

## APPENDIX C

### CRITERIA FOR RESPONDING TO REQUESTS FOR COUNCILLOR TRAINING

To be read in conjunction with the Member Training Request and Pre-evaluation form.

In determining requests for training and development events for Members, the Portfolio Holder will have regard to the criteria below. These criteria are intended to ensure equity in the way training requests are handled and value for money for the Council.

#### A) Priority order for assessing requests for training (in descending priority order):

- (1) The training is mandatory, as required by the Constitution;
- (2) The training and development is necessary for a Member or group of Members to fulfil specific responsibilities as holders of the following positions:
  - Leader and Deputy Leader;
  - Cabinet Portfolio Holder;
  - Chair and VC of Scrutiny and Overview Committee;
  - Scrutiny and Overview Committee Member;
  - Scrutiny and Overview Committee portfolio monitor;
  - Opposition Group Leader;
  - Chair and VC of Planning, Standards, Employment or Corporate Governance Committee;
  - Standards, Employment or Corporate Governance Committee member;
- (3) The training and development will enable holders of the above posts to maintain an up-to-date knowledge and understanding of their specialist subject areas.
- (4) The training meets a training need (individual or collective) previously identified as a high priority through the annual Member training and development survey but not incorporated within the annual training and development work programme;
- (5) The training and development has not been identified as a specific priority in the annual Member survey or training and development programme, but nevertheless offers opportunities to enable Members to carry out their roles as district councillors more effectively in tangible ways.
- (6) The training and development offers the Member(s) the opportunity to develop skills and knowledge in a particular area of interest in order to support their self-development and subsequently raise awareness of the issue within the Council.

#### B) Policy for determining the method of training to be used

The Portfolio Holder will seek to ensure that opportunities to provide training and development using internal expertise or free resources (e.g. e-learning modules) will be explored before agreement is given to seek external providers. In all cases, the Portfolio Holder will seek to ensure that the Council receives value-for-money in the training and development it provides.

## APPENDIX C

### **C) Policy for determining the allocation of resources to the training and development**

The member development strategy provides the framework for the preparation of members through development opportunities within a limited budget. The Portfolio Holder shall consider the financial implications of any requests for training and development in the context of the overall delivery of the annual training and development programme. The Portfolio Holder will also seek to ensure that no Member or group receives preferential treatment in the allocation of training and development resources.

Criteria approved by Councillor Mrs. Susan Ellington  
Portfolio Holder with responsibility for Member Training and Development  
24 March 2009