

DISPENSATION FROM MANDATORY TRAINING - PROCEDURE

1 SUMMARY

- 1.1 This report proposes the introduction of a procedure in respect of applications for dispensation from mandatory training requirements.

2 DISCUSSIONS

- 2.1 It is Council policy that any Members of the Development Control, Licensing or Appeals Committees who fail to meet mandatory training requirements but have good reason (such as illness) can make an application to the Standards Committee for dispensation.
- 2.2 At the last meeting of the Committee, it was agreed that Members wishing to apply for dispensation for future mandatory training should make written representations to the Committee. It was also felt that future training literature should state that, where possible, Members should avoid taking holidays at the time of mandatory training and that mandatory training dates should be scheduled at the beginning of the calendar year to give as much notice as possible.
- 2.3 Given the role of the Standards Committee, it would be appropriate for a procedure to be agreed for the purpose of considering applications, the procedure to identify the circumstances for which dispensation would be appropriate and a method for the submission and determination of written applications.

Dispensation Criteria

- 2.4 The Committee may feel it appropriate for the following factors to be regarded as suited to an application for dispensation:-
- Hospitalisation
 - Temporary disability
 - Nursing an ill family member
 - A written recommendation from a medical practitioner

In cases where the Standards Committee grants dispensation this could be valid until an alternative session is arranged with officers.

Written Applications – Content

- 2.5 A draft dispensation form that could be issued to Members is attached at Appendix A.
- 2.6 Forms could be issued on request from the Committee Section.

Timing of Applications

- 2.7 Documentation provided to Members would need to be clear about the point at which applications for dispensation need to be received.
- 2.8 Applications for dispensation in respect of mandatory training within the Phase 1 Learning and Development Programme would need to be considered by the Standards Committee at its March/April meeting. It would, therefore, be appropriate to set the final date for receipt of applications two weeks prior to that meeting. Applications for dispensation in respect of mandatory training within the Phase 2 Programme would need to be considered by the Standards Committee at its October meeting each year. Again, it would be appropriate to set the final date for receipt of applications two weeks prior to that meeting. Any new Members of the Council would also need to be aware that there are mandatory training requirements. This could be included in literature being developed for prospective candidates.
- 2.9 There is a possibility that a Member may be in a position, whereby after a scheduled meeting of the Committee but prior to a mandatory training event, they are faced with a situation for which dispensation could apply. The Committee may wish to consider providing for such an eventuality. If so, an option could be to delegate authority to the Head of Information and Customer Services, in consultation with the Chairman and Vice-Chairman of the Standards Committee, to determine an application, with a report on the outcome into the next scheduled Committee meeting.

3 RECOMMENDATION

- 3.1 It is proposed that the Committee **RESOLVES** to
 - (1) determine mandatory training dispensation criteria.
 - (2) agree the form of application
 - (3) agree the timing of applications (including whether to have a provision for circumstances after scheduled committee meetings and before a mandatory training session).

Sarah Fowler

Head of Information and Customer Services

Background Papers:-

None

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If you would like this report in large print, braille or another language please contact 01702 546366.

Application to the Standards Committee for dispensation from mandatory training requirements

Councillor Name

Course from which dispensation is requested

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Date of course

Reason for requesting dispensation (give details):-

(1) Hospitalisation

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(2) Temporary disability

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(3) Nursing an ill family member

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(4) A written recommendation from a medical practitioner (please attach a copy)

Signed

Date