

Appendix 2

Proposals for the member training programme for 2019-2020

Introduction

1. As 2019 is a non-election year the following principles apply to the member training programme:
 - All members to attend compulsory code of conduct training before 31 July
 - All licensing committee members to attend compulsory licensing training before 31 July
 - All members to be invited to attend optional planning seminars during the year
2. As there will be no new councillors there is not the same time pressure to complete the training before the first committee meetings. Nevertheless to derive maximum benefit from the training it would be sensible to schedule the compulsory training sessions close to the start of the new municipal year.
3. All members will be expected to make arrangements to attend one of the scheduled sessions. If necessary one reserve session for each topic will be scheduled for later in July but the dates for these will not be advertised in advance and members should not rely on the possibility of being offered a one-to-one session.

Compulsory training

Code of Conduct

4. Three compulsory Code of Conduct training sessions will be delivered by the Monitoring Officer:

16 May 2019	Thurs	Code of Conduct
18 June 2019	Tues	Code of Conduct
4 July 2019	Thurs	Code of Conduct

5. The content and format of the sessions will be revised to provide more opportunity for scenario based exercises and group discussions to take account of the feedback received in 2018. There will also be a greater emphasis on the following issues: bias and pre-determination and use of social media.
6. It may also be appropriate to touch on any issues or recommendations arising from the government's response to the Committee on Standards in Public Life report on local government ethical standards.

Licensing

7. It is proposed to offer the licensing training on the same basis as in 2018.
8. The compulsory licensing training session will be delivered on 16 May 2019 between 6.30 - 8.00pm immediately after the initial meeting of the two licensing committees. Once again two separate training sessions will be offered in parallel by officers from the Licensing team and from Law & Governance. As it

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is the first meeting of the municipal year it is reasonable to expect a good attendance rate.

9. The first sub-committee meetings to hear licensing casework are on 29 and 30 May 2019 so this will mean that any newly appointed members on the two licensing committees will have an opportunity to attend the training and to serve on a sub-committee hearing from the outset.
10. Reserve training sessions will be scheduled to coincide with subsequent licensing committee meetings on 25 June and 18 September. These sessions may be used to train new or replacement members appointed to the licensing committees during the year. In addition they may be used to provide any specialist licensing training which may be identified during the year.
11. The overall content and format of the licensing training will be very similar to that of 2018 but will be updated and revised to take account of regulatory developments and the feedback from participants.
12. Licensing training dates for 2019-20:

14 May 2019	Tues	Licensing (after main Committee meetings)
25 June 2019	Tues	<i>Reserve date: Licensing (after main Committee meetings)</i>
18 Sept 2019	Weds	<i>Reserve date: Licensing (after main Committee meetings)</i>

Non-compulsory training

Planning

13. Planning training is not compulsory in non-election years but it is proposed to offer a single session to experienced councillors (elected pre-2018) to cover new developments in the national planning framework and the new and emerging Local Plan policies.
14. Those councillors with less experience in planning matters (elected in 2018) would be offered up to 3 separate sessions intended to build their practical skills and overall knowledge of the planning regime. These would be stand-alone sessions but attendance at all of them would be encouraged to maximise the benefit. These sessions would not be available to other councillors. The exact number and content of these sessions will be finalised by the Monitoring Officer and Head of Planning & Regulatory Services having taken account of the views of this Committee, the Portfolio holder for Planning & Transport and the Chairs of the planning committees. Other factors to take into account will be the feedback from the 2018 courses and the potential demand on planning staff resources.

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15. Planning training dates for 2019-20:

16 May 2019	Thurs	Planning – building skills & knowledge 1	2018 cohort
18 June 2019	Tues	Planning - building skills & knowledge 2	2018 cohort
26 June 2019	Weds	Planning refresher on Local Plan policies and national framework	Pre-2018 cohort
4 July 2019	Thurs	Planning - building skills & knowledge 3	2018 cohort

16. The principle of holding the optional training sessions has been repeated in 2018/19 as it was considered to be of benefit to all councillors and particularly to the newly elected councillors and members of the planning committees. Training on the following topics has been, or will be, provided by 31 March 2019:

- National Planning Policy Framework & Policy
- Planning Enforcement
- Key urban design principles
- Making unchallengeable decisions
- Interpreting planning reports and material considerations

17. It is proposed to continue this approach in 2019/20 to enable members to continue to build on their knowledge and experience. For this to be effective the training sessions will need to cover new topics. The Monitoring Officer and Head of Planning & Regulatory Services will canvass councillors to inform the choice, and number of sessions, but the list might include:

- Neighbourhood plans
- Viability assessments
- Planning appeals – lessons to be learnt
- A practical session on committee procedures
- planning obligations and the Community Infrastructure Levy
- heritage and conservation areas

18. Dates for these optional sessions have yet to be scheduled but it is expected that these will run from September 2019 to February 2020.

Additional training sessions

19. Additional training sessions will be scheduled as required. The Monitoring Officer will consult all councillors and senior management before the start of the

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new municipal year, to invite suggestions and proposals for additional training to be provided in-house or from external trainers.

20. All such training will be optional. Any proposals for compulsory training will need to be considered and supported by this Committee before being approved by Council.
21. The budgets for member training and conference attendance are held by Committee & Member Services and Council has allocated a total of £5.5k proposed for 2019/20. These budgets cover attendance at external training conferences as well as the provision of any bespoke training provided by external trainers at the Council's premises and member attendance at external training courses.
22. Known training requirements will include, but are not limited to, courses on:
 - Effective use of social media
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 - Unconscious bias
 - Mental health
 - Recruitment (for members of the Appointments Committee)
 - Standards (for members of the Standards Committee)
 - Hearings (for members of the Investigations and Disciplinary Committee).

The detail of these courses will be finalised following this Committee meeting and it is anticipated that they will be offered to members in the spring and early summer.

23. The Council has a considerable resource of in-house and on-line training modules for Council employees and there is no reason why appropriate courses should not be open to councillors as well.