



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

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to  
**COUNCIL  
15 DECEMBER 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 in consultation with the Member Training Working Group (the Working Group).

**2. RECOMMENDATIONS**

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

**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 A** 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.
- 3.9 The Council considered this paper on 8 September 2022 and deferred decision, requesting the Member Training and Development Working Group review the matter
- 3.10 The Working Group sat on 18 November 2022 and requested that the approach for ad-hoc training requests included consultation with the Working Group. This has been reflected in the updates to this paper
- 3.11 The Member Training Working Group will also continue to sit and plan a more detailed Member onboarding and development programme going forwards.

#### **4. CONCLUSION**

- 4.1 The proposal provided gives a set criteria for managing training requests, and it is recommended that the 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

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