

**Draft Standards Committee Training Plan (revised July 2007)**

<b>AIM</b>	<b>ACTION</b>	<b>TIME</b>	<b>RESPONSIBILITY</b>
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	Chief Democratic Services Officer
	Briefing session for independent members	On appointment to Committee	Chief Democratic Services Officer
	Standards Board for England DVD on the new Code of Conduct	When released and all new Members on election or appointment to the Committee	Chief Democratic Services Officer
	E-learning Modules "Cracking the Code" on the new Code of Conduct	When released and all new Members on election or appointment to the Committee	Chief Democratic Services Officer
	The Local Codes and Protocols: A guide for Leeds City Council Members	On election or appointment to Committee	Chief Democratic Services Officer
To ensure all members have the necessary skills to conduct a local hearing	Briefing session on Standards Committee Procedure Rules	On appointment to Committee	Chief Democratic Services Officer
	Manual of guidance	All new members on appointment to the Committee provided with a copy for use during training / hearings.	Chief Democratic Services Officer

## Appendix 2

	Standards Board for England DVD 'Going Local: Investigations and Hearings'	All new members on appointment to the Committee	Chief Democratic Services Officer
	Training day with an external facilitator (including mock hearing exercise)	Annually or earlier if necessary	Chief Democratic Services Officer
	Regular reports on Adjudication Panel for England cases and decisions	Every committee meeting	Chief Democratic Services Officer
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	Chief Democratic Services Officer
	Attendance at conferences organised by external bodies	When they arise	Chief Democratic Services Officer
	Briefing session on overall relationship with outside bodies	On appointment to committee	Chief Democratic Services Officer
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	Chief Democratic Services Officer
	Attendance at committee meetings by monitoring officer	Every committee meeting	Director of Legal and Democratic Services

## Appendix 2

To ensure all members of the Committee have the necessary skills to consider/ filter local complaints	Consideration of six monthly complaints report	Every six months	Chief Democratic Services Officer
	Consideration of example cases (mock filtering exercise)	3 <sup>rd</sup> July 2007 and when convenient for remaining members  All new members on appointment to the Committee	Chief Democratic Services Officer