

PART A

Report to: Standards Committee
Date of meeting: 21 November 2017
Report of: Democratic Services Manager
Title: Compulsory Training for Members

1.0 Summary

- 1.1 Currently there is a requirement for members that in order to sit on or substitute on the Development Management and Licensing committees members are required to have received training.
- 1.2 Currently members must refresh their training every four years. It is suggested due to the pace of change that the training is refreshed annually.

2.0 Risks

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response (<i>Treat, tolerate, terminate, transfer</i>)	Risk Rating (the combination of severity and likelihood)
Councillors do not have training	Insufficient numbers to sit on the committee	More than one compulsory training date will be offered with as much advance notice as possible	Treat	6

3.0 Recommendations

- 3.1** For members to agree and recommend to council annual compulsory training for those councillors sitting or substituting on the Development Management and Licensing Committees.
- 3.2** To recommend to council compulsory training for those councillors sitting or substituting on scrutiny committees which should be renewed every two years.

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Report approved by: Carol Chen, Head of Democracy and Governance

4.0 Detailed proposal

- 4.1** Development Management Committee
 - 4.1.2** Currently members are required to have received development management training in order to be able to sit or substitute on the development management committee (DMC).
 - 4.1.3** The training lasts for four years presently.
 - 4.1.4** Due to electing by thirds it means that development management training tends to be run annually in order to cover any new councillors. It is proposed to make development management training compulsory annually. The annual training would cover development management basics, probity issues, viability and look back over the year to see what issues have arisen. The pace of change in recent years in both planning legislation, government guidance and case law would support the case for an annual refresh for members.
 - 4.1.5** The Member Development Group considered training for the Development Management Committee and recommended that training should be compulsory annually to keep up with changes in legislation.
 - 4.2** Licensing Committee
 - 4.2.1** Currently members are required to have received licensing training in order to be able

to sit or substitute on the licensing committee. This includes the licensing act and training covering taxis.

- 4.2.2 Members are strongly encouraged by officers to renew their training every four years.
 - 4.2.3 Again, due to electing by thirds, licensing training tends to be held every year in order to include any newly elected councillors. The licensing committee is the largest committee with 15 members in order to provide sufficient members to attend licensing sub-committees.
 - 4.2.4 It is proposed to make training compulsory annually to ensure that members are up to date with current legislation and any developments that may have happened during the year. Sex establishment training may only be required every three years but this could be incorporated into that year's training when the policy is due to be reviewed.
 - 4.2.5 The Member Development Group considered training for the Licensing Committee and recommended that training should be compulsory. They suggested a mix of internal and external training providers and the licensing training should include elements about place shaping.
- 4.3 Scrutiny training
- 4.3.1 Scrutiny training is run annually and for the last two years has been provided by the Committee and Scrutiny Officer.
 - 4.3.2 It was suggested in the annual scrutiny survey that:
“Scrutiny is vital, but I reflect whether all members realise its importance, and actually understand what it is. I know that there has been scrutiny training in the past, but wonder whether like certain other committees, attendance at training should be a prerequisite of being on a scrutiny panel, particularly O&S and OSSP.”
 - 4.3.3 The Member Development Group considered scrutiny training and recommended that it should be compulsory for members to undertake scrutiny training in order to sit on a scrutiny committee and that this should be renewed every two years.
 - 4.3.4 The Member Development Group also recommended specific training for scrutiny chairs and particularly task group chairs so that they know what is expected and can ensure that the task group remains focused on the scope.
- 4.4 Compulsory training
- 4.4.1 The Managing Director has said that any compulsory training sessions should be run over two dates as not all members may be available on one day. Group Leaders should also be consulted on any compulsory training.

- 5.0 Implications**
- 5.1 Financial**
- 5.1.1 There is a training budget for member development of £10,000pa. If external training providers are used for each compulsory session (run on two dates) this will take up a proportion of the training budget. However, providers will be compared to obtain the best price and some training will be able to be delivered in-house by officers.
- 5.1.2 The Head of Finance comments that costs should be contained within existing budgets in the first instance. If extra budget is required, then a budget growth bid will need to be made at budget setting.
- 5.2 Legal Issues (Monitoring Officer)**
- 5.2.1 The Head of Democracy and Governance comments that it is recognised good practice for members to be required to have training for Development Management and Licensing before they participate in those committees. Any decision to increase the regularity of such training will need to be approved by council.
- 5.3 Equalities/Human Rights**
- 5.3.1 More than one date will be offered for compulsory training. Training is generally held in the evening as it is recognised that a large number of members work and would be unable to attend in the day. As much notice as possible will be given to members of the forthcoming dates.
- 4.4 Staffing**
4.4.1 N/A
- 4.5 Accommodation**
4.5.1 N/A
- 4.6 Community Safety/Crime and Disorder**
4.6.1 N/A
- 4.7 Sustainability**
4.7.1 N/A