

Agenda Item No: 6

Report No: 110/16

Report Title: Committee Training Requirements

Report To: Employment Committee Date: 12 September 2016

Report By: Catherine Knight, Assistant Director of Legal and Democratic Services

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Purpose of Report:

To enable the Committee to identify any training needs for the coming year.

Officers Recommendation(s):

- 1 To identify any training requirements that the Committee feels need to be addressed so that it can carry out its functions over the coming municipal year.
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Reasons for Recommendations

- 1 To enable councillors to be properly trained to carry out the functions of the Committee.

Information

- 2 The results of the recent training needs analysis exercise that was carried out indicated that councillors would like committee specific training to assist them in their role as members of Committees.
- 3 As part of the ongoing training support for councillors, each year all the formal Committees of the Council are being asked to consider their known work programme and to identify any training requirements that would assist them during that programme.
- 4 This is an opportunity to identify any general training requirements for the Committee as a whole or what may be useful for any new Committee members.
- 5 Examples of previous in-house training sessions that Employment Committee members have received and found beneficial are:
 - Role and remit of the Employment Committee
 - Equalities
 - Chairing the Employment Committee.

Financial Appraisal

- 6** It is anticipated that any training needs identified will be provided in house or met using the councillors' training budget. In the event that overall demand from all Committees etc. exceeds the capacity of that budget, CMT and Cabinet will be asked to address the issue, by either agreeing more resources if appropriate or by prioritising the requests.

Legal Implications

- 7** None over and above those set out in the body of this Report.

Risk Management Implications

- 8** There are no risk management implications arising as a result of this Report. If the recommendations are not implemented, the main risk will be that the Council's Committees are unable to carry out their functions fully due to a lack of sufficiently trained members.

Equality Screening

- 9** This is a routine, procedural Report with no potential for negative impacts. Therefore, an Equality Analysis is not required.

Background Papers

- 10** None

Appendices

- 11** None