

## Standards Committee Training Plan

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>COMPULSORY TRAINING</b>			
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.	On appointment to Committee	Provided by Corporate Governance Team
To ensure all members understand the committee's relationship with external bodies/agencies	Briefing session on overall relationship with outside bodies	On appointment to committee	Provided by Assistant Chief Executive (Corporate Governance)
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)
	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)

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>COMPULSORY TRAINING</b>			
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	Briefing session on Council business and political context	On appointment to the Committee	Provided by Assistant Chief Executive (Corporate Governance) <del>in conjunction with two senior Members of Leeds City Council, one of whom should be a representative of the Administration.</del>
	Training on Council structures and decision making (briefing session).	On appointment to the Committee	Provided by Corporate Governance Team
	Attendance at sample meetings of Full Council, Executive Board, Plans Panel or Licensing and Regulatory Panel (to include attendance at relevant site visits), Scrutiny Board and other Committees <sup>1</sup> to observe.  Members may find it helpful to discuss with the relevant officers the role of the Committee prior to attending.	On appointment to the Committee	Facilitated by Corporate Governance Team
	Shadowing of Members of Leeds City Council <sup>2</sup> , to include discussion of case work and attendance at Councillor Ward Surgeries to observe – agreement must be obtained from Member to be observed.	On appointment to the Committee	Arranged directly between Members

**Deleted:** an existing Elected Member of the Standards Committee

**Deleted:** may not feel it necessary to attend the whole of the meeting but

<sup>1</sup> [As detailed on a list to be approved by Member Management Committee](#)

<sup>2</sup> [From a list approved by Member Management Committee](#)

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>COMPULSORY TRAINING</b>			
<p>To ensure all external members of the Committee have the necessary awareness of the role of a Parish or Town Councillor</p>	<p>Attendance at sample meetings of Parish and Town Councils and their Committees.</p> <p>Members may not feel it necessary to attend the whole of the meeting.</p>	<p>On appointment to the Committee</p>	<p>Facilitated by Corporate Governance Team</p>
<p>To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee</p> <p>It is recommended that this element should 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>To ensure all members of the Committee have the necessary skills to assess or review local complaints</p> <p>It is recommended that this element be completed prior to attendance at Assessment Sub-Committee or Review Sub-Committee</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>

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>COMPULSORY TRAINING</b>			
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
To ensure all members have the necessary skills to conduct a local hearing  It is recommended that this element be completed prior to attendance at Hearings Sub-Committee	Briefing session on Standards Committee Procedure Rules		Provided by Assistant Chief Executive (Corporate Governance)
	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

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>RECOMMENDED READING</b>			
To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations	The Local Codes and Protocols: A guide for Leeds City Council Members	On election or appointment to Committee	Provided by Corporate Governance Team
To ensure all members understand the committee's relationship with external bodies/agencies	Distributing newsletters released by Standards for England	Within a week of release date	Provided by Corporate Governance Team
To ensure all members of the Committee have the necessary skills to assess or review local complaints	Consideration of six monthly complaints report	Every six months	Provided by Corporate Governance Team
To ensure all members have the necessary skills to conduct a local hearing	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
	Regular reports on First-Tier Tribunal (Local Government Standards in England) cases and decisions	Every committee meeting	Provided by Corporate Governance Team

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
<b>VOLUNTARY TRAINING</b>			
To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations	Standards Board for England DVD "The Code Uncovered"	All new members on election or appointment to the Committee	Held by Corporate Governance Team
	E-learning Modules "Cracking the Code"	All new members on election or appointment to the Committee	Provided by Corporate Governance Team
To ensure all members understand the committee's relationship with external bodies/agencies	Attendance at conferences organised by external bodies	When they arise	Provided through Corporate Governance team in conjunction with Member Development
To ensure all members have the necessary skills to conduct a local hearing	Standards Board for England DVD 'Going Local: Investigations and Hearings'	All new members on appointment to the Committee	Held by the Corporate Governance Team