

Title of Report: Training and Development Requirements

Report of: Mike Barker, Strategic Director, Corporate Services and Governance

Purpose of the Report

1. This report sets out progress on training and development requirements for the Audit and Standards Committee.

Background

2. A report was presented at the Audit and Standards Committee on 28 October 2019 outlining proposals for induction and training plans for the Audit and Standards Committee.
3. The report included a training and development plan which the Committee agreed to undertake. All training and development opportunities were offered to all councillors to assist with any future committee membership changes.

Progress

4. Following agreement of the training and development plan, the following training has been undertaken:

Topic	Date of Training
Basic Introduction to the Role and Remit of the Committee and Governance Structures	24 June 2019
Ethics and Probity	16 September 2019 24 September 2019 10 October 2019
Treasury Management	28 October 2019
Risk Management	27 January 2020
Understanding Internal/External Audit	Postponed due to lockdown
Reviewing Financial Statements	28 September 2020

Topic	Date of Training
Counter Fraud	Delayed pending implementation of the fraud management system and data sharing hub

Proposals

5. It is proposed that the training sessions that were postponed and delayed during the lockdown should be rearranged to take place during this municipal year.
6. In addition, a new Code of Conduct has been agreed by the Council and a Members' Seminar will be arranged. Following the seminar, training on the new Code will be arranged for all councillors and independent members.
7. As the Committee will be aware, all councillors are required to undertake this training once during their term of office. The Code of Conduct training will take place on an annual basis.
8. The Committee is asked to consider whether it has any additional training or development needs. To assist members the role descriptor for committee members is attached at Appendix 1.
9. Members of the Committee can suggest training topics at any time throughout the year and submit these to Democratic Services. Officers will also consider further possible training opportunities for the Committee. All suggestions will be discussed with the Chair and Vice Chair in the first instance and will then be raised with the Committee.
10. In addition, officers will identify opportunities for members of the Committee to attend national and regional events. Any member attending such an event would be expected to give feedback and share any learning materials with the Committee to maximise learning and development opportunities.

Recommendations

11. The Committee is asked to:
 - (i) note the report;
 - (ii) agree the proposals outlined in paragraphs 5 and 6 of the report; and
 - (iii) consider whether there any additional training or development needs which have not been included.

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