



This matter is being dealt with by:

Ian Hinde
01900 702544

04 December 2018

Dear Councillor

I enclose for information a To Follow Report entitled:

9. Task and Finish Group/Working Group Updates (Pages 3 - 6)
Report of the Councillor Training Task and Finish Group

To be considered at Overview and Scrutiny Committee on Thursday 6 December 2018.

Yours faithfully

Chief Executive



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Allerdale Borough Council

Overview and Scrutiny Committee – 6 December 2018

Report of the Councillor Training Task and Finish Group

The Reason for the Decision	The Committee is asked to agree recommendations to submit to the Member Development Working Group.
Summary of options considered	<ol style="list-style-type: none">1. To agree the recommendations from the Task and Finish Group to forward to the Member Development Working Group2. To not agree the recommendations from the Task and Finish Group3. To agree alternative or additional recommendations.
Recommendations	That the Committee agrees the recommendations of the Task and Finish Group.
Financial / Resource Implications	There are no direct implications.
Legal / Governance Implications	There are no direct implications.
Community Safety Implications	There are no direct implications.
Health and Safety and Risk Management Implications	There are no direct implications.
Equality Duty considered / Impact Assessment completed	Not required for this report.
Wards Affected	All
The contribution this decision would make to the Council's priorities	The work of the Committee underpins all Council Plan priorities.
Is this a Key Decision	No
Portfolio Holder	Not applicable
Lead Scrutiny Member	Councillor Janet Farebrother and Councillor Alan Pitcher, Co-Chairs
Lead Officer	Ian Hinde, Policy Officer (Scrutiny and

Report Implications (Please delete where applicable).

Community Safety	N	Employment (external to the Council)	N
Financial	N	Employment (internal)	N
Legal	N	Partnership	N
Social Inclusion	N	Asset Management	N
Equality Duty	N	Health and Safety	N

1.0 Background

1.1 At its meeting on 18 May 2018 the Overview & Scrutiny Committee agreed to set up a task and finish group to consider the following:

- to consider the current approach to training for elected members including support for Members in their community leadership role;
- to consider alternative approaches, for example by comparing and contrasting with practices and processes used in similar authorities;
- to identify any areas for improvement; and
- make recommendations for improvements to the approach and/or processes.

2.0 The recommendations of the Task and Finish Group

2.1 The Task and Finish Group agreed the following recommendations:

2.1.1 All councillors should have a basic induction at the beginning of a new Council including all long standing members;

2.1.2 and this should also include those joining after a by-election

2.1.3 Councillors should sign up to attend a specified, compulsory % of training courses

2.1.4 Induction should include an in-depth understanding of the Constitution and of the purpose and role of Overview and Scrutiny, together with budget training for all Councillors, even though some long-standing Councillors may consider they have sufficient knowledge; community engagement should also be a specific subject for all Councillors

2.1.5 Some of this induction programme could be delivered in-house e.g. Heads of Service presenting the work of their teams, and Portfolio Holders talking through the detail of their portfolios.

- 2.1.6 Other subjects suggested to include in the training programme for all Councillors were:
- 2.1.6.1 the Council plan and understanding the detail of it;
 - 2.1.6.2 the behaviours expected in public life, specifically Councillors;
 - 2.1.6.3 the skills required in managing meetings;
 - 2.1.6.4 and interaction with social media i.e. how to deal with slanderous comments.
- 2.1.7 Further development of myWard is required to support Councillors in their ward work.
- 2.1.8 Staff contact details with photographs should be available via the intranet for Councillors (only for use in contacting specific staff in response to constituents' concerns).
- 2.1.9 Training should be provided for Councillors on the use of the tablet devices.
- 2.1.10 The signage in Allerdale House needs to be improved to aid Councillors to navigate the building.
- 2.1.11 Regular information briefings should be available for Councillors, similar to those provided to staff.

3.0 Recommendations

- 3.1 It is recommended that from the following list the Committee could choose:
- To agree the recommendations from the Task and Finish Group to forward to the Member Development Working Group
 - To not agree the recommendations from the Task and Finish Group
 - To agree alternative or additional recommendations

4.0 Conclusion

- 4.1 These recommendations represent the conclusion of the work of the Councillor Training Task and Finish Group.
- 4.2 Once approved by the Committee, the recommendations will be submitted to the Member Development Working Group which will consider integrating them into its own work programme.

Councillor Malcolm Grainger
Chair of the Councillor Training Task and Finish Group

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