

Standards Committee Training Plan (approved January 2006)

AIM	ACTION	TIME	COMPLETED
To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations	Briefing session during induction for Leeds City Councillors and Parish Councillors	On election	May 2006 / May 2007
	Briefing session for independent members	On appointment to committee	Not required
To ensure all members have the necessary skills to conduct a local hearing	Briefing session on Standards Committee Procedure Rules	On appointment to committee	Not completed
	Manual of guidance	Issued to the committee in January 2006 and all new members on appointment to the committee	January 2006
	Standards Board for England DVD 'Going Local: Investigations and Hearings'	When released and all new members on appointment to the committee	January 2006
	Training day with an external facilitator (including mock hearing exercise)	February 2006 and every 6 months following	February 2006
	Regular reports on Adjudication Panel for England cases and decisions	Every committee meeting	Every Committee meeting

## Appendix 1

To ensure all members understand the committee's relationship with external bodies/agencies	Distributing newsletters released by the Standards Board for England	Within a week of release date	Bi monthly
	Attendance at conferences organised by external bodies	When they arise	When they arise
	Briefing session on overall relationship with outside bodies	On appointment to committee	Not completed
To ensure all members of the committee are aware of the role and function of the Monitoring Officer	Briefing session on role of monitoring officer	On induction / appointment to committee	Not completed
	Attendance at committee meetings by monitoring officer	Every committee meeting	Every Committee meeting