

Standards Committee Training Programme

COMPULSORY TRAINING - ALL MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
To ensure all members of the Committee have an understanding of the Code of Conduct	Must be completed prior to first attendance at Assessment Sub-Committee, Review Sub-Committee, Consideration Sub-Committee or Hearings Sub-Committee	Briefing session on the Members' Code of Conduct	On appointment to the Standards Committee (unless already completed by Leeds City Council Members)	Provided by Corporate Governance Team
To ensure all members of the Committee have the necessary skills to assess or review local complaints	Must be completed prior to first attendance at Assessment Sub-Committee or Review Sub-Committee	Training session to include update training on the Members' Code of Conduct and mock local assessment exercise with example cases	On appointment to the Standards Committee ¹	Provided by Corporate Governance Team
To ensure all members have the necessary skills to conduct a local hearing	Must be completed prior to first attendance at the Hearings Sub-Committee, and every time when offered thereafter prior to further attendance at the Hearings Sub-Committee	Training session (including mock hearing exercise)	On appointment to the Standards Committee and as necessary after that (regularity to be determined by the Monitoring Officer)	Provided by Corporate Governance Team – in conjunction with external facilitator where possible

¹ It is also desirable that Members repeat this training each municipal year, however failure to do so will not prevent them from sitting on the Assessment or Review Sub-Committee.

Standards Committee Training Programme

COMPULSORY TRAINING - INDEPENDENT MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee	Must be undertaken prior to chairing either the Standards Committee or any of its Sub-Committees.	Training session on chairing meetings	All new members on appointment to the Committee	Provided through Member Development

Standards Committee Training Programme

HIGHLY RECOMMENDED TRAINING - ALL MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
To ensure all members understand the committee's relationship with external bodies/agencies	Monitoring Officer may report non attendance to the relevant Group Whip or Leader, or relevant Executive Member.	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	Monitoring Officer may report non attendance to the relevant Group Whip or Leader, or relevant Executive Member.	Briefing session on role of monitoring officer	On appointment to committee	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	Monitoring Officer may report non attendance to the relevant Group Whip or Leader, or relevant Executive Member.	Briefing session on the Committee's current work and current standards issues	On appointment to committee	Provided by Assistant Chief Executive (Corporate Governance)

Standards Committee Training Programme

HIGHLY RECOMMENDED TRAINING – INDEPENDENT AND PARISH MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
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	Monitoring Officer may report non attendance to the relevant Executive Member.	Briefing session on Council business and political context	On appointment to the Committee	Provided by Monitoring Officer in conjunction with two senior Members of Leeds City Council, one of whom should be a representative of the Administration.
		Training on Council structures and decision making (briefing session).	On appointment to the Committee	Provided by Corporate Governance Team
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	Monitoring Officer may report non attendance to the relevant Executive Member.	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 ² to observe.	On appointment to the Committee	Facilitated by Corporate Governance Team (Members may find it helpful to discuss with the relevant officers the role of the Committee prior to attending.)

² As detailed on a list to be approved by Member Management Committee

Standards Committee Training Programme

HIGHLY RECOMMENDED TRAINING – INDEPENDENT AND PARISH MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
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	Monitoring Officer may report non attendance to the relevant Executive Member.	Shadowing of Members of Leeds City Council ³ , 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

HIGHLY RECOMMENDED TRAINING – INDEPENDENT MEMBERS OF STANDARDS COMMITTEE				
Learning Target	Method of enforcement	Method of delivery	Timing	Responsibility
To ensure all Independent Members of the Committee have the necessary awareness of the role of a Parish or Town Councillor	Monitoring Officer may report non attendance to the relevant Executive Member.	Attendance at sample meetings of Parish and Town Councils and their Committees. Members may not feel it necessary to attend the whole of the meeting.	On appointment to the Committee	Arranged directly between Independent Members and Parish Members of the Committee

³ From a list approved by Member Management Committee

Standards Committee Training Programme

ALL MEMBERS OF STANDARDS COMMITTEE – RECOMMENDED READING			
Learning Target	Method of delivery	Timing	Responsibility
To ensure all members have an understanding of the Code of Conduct	Standards for England Guidance Booklet and Online Guides and Leeds City Council guidance documents for 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	Regular reports on First-Tier Tribunal (Local Government Standards in England) cases and decisions	Every committee meeting	Provided by Corporate Governance Team

Standards Committee Training Programme

ALL MEMBERS OF STANDARDS COMMITTEE – OPTIONAL TRAINING		
Learning Target	Method of delivery	Available from
To ensure all members have an understanding of the Code of Conduct	Standards Board for England DVD “The Code Uncovered”	Corporate Governance Team
	E-learning Modules “Cracking the Code”	Corporate Governance Team
To ensure all members understand the committee’s relationship with external bodies/agencies	Attendance at conferences organised by external bodies	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’	Corporate Governance Team