

**Name of meeting and date: Standards Committee / 2 June 2009**

**Title of report: Standards Committee Training Plan 2009/10**

<b>Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?</b>	<b>N/A</b>
<b>Is it in the Council's Forward Plan?</b>	<b>N/A</b>
<b>Is it eligible for "call in" by Scrutiny?</b>	<b>N/A</b>
<b>Cabinet member portfolio</b>	<b>Corporate</b>

**Electoral wards affected and ward councillors consulted: N/A**

**Public or private: Public**

## **1. Purpose of report**

To seek comments and input from the Committee on a training plan for the forthcoming year.

## **2. Key points**

In May 2008, not only were there a number of new members to the Committee, but there was a substantial change in the work of the Committee with the move to local determination. The Committee has had a busy year, considering, often in the main Committee, new processes and procedures. That in itself has been a learning exercise, and legal officers have also provided a number of training sessions alongside that.

External members also received specific training in chairing skills, and have all met with legal officers on a number of occasions to discuss their role in chairing sub-committees.

A review of training has been carried out by the Monitoring Officer by sending a questionnaire to all members of the Committee. Whilst only three responses have been received, it is clear that a more formal training plan is needed for the forthcoming year and annually thereafter. Existing Committee members would like training and guidance on additional issues, and there will of course be new members to the Committee as well who will have different needs.

Attached to the report is a suggested training plan for the forthcoming year, setting out the type of training required, the method of delivery and the responsibility for that.

### **3. Implications for the Council**

It is essential for the successful and effective operation of the Committee that members of it are adequately trained and guided through the process.

### **4. Consultees and their opinions**

N/A

### **5. Officer recommendations and reasons**

Members are asked to consider the draft training plan and make any suggestions for amendment or additions to it.

### **6. Cabinet portfolio holder recommendation**

N/A

### **7. Next steps**

N/A

### **8. Contact officer and relevant papers**

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**KIRKLEES COUNCIL STANDARDS COMMITTEE  
TRAINING PLAN 2009/10**

Subject Matter	Method of Delivery	Who By/Format
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**New Members**

Member Code of Conduct	Briefing from the Monitoring Officer	Susan Betteridge
	Watch Standards Board DVD	Individual Member
	Consider Standards Board for England Guide	Individual Member
Standards Committee Procedures	Standards Board for England DVD	Individual Member
	Briefing from Monitoring Officer	Susan Betteridge
	Discussion with colleagues	Standards Committee members generally or "buddy"
	Attendance at assessment sub-committee or hearing sub-committee as observer	Monitoring Officer to arrange.
Role of the Monitoring Officer	Briefing from the Monitoring Officer	Susan Betteridge
Meeting with the Chair		TBA by the Monitoring Officer
Understanding the role of the elected member (for parish and external members)	Written guides provided by the Member Development Officer	
	Discussion with Kirklees members in one-2-one setting	TBA by the Monitoring Officer
	Consider "buddy" system for new members	
Training and guidance in chairing skills (for external members only)	Formal training session	Susan Betteridge

Subject Matter	Method of Delivery	Who By/Format
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**All members of the Committee**

General updates on the “Big Picture” of Standards	<p>Reading Standards Board for England Bulletins</p> <p>Summary of Adjudication Panel for England Decisions</p> <p>Attendance at the Standards Board for England Conference</p>	<p>Individual members to read</p> <p>Summaries to be presented at each Committee by the Monitoring Officer</p>
Sharing experience with other Standards Committees locally	<p>Attendance at the regional conference to be held in July 2009. If successful, will become an annual event.</p> <p>Attending the Independent Members’ Forum</p>	<p>Susan Betteridge</p> <p>Monitoring Officer to provide details</p>
Attendance at Council meetings to understand process	Attendance at full Council and planning sub-committee	Monitoring Officer to advise on dates and support
How decisions are made in the Council	Formal training session prior to a Committee	Susan Betteridge
The role and operation of the Local Government Ombudsman	Paper briefing or formal session prior to a Committee	Susan Betteridge
The role and operation of town and parish councils	Briefing by parish council members of the Committee, aided by the Monitoring Officer prior to a Committee	Susan Betteridge/parish council members