the criteria set out.

3.8 A response will be confirmed, or update given to the member within five working days.

4. CONCLUSION

4.1 The proposal provided gives a set criteria for managing training requests, and it is recommended that Council adopts this.

5. IMPACT ON STRATEGIC THEMES

5.1 The proposal is aimed to support the performance and efficiency corporate goal

6. IMPLICATIONS

- (i) **Impact on Customers** – Not applicable (n/a).
- (ii) **Impact on Equalities** – The approach is set out so that all Members have equal access and understand how to make training requests. Equality, Diversity and Inclusion (EDI) training is one of the funded modules from this year.
- (iii) **Impact on Risk** – As an previous internal audit recommendation, this will help to reduce our risk around formal member training.
- (iv) **Impact on Resources (financial)** – A well-managed member training budget, reducing likelihood of overspend.
- (v) **Impact on Resources (human)** –Staff required to fulfil any training will be 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: None

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