

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Overview Scrutiny Committee
Date: 4 April 2019
Reporting officer: Chris Wakeford, Committee Services Officer (Scrutiny)
Subject: Member Training 2018-19 - Annual Report

Purpose and summary of report:

To provide Members of the Overview Scrutiny Committee with a summary of the training that has taken place for Members during the 2018-19 municipal year.

Recommendations:

1. This paper is for information purposes only

1. Introduction

- 1.1 The purpose of this report is to provide Members with an update on the training that has taken place throughout 2018-19.

2. Update on Member Training

- 2.1 During 2018-19, 14 training sessions have been provided to Members on a number of different aspects of council services. The table below provides a summary of the level of attendance at the training sessions throughout the year:

Training Session	Number of attendees	Proportion of Members attending
IT strategy & Digital Strategy	12	27%
Environmental Health	16	36%
General Data Protection Regulation (GDPR)	8	18%
Disability Awareness	11	25%
Safeguarding 1	4	9%

Training Session	Number of attendees	Proportion of Members attending
Statement of Accounts	15	34%
Mental Health Awareness	7	15%
Equality and Diversity	9	20%
Housing Benefits Assessments Training (Refresher)	7	15%
First Aid / AED	6	13%
National Planning Policy Framework & Conservation	17	38%
Safeguarding 2	10	22%
Local Authority Trading Company	16	36%
Heritage Quarter Briefing	14	31%

- 2.2 Appendix two to the report provides further details of the Members that attended each session.
- 2.3 Members will recall that Cabinet have agreed that there will now be a minimum attendance level for training. If a minimum of 10 Members (although potentially eight in some cases) have not confirmed their attendance in advance of the training sessions, the session will be cancelled. During 2018-19 one training session was postponed due to the minimum attendance level not being achieved; Business Rates Briefing, 6 December 2018. One other session was also postponed due to adverse weather conditions; Treasury Management Training, 29 January 2019.

3. Feedback from Members

- 3.1 Appendix three to this report provides a summary of the feedback received in respect of the training undertaken to date.

4. Training Plan for 2019-20

- 4.1 A Training Plan for 2019-20 will be included within the Member Induction Plan following the May Borough Election. The Induction Plan is currently being finalised in consultation with the three Group Leaders.

5. Background Papers

- 5.1 Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	<p>There are no legal implications resulting from this report. The Constitution sets out the roles and responsibilities of the Overview Scrutiny Committee and the activities set out within this report are in line with this.</p> <p>The Member Training and Development Plan does take into consideration the need for Members of the Regulatory Board to be trained at least every two years and this was built into the overall plan accordingly.</p>
Finance and Value for Money	<p>A Member Training budget is in place which has a budget of £5,150 each year which remains constant over the life of the Medium-term Financial Plan. All training provided for Members which incurs a cost will be delivered within this budget.</p>
Risk Assessment	<p>There is a risk to the council should Members not attend the training that is being provided. The training being provided will assist Members in their roles as councillors and in some cases, specifically in relation to their roles on Committees. As such, there is a risk that if Members do not attend the training they may not be properly trained in an area and therefore this may affect their ability to make sound decisions.</p>
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data?</p> <p>No</p> <p>A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice?</p> <p>N/A</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk.</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer.</p> <p>No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer.</p> <p>No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Corporate Plan	<p>The work of the Overview Scrutiny Committee is cross-cutting and therefore is likely to contribute towards all elements of the council's Corporate Plan.</p>

Crime and Disorder	There are no Crime and Disorder implications with this report.
Digital and website implications	There are no digital and website implications with this report.
Safeguarding children and vulnerable adults	There are no specific safeguarding children and vulnerable adults implications with this report. Some Members have, as part of the training plan, received training on Child Protection and a further session is planned for 2019-20.