

MANDATORY TRAINING – DISPENSATION

1 SUMMARY

- 1.1 This report sets out recommendations for the procedure to be followed for Members applying for dispensation in respect of mandatory training requirements.

2 INTRODUCTION

- 2.1 Following recommendations from the Standards Committee to Council, arrangements were put in place in respect of mandatory training for Members of the Development Control, Licensing and Appeals Committees (see detailed notes attached at Appendix 1).
- 2.2 Council resolved on 18 December 2009 that any Member of the Development Control or Licensing Committees who fails to meet these mandatory requirements but has good reason (such as illness) can make an application to the Standards Committee for dispensation.
- 2.3 It was further resolved by Council on 23 April 2009 to introduce mandatory training for Members of the Appeals Committee and that arrangements should be on the same basis as for mandatory licensing training. Full details are contained in Appendix 1.

3 DISPENSATION

- 3.1 If any Member fails to meet the mandatory requirements in respect of the Development Control, Licensing and Appeals Committees but has good reason (such as illness) an application can be made to the Standards Committee for dispensation.
- 3.2 The detail of current applications for dispensation are set out in exempt appendix 2. Please note that any discussion on this appendix will need to take place following exclusion of the public and press.
- 3.3 Any further applications for dispensation that are received following publication of this report will be reported to the meeting.
- 3.4 Where possible, opportunities will be made available for those Members who are granted dispensation to attend appropriate training at a later date.

4 RECOMMENDATION

- 4.1 It is proposed that the Committee **RESOLVES**
- (1) To consider applications for dispensation from the mandatory Development Control Committee training for the 2009/10 Municipal Year in respect of applications detailed in exempt Appendix 2.

- (2) To consider any additional applications received from Members for dispensation.

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Background Papers:-

None

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Appendix 1**Development Control Committee Training**

Following a recommendation from the Standards Committee, Council agreed on 28 October 2008 (Minute no 305/08) that attendance at two planning training sessions totalling 4 hours a year, or the making of alternative training arrangements with officers if unable to attend scheduled sessions, be a mandatory requirement of membership of the Development Control Committee in the next municipal year.

It was decided by Council on 18 December 2009 (Minute no 372/08) that an initial mandatory session on development control (two hours) be held after the Annual Council meeting, by the end of May and prior to any meeting of the Development Control Committee in that municipal year. This will be a compulsory training session delivered as usual in the afternoon and repeated in the evening (officers will attempt to arrange a repeat session by the end of May if this becomes necessary). The final required two hours of planning training will need to be achieved by the end of December in any year, and there will be at least two relevant sessions (including the Tour of the District) in the Member training and development programme to facilitate this.

Licensing Committee Training

Again following a recommendation from the Standards Committee, Council agreed on 28 October 2008 (Minute no 305/08) to introduce mandatory training for Members of the Licensing Committee when participating in Licensing hearings. It was agreed that it be mandatory that Members of the Licensing Committee receive appropriate licensing training prior to participating in Licensing hearings.

Appeals Committee Training

At its meeting on 24 April 2009 Council resolved (Minute no 101/09) that mandatory training for Members of the Appeals Committee be introduced on the following basis with effect from the 2009/10 Municipal Year:-

- A Member of the Appeals Committee should have received training before sitting on an Appeals hearing.
- Members of the Appeals Committee should receive appropriate training to keep abreast of new legislation.
- In any event, all Members of the Appeals Committee should receive 'refresher' training every two years.

It was suggested that the mandatory training requirements apply for each municipal year and start afresh each municipal year.

Appendix 1**Failure to meet the mandatory requirements****Development Control**

It was decided by Council on 18 December 2009 (Minute 372/08) that failure to complete the first mandatory development control course by the end of May will result in removal from the Development Control Committee with effect from June, subject to the Member concerned being able to visit and speak (but not vote) at meetings of that Committee.

Similarly, failure to complete the second two hours of planning training by the end of December will result in removal from the Development Control Committee with effect from January, again subject to the Member concerned being able to visit and speak (but not vote) at meetings of that Committee.

Licensing

It was decided by Council on 18 December 2009 (Minute 372/08) that a mandatory course for all Members of the Licensing Committee be offered before the end of May each year and that failure to complete the course will result in removal from the Licensing Committee and the ability to sit on Licensing hearings.

Appeals

It was decided by Council on 23 April 2009 (Minute 101/09) that failure to complete a designated training course will result in removal from the Appeals Committee and the ability to sit on Appeals hearings unless appropriate dispensation has been given.

Dispensation

Council agreed on 18 December 2009 (Minute 372/08) that if any Member fails to meet the mandatory requirements in respect of the Development Control and Licensing Committees but has good reason (such as illness) an application can be made to the Standards Committee for dispensation. It was similarly agreed by Council on 23 April 2009 that dispensation can be sought from the Standards Committee for Appeals Committee Members who fail to attend the designated training.