

Report of the Head of Democratic Services

Democratic Services Committee – 11 March 2015

REVIEW OF COUNCILLOR TRAINING PROGRAMME 2014-2015

Purpose:	To review the Councillor Training Programme 2014-2015.
Policy Framework:	None.
Reason for Decision:	To review the Councillor Training Programme 2014-2015.
Consultation:	Finance, Legal.
Recommendation(s):	The Committees views are sought.
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Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Euros Owen

- 1.1 Training and Personal Development is vital for Councillors. It helps them to progress, improve and to carry out their role as Councillor as effectively as possible. Training is the process of acquiring the essential skills required for a certain role. Personal Development puts emphasis on broader skills, which are applicable in a wide range of situations such as decision making and creative thinking.
 - 1.2 Section 7 “Training and Development of Members of a Local Authority” of the Local Government (Wales) Measure 2011 places a duty on Local Authorities to secure the provision of reasonable training and development opportunities for its Members.
 - 1.3 In Spring 2013, Councillors were asked and encouraged to complete a Training Needs Analysis. The information obtained from this was used to produce the 2013-2014 and 2014-2015 Councillor Training Programme.
 - 1.4 A Councillor Training Programme is now needed for 2015-2016; however prior to compiling it, it is worth reflecting on the last Training Programme and seeking to address issues associated with the training. **Appendix 1** shows the Councillor Training Programme 2014-2015 together with the additional training which was added through the term. The additional training is shaded on the appendix.
- 2. Councillors Training Needs Analysis (TNA)**
- 2.1 As the last Councillors Training Needs Analysis was conducted in spring 2013, there is a need to conduct a new TNA in order to ensure that the needs of Councillors are being addressed.

3. Councillors Personal Development Reviews (PDR's)

- 3.1 The Political Groups also have the option of conducting Personal Development Reviews on their Group Councillors. Any feedback from the PDR's will be used to formulate the Councillor Training Programme.

4. Equality and Engagement Implications

- 4.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

5. Financial Implications

- 5.1 Any costs that arise will be minimal and will be met from within existing budget.

6. Legal Implications

- 6.1 None, other than those referred to in paragraph 1.2 above.

Background Papers: None.

Appendices:

Appendix 1	Councillor Training Programme 2014-2015
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