

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

**2 July, 2015**

**TRAINING REQUIREMENTS**

**Submitted by:** Member Training and Development Officer

**Portfolio:** Finance, IT and Customer

**Ward(s) affected:** Non-specific

**Purpose of the Report**

To advise Members of a report by the Council's Internal Audit Section in connection with training requirements for Members.

**Recommendations**

- (a) That Members discuss and comment on the Training Programme.
- (b) That Members consider ways in which a greater take up of training events can be achieved.

**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 (PDP). At the previous meeting of this Panel it was agreed to send out PDP's to identify any training requirements that Members may have. These could be slotted into the Programme for February and March next year.

2. **Issues**

- 2.1 The Internal Audit report had identified Member Development because it was included as part of the Head of Business Improvement, Central Services and Partnerships' appraisal.
- 2.2 Members should consider the training programme and decide which, if any, events should be removed, any added and if more should be made mandatory.

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**

4 June, 2015