

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
MEMBER DEVELOPMENT PANEL

4 June, 2015

TRAINING PROGRAMME

Submitted by: Member Training and Development Officer

Portfolio: Finance an Resources

Ward(s) affected: Non-specific

Purpose of the Report

To update Members on the agreed Training Programme.

Recommendations

- (a) That Members receive the information and make any comments on information contained within the report.

Reasons

To ensure that the training programme is robust and that Members take up the opportunities offered to give them the required skills and knowledge to carry out their role.

1. **Background**

- 1.1 The Training programme was agreed at the meeting of this Panel held on 8 January, 2015 and is attached at Appendix 1.
- 1.2 Previously, all training events had been decided as a result of Members completing and returning a Personal Development Plan.

2. **Issues**

- 2.1 The Personal Development Plans were introduced in order to identify areas where Members felt that they required additional training. At a previous meeting of this Panel, your Officer was requested to submit a training programme based upon the more important topics and those which were most frequently requested. This Programme was agreed in January.
- 2.2 There are two gaps in the calendar, in February and March which could either be filled by sending out a Personal Development Plan or requesting topics by email. Alternatively, this Panel could suggest two additional sessions.

3. **Legal and Statutory Implications**

- 3.1 There are no legal implications directly associated with this report.

4. **Equality Impact Assessment**

4.1 There are no equalities implications directly associated with this report.

5. **Financial and Resource Implications**

5.1 There is a limited budget of £5000 for the training and development of Members.

6.2 The main resource implication associated with the proposals listed in this report is use of Members' time. The process will require a minimal commitment of time from Members if it is to be effective and meaningful. There is little resource implication concerning officers as this process will be Member led and owned by Members.

7. **Major Risks**

7.1 There are no major risks associated with this report.

8. **Key Decision Information**

8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. **Appendices**

Appendix 1 – Training Programme

10. **Earlier Cabinet/Committee Resolutions**

8 January, 2015