

Standards Committee Training Plan

AIM	ACTION	TIME	RESPONSIBILITY
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 "The Code Uncovered"	All new Members on election or appointment to the Committee	Chief Democratic Services Officer
	E-learning Modules "Cracking the Code"	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

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Last reviewed February 2009

	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 <u>(to be run alongside the local assessment training)</u>	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	Assistant Chief Executive (Corporate Governance)

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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)	All new members on appointment to the Committee	Chief Democratic Services Officer
	<u>Training day with an external facilitator (including mock local assessment exercise)</u>	<u>Annually or earlier if necessary (to be run alongside the hearings training)</u>	<u>Chief Democratic Services Officer</u>
<u>To ensure all external members of the Committee have the necessary awareness of Council business, the political context, and the role of a City Councillor.</u>	Briefing session on Council business and political context	On appointment to the Committee	Assistant Chief Executive (Corporate Governance)
	“Buddy” system – each new external member of the Committee to be provided with a “buddy” selected from the existing members of the Committee.	On appointment to the Committee	Chief Democratic Services Officer
	Attendance at meetings of Full Council and selected Committees to observe.	On appointment to the Committee	Chief Democratic Services Officer
	Training on Council structures and decision making (briefing session).	On appointment to the Committee	Assistant Chief Executive (Corporate Governance)
	<u>Attendance at Councillor Ward Surgeries to observe.</u>	<u>On appointment to the Committee</u>	<u>Chief Democratic Services Officer</u>

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To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee	Training session on chairing meetings (through Member Development)	When available for existing members All new members on appointment to the Committee	Chief Democratic Services Officer
To ensure all members of the Committee are aware of current issues for the Committee and the context of the Committee's work	Briefing session on the Committee's current work and current standards issues	On appointment to the Committee	Assistant Chief Executive (Corporate Governance)

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