

Members Training and Development Protocol

Introduction

Whilst each councillor role requires a different blend of skills, knowledge and competencies, this protocol provides Members with a consistent process for identifying and delivering mandatory and non-mandatory training based on Members individual roles.

This protocol creates three distinct categories:

a. **Mandatory Training**

The following training is mandatory to ensure all councillors have the necessary knowledge to enable them to operate within the Council's Code of Conduct, have an understanding of the Council's constitution, undertake common essential duties and, where appropriate, discharge regulatory or personnel committee functions.

- i) Induction training
- ii) Certain training associated with Members' statutory responsibilities, i.e. **Governance and** Audit Committee and regulatory committee membership and Committees with personnel functions.
- iii) Training considered mandatory by the Head of Democratic Services in consultation with the relevant Cabinet Member and Chair of Democratic Services Committee throughout the term of the Council.

b. **Recommended Training**

This type of training is considered as important whilst recognising that Members have different levels of experience and knowledge of the councillor role. The amount of training commitment required will depend on individual Members specific committee roles.

c. **Requested Training**

This type of training is identified by individual Members as part of the councillor training needs analysis undertaken every 2 years. It is similar to Recommended Training in being considered helpful but not compulsory.

a. **Mandatory Training**

i) **Induction Training**

Induction Training will be delivered within the first month of a new Council. It is made up of two 2½ hour modules held in the daytime and repeated in the evening as follows:

Module 1 – Governance

- Code of Conduct – Understanding the Council's Code of Conduct and the role of the Council's Standards Committee and Public Service Ombudsman.
- The Council's Constitution – Understanding the key procedures for the operation of full Council and Council Committees.
- Electronic Voting and Webcasting – A guide to the operation of the Council's electronic voting system installed in the Council Chamber and to inform Members of the operation of webcasting of Council meetings.

Module 2 - Equalities and Information Management

- Information Management and Data Protection - Requirements of data protection legislation, awareness required to handle all personal information safely and freedom of information legal obligations.
- Cyber Security training
- Safeguarding training
- Equalities and Welsh Language – To provide Members with an overview of the Council's Equalities and Welsh Language obligations.

ii) **Certain training associated with Members' statutory responsibilities, i.e. Audit Committee and regulatory committee membership and Committees with personnel functions**

The Council has a Governance and Audit Committee, 3 regulatory committees; namely Planning Committee, Licensing Committee and Rights of Way Cabinet Committee and 3-4 personnel related committees; namely Pensions and Compensation Committee, Appointments Committee, and Appeals Committee and Investigating and Disciplinary Committee.

Members serving on these committees will receive mandatory training at least (it may be more if there are changes to legislation) twice per Council term to ensure that they understand the role of the committee, any considerations to be taken into account before coming to a decision and any appeals processes. Membership of these committees will be dependent on Members undertaking the mandatory training. Should a Member fail to undertake any mandatory training their membership will automatically cease. The twice council term training requirement will be made up of two 2½ hour training modules for each committee.

iii) Training considered mandatory by the Head of Democratic Services in consultation with the relevant Cabinet member and the Chair of Democratic Services Committee during the term of the Council.

As the above mandatory training subjects are considered essential, feedback about the quality and usefulness of the training will be reported to the Democratic Services Committee.

In addition members who refuse to attend the mandatory training or do not have good reason for being unable to attend mandatory training will be reported to the Standards Committee and will be required to attend a meeting of the Standards Committee to explain their absence to the Committee. The Head of Democratic Services will refer a member to the Standards Committee. It will be a matter for the Standards Committee to consider what course of action it considers appropriate but could result in a Member being censured.

b Recommended Training

1. Induction Training

This element of Induction Training will be delivered within the first month of a new Council and will focus on key Councillor roles. The recommended Induction Training may be delivered as a single 1 day module, held on a weekday and repeated on a weekend to ensure all Members can attend regardless of other responsibilities. It will assist Members understand their role as a local representative, effective committee member and political leader.

The Councillor Role

Local Leadership – Role of the ward councillor, being an advocate for stakeholders and providing effective political leadership in the community.

Partnership working – Understanding the councillor role and being an effective Member on partnerships and outside bodies.

Communication Skills – Dealing constructively with the public and press, portraying a positive self image and skills for public speaking and social media.

Political Understanding – Creating and maintaining positive Member/Officer relationships. Exploring councillors’ unique roles - political activist, open minded decision maker and unbiased scrutineer.

Scrutiny and Challenge – The benefits of scrutiny and keys skills for successful scrutiny and policy development.

Regulating and Monitoring – Members responsibilities in the Council’s governance framework to include: standards committee, monitoring performance of Council services, risk management and budget monitoring.

2. Additional Recommended Training

Recommended training will support Councillors in their various committee roles. The amount of training any Member should attend will depend on an individual’s specific committee roles. The training will focus on the skills, knowledge and competencies required for each committee role. For instance, serving as a Cabinet Member may require a different skill set from being Chair of the Audit Committee. Similarly, a Scrutiny Member role may differ considerably from a Planning Committee Member role. Each of the Committee Role Skills training requirements can be delivered in a half day. A full list of identified committee roles are given below:

Recommended Training Frequency	Position	Proposed
Chairing Skills	Chairs of Scrutiny, <u>Governance & Audit</u> , Planning, Licensing <u>and</u> Democratic Services <u>and</u> SDAP Committees. <u>Chairs of Town Centre Management Groups</u> etc.	Twice per Council term
	Cabinet Members	Twice per Council term

Roles & Responsibilities of Cabinet Members		
Performance Reviews	All Senior Salary Holders responsible for undertaking annual Performance Reviews	Twice per Council term
Scrutiny Skills	Scrutiny Committee Members	Twice per Council term
Committee skills, knowledge and competencies	All Members of each Council Committee/Panel etc.	Annually. To be delivered before the first meeting of each Committee or Panel immediately after the Council's Annual General Meeting. Likely to last approximately half an hour.
Update to legislation, case Law, national policies and funding etc.	Members of Committees and Panels etc. listed in Appendix 1 below	Twice per annum. To be delivered before the start of a committee meeting. Likely to last approx. half an hour.

c. Requested Training

There is a well established process in place for identifying Members individual training needs. A training needs questionnaire is circulated to each member every two years which is designed to identify personal skills and knowledge training and development opportunities. A planned training programme is developed based on the outcome of the returned questionnaires. This process will continue to run concurrently with the proposed Training and Development Protocol outlined above.

Responsibilities and Publication

Democratic Services will manage the members training programme and in partnership with the Democratic Services Committee, Committee Chairs, the relevant Director and Heads of Service.

The training programme will be presented to Democratic Services Committee and published in May each year. The training offered and Members attendance will be published annually as part of each Members' Annual Report.

Appendix 1

~~[Education and Social Services Scrutiny Committee](#)~~
~~[Housing and Environment Scrutiny Committee](#)~~
~~[Corporate and Regeneration Scrutiny Committee](#)~~
~~[Education for Life Scrutiny Committee](#)~~
~~[Health Social Care and Well-Being Scrutiny Committee](#)~~
~~[Policy and Resources Scrutiny Committee](#)~~
~~[Crime and Disorder Scrutiny Committee](#)~~

~~Regeneration and Environment Scrutiny Committee~~

Appeals Panel (Disciplinary/Grievance)

Appointments Committee (Chief Officer Related Posts/Heads of Service)

~~Governance and~~ Audit Committee

Democratic Services Committee

Investigating~~on~~ and Disciplinary Committee

Licensing Committee

Planning Committee

Standards Committee

~~Sustainable Development Advisory Panel~~

Rights of Way Cabinet Committee

