

# North Tyneside Council Report to Standards Committee Date: 14<sup>th</sup> November 2019

<p><b>ITEM</b> Title: Member Development - monitoring and recording mandatory training</p>
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Report from Service Area:

Head of Resources

Responsible Officer:

Helen McMahon, Organisational Development Officer

(Tel: 643 8701)

Wards affected:

All

## 1.1 Purpose:

To advise the Committee on the completion of elected member mandatory training.

## 1.2 Recommendation(s):

The Committee are requested to note the report.

## 1.3 Training expectations

The Member Development Programme outlines all training opportunities available to elected members. The programme details mandatory/optional training and the methods in which training can be completed.

The Member Development programme is considered and approved by the Deputy Mayor annually, then communicated to all elected members.

The following training requirements are mandatory for elected members.

### Mandatory Training – General

Applies to all elected members

Session	Type of Training	When
Code of Conduct	Workshop or E-learning	Every two years or when the Code of Conduct changes
Safeguarding & Sexual Exploitation	Workshop or E-learning	Once per elected term
Corporate Parenting	Workshop	Once per elected term
Equality & Diversity	E-learning	Once per elected term

## Mandatory Training – Committees

Applies to all appointed members or substitute members

Session	Year 1	Year 2, 3 & 4
Planning Committee Training	Workshop or E-learning	Competency Quiz
Regulation & Review Committee Training (including panels)	Workshop or E-learning	Competency Quiz
Licensing Committee Training (including panels)	Workshop or E-learning	Competency Quiz
Audit Committee	Workshop	Workshop

### 1.4 Access to learning and reminders

All elected members have a Learning Pool account (The Authority's online learning platform) which retains all training completions and details mandatory training for their role.

Elected members receive email notifications when mandatory training has been identified based upon annual committee appointments and when general mandatory training is due.

Following a recent upgrade to Learning Pool group leaders and deputies now have access to view training records/ completions for individual group members.

### 1.5 Training completions

Completion statistics (head count) as of 31<sup>st</sup> October 2019 are:

Mandatory Training – General

Course	Complete	Due for Renewal	Expired	Incomplete
Code of Conduct	40	3	12	6
Corporate Parenting	43	3	2	13
Equality & Diversity	37	0	1	23
Safeguarding and Sexual Exploitation	41	2	8	10

Mandatory Training – Committees

Course	Complete	Expired	Incomplete
Regulation and Review Committee	15	2	1
Licensing Committee	14	0	1
Planning Committee	11	0	0

A structured programme of member training for Audit Committee members is in development following a review of the committee's arrangements. This training will commence following consultation with the committee in November 2019.