

**11<sup>th</sup> July 2018**

## **Regulatory & Governance Committee**

### **Member's Training Programme 2018/2019**

**Report of:** Claire Mayhew – Corporate & Democratic Services Manager

**Wards Affected:** All

**This report is:** Public

#### **1. Executive Summary**

- 1.1 This report is before Member's to adopt the Member's Training Programme for the new municipal year 2018/19.

#### **2. Recommendation**

- 2.1 That the Committee adopts the Member's Training Programme (Appendix A) for 2018/2019.**

#### **3. Introduction and Background**

- 3.1 Previously, a Member's training programme was in place, however over the last few years this has lapsed. A more robust programme was required, to inform all new and existing Councillors of their roles, duties and responsibilities as a Borough Councillor.
- 3.3 New Members Induction and "How the Council Works" training for all newly and re-elected councillors took place on 8<sup>th</sup> May & 9<sup>th</sup> May 2018 in readiness for Annual Council. A format of the training received can be found in Appendix A.
- 3.4 Some sessions are mandatory:
- New Members Induction Session
  - Planning and Licensing Training as required under Chapter 5.5 paragraph 2, 2.1 & Chapter 5.5 paragraph 4, 4.1 of the Constitution.
- 3.5 Committee members are advised to undertake training available to gain and enhance their knowledge of the Committee's responsibilities.

- 3.6 Training sessions are held mainly in the evening to ensure as many councillors as possible can attend. Most of the training sessions are desirable to Members i.e GDPR, Member's Portal and Safeguarding. These will be covered in two/three separate sessions with an additional "mop-up" if required.
- 3.7 Training opportunities will continue to be offered throughout the Municipal year.
- 3.8 Attendance at these sessions is monitored and entered on the Council's website and publicly available.

#### **4. Issue, Options and Analysis of Options**

- 4.1 Members will be given the opportunity to give feedback and comment on any further training that might be of help by completing the feedback form at the Member's Training Programme (Appendix A).

#### **5. Reasons for Recommendation**

- 5.1 To provide a Member's Training Programme in line with best practice.

#### **6. Consultation**

- 6.1 None

#### **7. References to Corporate Plan**

- 7.1 Continue to improve our governance arrangements leading to faster more effective decision-making.

#### **8. Implications**

##### **Financial Implications**

**Name/Title: Jacqueline Van Mellaerts – Interim Chief Finance**

**Officer/Section 151 Officer**

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- 8.1 If any additional costs arise from implementing the Member Training Programme, they will be met from existing Budgets within the Medium Term Financial Plan for 2018/19.

**Legal Implications**

**Name/Title:** Daniel Toohey – Head of Legal Services and Monitoring Officer

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- 8.2 The Member's training programme will improve knowledge and awareness of Council processes and procedures and where appropriate, statutory requirements, therefore improving the Council's overall compliance with governance requirements.

**Other Implications.**

- 8.1 None

**9. Background Papers**

- 9.1 None

**10. Appendices to this report**

- 10.1 Appendix A – Member's Training Programme 2018/2019

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