Bath & North East Somerset Council	
MEETING:	Resources Policy Development and Scrutiny Panel
MEETING DATE:	17 June 2013
TITLE:	Members' Training
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: Appendix A – Induction Programme Training Schedule Appendix B – Feedback report Appendix C – Training - Types and Circulation	

1   THE ISSUE

This report presents the schedule of training relating to Members' Induction (Appendix A), feedback received (Appendix B) and how training information is received and disseminated (Appendix C).

2   RECOMMENDATION

The panel is asked to:

2.1 Note the schedule of training undertaken.

2.2 Advise of any comments to be taken into consideration when developing the next Member Induction Programme (2015). Please see Appendix B, a summary of councillors' feedback on the induction training programme. All comments on length of course, course contents, suitability etc will be considered when arranging future training.

2.3 Offer comment on current and future development needs and availability.

2.4 Offer any comments on the process of circulating training information.

3   FINANCIAL IMPLICATIONS

Member training and development is managed within the members' training budget. This is normally enhanced in the year of local elections as the focus is on the Induction Programme. In addition to this each of the political groups has their own budget for training equating to £100 per councillor (can be used for other purposes as appropriate).

4   THE REPORT

4.1 The purpose of the report is to seek guidance and advice in preparation for the next induction programme in order to improve the last programme and also to assess current needs and methods of provision.

4.2 Any suggestions on future training requirements would be welcome and it is hoped this report will generate discussion on training undertaken and ideas for future programmes.

4.3 There are a number of general and IT skills development courses available through the Council's Corporate Training Programme (as appropriate to the role of a councillor) open to all councillors e.g. Presentation skills, Creative thinking, Assertiveness, Dealing with challenging situations, Excel, Outlook, Word etc. The IT skills courses are available at different levels to suit all abilities (basic, intermediate, advanced). The full Corporate Training Programme can be seen on the intranet (see link below). Any training requests should be channelled through the Senior Members' Support and Development Officer (Lola Thomas).

http://intranet/cms/corporate-training-brochure-dates

4.4 At the back of Appendix A training has been broadly categorised for ease of reference. It also comments on Members feedback (when given) which will be considered when proposing the next induction programme.

4.5 It is important to remember there are a number of other member development opportunities developed within service areas (outside of the Members' Support Team) e.g. Localism, Planning, Licensing etc which are recorded at Appendix A.

5   RISK MANAGEMENT

5.1 No risk assessment has been undertaken as it is not applicable.

6   EQUALITIES

6.1 An EqIA has not been completed as the report relates primarily to factual information/past events. Please note Equalities and Diversity training is a key module of the induction programme.

7   CONSULTATION

7.1 None, as the report is a statement of facts.

8   ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Self-evident from the report.

9   ADVICE SOUGHT

9.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Vernon Hitchman, Divisional Director of Legal and Democratic Services. Tel: 01225 395171
Background papers	None

Please contact the report author if you need to access this report in an alternative format