
MANDATORY TRAINING

1 SUMMARY

- 1.1 This report sets out recommendations for the implementation of the mandatory training requirements identified at the last meeting.

2 INTRODUCTION

- 2.1 At its meeting on 2 October 2008 the Committee made recommendations to Council on mandatory training for Members of the Development Control Committee and the Licensing Committee when participating in licensing hearings. These were endorsed by Council on 28 October when it was agreed:-
- 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.
 - That it be mandatory that Members of the Licensing Committee receive appropriate licensing training prior to participating in Licensing hearings in the next municipal year.
 - That further information be provided relating to how the mandatory requirement that Members attend two planning-related training sessions and that Licensing Committee Members receive appropriate training be implemented, taking into account the availability of training, and enforced.

3 DISCUSSION

- 3.1 Arrangements for mandatory training will be introduced with effect from the 2009/10 Municipal Year.

Development Control Committee

- 3.2 In considering the principle of mandatory training the Standards Committee has recognised the need to be mindful of the availability of training.
- 3.3 It is therefore suggested that in the annual Member training and development programme an initial mandatory session on development control (2 hours) will 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.

- 3.4 It is suggested 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.
- 3.5 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.
- 3.6 However, if any Member fails to meet these mandatory requirements but has good reason (such as illness) an application can be made to the Standards Committee for dispensation.

Licensing Hearings

- 3.7 Licensing hearings involve any three Members of the Licensing Committee (which comprises fifteen Members), with one Member identified as a reserve. Attendance at hearings is rotated.
- 3.8 It is suggested that the Member training and development programme includes a mandatory course for all Members of the Licensing Committee 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.
- 3.9 If any Member has good reason for being unable to attend the course, an application can be made to the Standards Committee for dispensation.
- 3.10 It is suggested that the mandatory training requirements apply for each municipal year and start afresh each municipal year.

4 RECOMMENDATION

- 4.1 It is proposed that the Committee **RECOMMENDS** to Council:-
- (1) That arrangements for mandatory training be introduced with effect from the 2009/10 Municipal Year.
 - (2) That the detailed application of the arrangements relating to the Development Control and Licensing Committees be as set out in paragraphs 3.3-3.10 of the report.

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Background Papers:-

None

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