

Protocol for agreeing Ad-Hoc Requests from Members for Training & Development

Summary

1. This report presents to members the final draft of a protocol which has been established to deal with ad-hoc requests from Members for individual training and development events or activities outside of the Annual Core Programme and Personal Development Reviews.

Background

2. At the last meeting the Steering Group suggested a number of revisions to the protocol and requested that the protocol be circulated to directorates along with a comprehensive list of conferences for comment.

Draft Protocol

3. Attached at Annex A, is the revised protocol with the suggested changes in place, the key features of the protocol include:
 - Restricting the number of ad-hoc events/activities each Member can undertake annually;
 - The provision of a comprehensive list of Annual Conferences covering council services and performance areas which are available to members
 - Details of shared responsibility between Democratic Services and Directorates with regard to funding Annual Conferences

Proposed List of Annual Conferences for 2010/2011

4. Attached at Annex B is a list of Annual Conferences based upon the former 'Standing List'.
5. The list of Annual Conferences includes events covering individual portfolios, as well as areas of wider interest to members e.g. Planning, Scrutiny, Standards and Social Inclusion

6. Where possible the list gives details of when events take place, to allow members and officers to plan ahead and assist members in prioritising their preferred choice of conference under the conditions of the protocol.

Consultation

7. Directorates have been consulted on the implications of this protocol and comments have been received and will be made available at the meeting

Options

8. Members of the Steering Group can:
 - (a) support the introduction of the protocol as drafted at Annex A or;
 - (b) support the introduction of the protocol with suggested changes

Corporate Priorities

9. Establishing a protocol to deal with ad-hoc requests for Member training will contribute to the overall improved structure and effectiveness of Member training and development and thereby assist the Council in being an 'effective organisation'.

Implications

10. There are no known legal, human resources or other implications associated with this report. However, there are clearly financial and potentially equality of access implications associated with existing practices. The financial situation has been set out above and how ad hoc requests are dealt with in the future will continue to be a potential financial difficulty if no framework is put in place. Additionally, there are issues with placing the onus upon the Senior Member Support Officer to approve requests on an individual basis, however, fairly the postholder may attempt to do so.

Risk Management

11. In compliance with the Council's risk management strategy, the potential risk of not implementing a protocol for dealing with ad-hoc requests is that respect for the wider Member Development Policy will be marginalised. Equally, there will continue to be a risk that these requests cannot be managed within budget.

Recommendation

12. Members are asked to support the implementation of the proposed protocol as drafted or as amended.

Reason

13. In order to provide a structured approach towards dealing with ad hoc requests

Contact Details

Author:

Dawn Steel
Democratic Services Manager

Amanda Oxley
Senior Member Support Officer

Chief Officer Responsible for the report:

Alison Lowton
Interim Head of Civic Democratic and Legal Services

Report Approved

Date 17/112009

Specialist Implications Officer(s)

None

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

None.

Annexes:

Annex A Councillor attendance at ad-hoc conferences and external training and development events – A Protocol
Annex B Annual List of Conferences 2010/2011