

Appendix A – Member training 1 May 2019 – 11 February 2020

Event	Category	Provider	Date/Time	Expected/Actual Attendance	External Cost/Officer Time
New Member Inductions	Mandatory	Session One	7 May 19	9 / 9	4 Officers x 6 hours
New Member Inductions	Mandatory	Session Two	11 Jun 19	7 / 6 *	3 Officers x 2 hours
New Member Inductions	Mandatory	Session Two	12 Jun 19	7 / 6 *	3 Officers x 2 hours
Licensing	Mandatory	In-house	3 Jun 19	1 / 1	1 Officer x 2 hours
Licensing	Mandatory	In-house	9 Jul 19	3 / 3	1 Officer x 2 hours
Planning and Highways	Mandatory	In-house	30 May 19	3 / 3	1 Officer x 2 hours
Employee Appeals	Mandatory	In-house	July 19	4 / 4	Not provided
Council Tax, Business Rates, Universal Credit	General	In-house	4 Jun 19 5:30 – 7.00	12 / 7	2 Officers x 1.5 hours
Effective Scrutiny	General	LGA	3 Jun 19 5.00 – 7.00 5 Jun 19 2.00 – 4.00	9/14 14 / 15	LGA funded
Civic Coaching Programme	General	Link UK Ltd	8 May 19 Full Day	1 / 1	£1,635.00
Budget Briefing	General	In-house	27 Jun 19 9:00 – 10.00 5:30 – 6:30	3 / 3 11 / 2	1 Senior Officer x 2 hours
Hitting the Ground Running	Specific	LGA	27 Jun 19 10:15 – 1:00	1 / 1	LGA funded
Rebuilding Capacity – The Case for Insourcing Public Contracts	Specific	APSE	30 May 19 Full Day	1 / 1	£348.39
Public Speaking	Specific	NWEO	25 Jun 19 10:00 – 4:30 1 Jul 19 10:00 – 4:30	7 / 6 7 / 5	£5,016.86

Event	Category	Provider	Date/Time	Expected/Actual Attendance	External Cost/Officer Time
Viability Assessments	General	In-house	15 Jul 19 5:30 – 6:30	12 / 7	1 Officer x 1 hour
Being An Effective Councillor	Specific	LGIU	18 Jul 19 10:00 – 3:00	1 / 1	£400.69
Corporate Property Access Database	General	In-house	25 Jul 19 10:00 - 11:00	3 / 2	1 Officer x 1 hour
Resilience	Specific	NWEO	12 Sept 19 2:00 – 5:00	5 / 4	£600
Intro to the knowledge & skills of Audit Committee	General	CIPFA	19 Sept 19 10:00 – 4:00	2 / 2	£46.90
Unconscious Bias	Specific	NWEO	12 Nov 19 2:00 – 4:30 13 Nov 19 5:30 – 8:00	8 / 7 7 / 4	£1,100.00
Suicide Prevention	Specific	In-house	19 Nov 19 2:00 – 4:00	10 / 6	1 Lead Member 1 Officer x 2 hours
Local Government Finance	General	LGIU	4 Nov 19 1:00 – 3:30	7 / 6	£992.70
Speedreading & Retention	Specific	LGIU	16 Dec 19 Full Day	1 / 1	£365.79
Guide to Planning (S106) Obligations	General	In-house	11 Feb 20	6 / 6	2 Officers x 1.5 hours
Leadership Academy (3 modules)	Specific	LGA	Various dates/times	2 / 2	£2,474.80
Effective Scrutiny	General	LGA	22-23 Jan 20 Full Weekend	2 / 2	£775.00
Women Councillors	Specific	LGA	11/12 Jan 20 Full Weekend	2 / 2	£400.00
Young Councillors	Specific	LGA	23/24 Nov 19 Full Weekend	3 / 3	£795.00

Event	Category	Provider	Date/Time	Expected/Actual Attendance	External Cost/Officer Time
Homelessness	General	LGA	5/6 Dec 19 Full Weekend	1 / 1	£105.85
Getting Your Message Across	Specific	LGA	25/26 Jan 20 Full Weekend	1 / 1	£250.00
Effective Opposition	Specific	LGA	14/15 Nov 19 Full Weekend	2 / 2	£304.70
Commercial Skills Masterclass	Specific	LGA	15 Jan 20	3 / 3	Funded by LGA
Creating Better High Streets & Towns	General	LGA	30/31 Jan 20	1 / 1	£78.50
Carbon Literacy Part One (Mixed Member/Officer)	General	In-house	9 Jan 20 9:30 – 11:30	2 / 2 (Member only)	2 Officers x 2 hours
Carbon Literacy Part Two (Mixed Member/Officer)	General	In-house	20 Jan 20 1:15 – 4:45	2 / 2 (Member only)	2 Officers x 3.5 hours
Channel Programme	General	In-house	7 Feb 20.	Open to all/12	1 Officer x 4 hours
Caseworker (Formal Sessions)	General	In-house	29 Jul 19 5:00 – 7:00 30 Jul 19 10:00 – 12:00	7 / 4 4 / 4	Training included in contract.

*All new members attended Session 2 of the Induction programme.

Summary figures

Budget

Annual Training Budget = £28,567

Total spend in this period = £16,557

(1 May 2019 – 11 Feb. 2020)

57% of budget has been spent to date with a further £ 3,233 currently committed until the end of the municipal year.

Attendance

Attendance at non mandatory training events compared to number of bookings = 81%