

## Standards Committee Training Plan

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY	COMPULSORY/ VOLUNTARY
To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations	Briefing session on Ethical Framework and Members' Code Of Conduct provided during induction for all Leeds City Councillors and available to Parish Councillors	On election	Provided by Corporate Governance Team	Compulsory for LCC Members Voluntary for Town/Parish Councillors
	Briefing session on Ethical Framework and Members' Code Of Conduct for independent members and Parish Members who have not previously received training.	On appointment to Committee	Provided by Corporate Governance Team	Compulsory
	Standards Board for England DVD "The Code Uncovered"	All new members on election or appointment to the Committee	Held by Corporate Governance Team	Voluntary
	E-learning Modules "Cracking the Code"	All new members on election or appointment to the Committee	Provided by Corporate Governance Team	Voluntary
	The Local Codes and Protocols: A guide for Leeds City Council Members	On election or appointment to Committee	Provided by Corporate Governance Team	Recommended reading

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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	Provided by Corporate Governance Team	Recommended reading
	Attendance at conferences organised by external bodies	When they arise	Provided through Corporate Governance team in conjunction with Member Development	Voluntary
	Briefing session on overall relationship with outside bodies	On appointment to committee	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
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	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
	Attendance at committee meetings by Monitoring Officer or deputy Monitoring Officer	Every committee meeting	Provided by Assistant Chief Executive (Corporate Governance)	
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	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory

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<p>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</p>	<p>Briefing session on Council business and political context</p>	<p>On appointment to the Committee</p>	<p>Provided by Assistant Chief Executive (Corporate Governance)</p>	<p>Compulsory</p>
	<p>Attendance at sample meetings of Full Council, Executive Board, Plans Panel or Licensing and Regulatory Panel, Scrutiny Board and other Committees to observe.</p> <p>Members may not feel it necessary to attend the whole of the meeting but may find it helpful to discuss with the relevant officers the role of the Committee prior to attending.</p>	<p>On appointment to the Committee</p>	<p>Facilitated by Corporate Governance Team</p>	<p>Voluntary (Strongly advised)</p>
	<p>Training on Council structures and decision making (briefing session).</p>	<p>On appointment to the Committee</p>	<p>Provided by Corporate Governance Team</p>	<p>Compulsory</p>
	<p>Attendance at Councillor Ward Surgeries to observe – agreement must be obtained from Member to be observed.</p>	<p>On appointment to the Committee</p>	<p>Arranged directly between Members</p>	<p>Voluntary</p>

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<p>To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee</p> <p>Compulsory element must be undertaken prior to chairing either the Standards Committee or any of its Sub-Committees.</p>	<p>Training session on chairing meetings</p>	<p>All new members on appointment to the Committee</p>	<p>Provided through Member Development</p>	<p>Compulsory</p>
<p>To ensure all members of the Committee have the necessary skills to assess or review local complaints</p> <p>Compulsory elements to be completed prior to appointment to Assessment Sub-Committee or Review Sub-Committee</p>	<p>Consideration of six monthly complaints report</p>	<p>Every six months</p>	<p>Provided by Corporate Governance Team</p>	<p>Recommended Reading</p>
	<p>Training day to include mock local assessment exercise with example cases</p>	<p>All new members on appointment to the Committee</p> <p>For existing Members annually or earlier if necessary (to be run alongside update training on the Members' Code of Conduct)</p>	<p>Provided by Corporate Governance Team</p>	<p>Compulsory</p>

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To ensure all members of the Committee have the necessary skills to consider final investigation reports	Training day with an external facilitator (to include consideration of example cases)	All new members on appointment to the Committee  For existing members annually or earlier if necessary (to be run alongside the hearings training)	Provided by Corporate Governance Team – in conjunction with external facilitator where possible	Compulsory
To ensure all members have the necessary skills to conduct a local hearing	Briefing session on Standards Committee Procedure Rules		Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
Compulsory elements to be completed prior to appointment to Hearings Sub-Committee	Manual of guidance	All new members on appointment to the Committee provided with a copy for use during training / hearings.	Provided by Corporate Governance Team	Recommended reading
	Standards Board for England DVD ‘Going Local: Investigations and Hearings’	All new members on appointment to the Committee	Held by the Corporate Governance Team	Voluntary
	Training day (including mock hearing exercise)	Annually or earlier if necessary – to be run alongside consideration training	Provided by Corporate Governance Team – in conjunction with external facilitator where possible	Compulsory

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	Regular reports on Adjudication Panel for England cases and decisions	Every committee meeting	Provided by Corporate Governance Team	Recommended reading