
Report To:	POLICY & RESOURCES COMMITTEE	Date:	26 MAY 2009
Report By:	CORPORATE DIRECTOR REGENERATION & RESOURCES	Report No:	LA/353/09
Contact Officer:	HELENA COUPERWHITE	Contact No:	01475 712111
Subject:	REVIEW OF ELECTED MEMBER TRAINING AND DEVELOPMENT		

1.0 PURPOSE

The purpose of the report is to review elected member training and development and establish a personal development programme for elected members in line with best practice and current Scottish Government guidelines.

2.0 SUMMARY

- 2.1 The Policy & Strategy Committee in February 2006 agreed that (1) a training and development programme be introduced for elected members; (2) attendance by all elected members at a number of compulsory training sessions and (3) elected members would be required to complete a minimum of 10 hours continuing professional development each year.
- 2.2 In May 2007 the Scottish Local Authorities Remuneration Committee (SLARC) recommended that all elected members were required to have a personal development plan in place by December 2008.
- 2.3 The Members' Services Manager has met with each elected member and prepared with them a personal development plan, which will be updated annually. Learning and development needs have been identified and all plans have been signed off by members.
- 2.4 Members may wish to note that the recently published Accounts Commission's Audit of Best Value and Community Audit Planning commented positively on the Council's training programme to support elected members in helping to deliver its improvement agenda.

3.0 RECOMMENDATION

3.1 That the Policy & Resources Committee agree that:-

(1) that members continue to be required to complete a minimum of 10 hours continuing professional development each year and that the existing requirement to attend training be extended to include attendance at conferences and other development opportunities as appropriate;

(2) that on taking up appointment, any newly elected member (excluding re-elected members) will be required to complete the Council's induction course. The induction course will comprise core topics such as Corporate Governance, Dealing with the Media, Understanding Standing Orders and the Code of Conduct;

(3) that the Council continue to provide training and speakers on relevant topics on at least 3 occasions per year and that elected members be encouraged to attend the training sessions; and

(4) that a procedure be established to approve requests for attendance at training and development opportunities, as detailed in Appendix 1.

CORPORATE DIRECTOR REGENERATION AND RESOURCES

4.0 PROCEDURE

- 4.1 Requests for training opportunities by elected members should be considered on a case by case basis, taking into account the individual member's training needs, as highlighted in their personal development plan. This will of course be dependent on the number of places on offer and the available funding.
- 4.2 Members will be required to complete the pro-forma attached at Appendix 1 and have this approved by their respective Group Leader. The pro-forma should also be completed for attendance at conferences or seminars which are free to the elected member. The completed pro-forma will then be passed to the Corporate Director Regeneration and Resources for approval. Where appropriate, the relevant Corporate Director will be consulted.

5.0 IMPLICATIONS

- 5.1 Finance: Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
	N/A	N/A	N/A	N/A	N/A

Financial Implications – Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
0095900050008	Conferences, courses & seminars	1.04.08	£16,320	-	

- 5.2 Personnel: There are no personnel implications.
- 5.3 Legal: There are no legal implications.

REQUEST FOR ATTENDANCE AT TRAINING AND DEVELOPMENT EVENTS

Name (A separate form must be completed by each elected member)	
Course Subject	
Name of Organisation Hosting Training Event	
Date and Venue	
Estimated Costs (a) Training costs (b) Travel- mode of transport (c) Accommodation (is overnight stay required? Please detail reason)	
Benefit to Council	
Benefit to Elected Member	

*** A SEPARATE FORM MUST BE COMPLETED BY EACH ELECTED MEMBER**

Signed: Date:
(Councillor)

Approved By: Date:
(Group Leader)

Corporate Director's Comments

Approved By: Date:
(Corporate Director Regeneration and Resources)

<i>Date booked</i>	
<i>Date passed for payment</i>	
<i>Date papers received and date distributed to elected member</i>	
<i>Annual Budget</i> <i>Budget Remaining</i>	
<i>Other Elected Members' interested in attending (in priority order)</i>	

(For use by
Members'
Services)