

---

## **Member Development Steering Group**

1 December 2011

Report of the Assistant Director, Governance & ICT

## **Member Training & Development Budget**

### **Summary**

1. This report details the current level of spend against the Member Training Budget for 2011/12 and includes costs for the extensive induction programme provided this year for newly elected Members.

### **Background**

2. The budget for inducting and training Members new and returned this year is £13k.
3. The Steering Group guides and oversees the provision of training to Members and, as part of its remit, receives regular monitoring updates on spend against the allocated budget. The Groups approval is sought every year to the Core Annual Training Programme to be provided. In March this year, the then Members of the Steering Group approved the full core programme and induction provision for 2011/12.

### **What Does the Budget Cover**

4. The budget covers agreed costs for the following:
  - Personal development reviews (PDRs)
  - Activities/events organised as part of the Core Annual Programme
  - Any venues hired
  - Upto one external conference a Member per year
  - Travel/subsistence costs per Member associated with any authorised training provision
5. In particular this year, 23 Members have undertaken PDRs and 6 have attended external conferences to date.

- 6 This Steering Group has set a practice of keeping external trainers to an absolute minimum, both to better manage the budget and in recognition of the skills and knowledge otherwise available within the Council to impart knowledge and share learning with Members. It is also, in part, in response to the availability of free regional training from the Yorkshire & Humber Region this year and to the availability of on-line learning. This has meant that there have been just 3 externally funded induction events by the Authority this year, as a key part of the Core Programme in 2011/12. In essence, these were media training, scrutiny effectiveness and engagement and dealing with difficult situations from a former Member of another Authority.
7. Annex A shows detailed expenditure to date against the budget. In total, so far £9k approx has been spent and includes all the items mentioned in paragraphs 4-6 above. No further major areas of training are planned for Members for the remainder of the Municipal Year. Some costs will be incurred by the spring community based programme, but these will largely be transport related. Clearly, there may still be costs arising from any other Members wishing to take up an external conference. As usual the budget will be managed by the Head of Civic & Democratic Services but no overspends are predicted.

### **Consultation**

8. This Steering Group is the Member consultative body on Member training and development related issues. No specific consultation is required on this report which is for the Steering Group's information, as previously requested.

### **Options**

9. This report is for information only.

### **Council Plan 2011-15**

10. Providing training and development to its Members demonstrates the Council's commitment to well trained and knowledgeable Members, in turn, making informed decisions relating to the new key priorities set out in the Council Plan.

## Implications

11. There are no direct implications associated with this report, other than simply reporting the current costs of the provision of Member training and development during 2011/12, which are within budget.

## Risk Management

12. Regular monitoring against spend on the Member training and development budget by the Steering Group and Officers, ensures and eliminates any risk of any overspends in relation to the budget.

## Recommendation

13. Members are asked to note the budgetary position is on target to be within budget at the end of the financial year.

## Reason

14. To enable the budget to be appropriately monitored during year.

## Contact Details

### Author:

Dawn Steel  
Head of Civic & Democratic  
Services

### Chief Officer Responsible for the report:

Andrew Docherty  
Assistant Director, Governance & ICT

Report  
Approved



Date 24  
November  
2011

### Specialist Implications Officer(s)

None

### Wards Affected:

AI

**For further information please contact the author of the report**

**Background Papers:** None.

**Annexes:** Annex A – Current budget spend.