

Mandatory Development

Mandatory development is included in the Member Development Programme when required. Co-opted members will undertake mandatory development to support them in their specific roles

Mandatory Development for specific Committees

If Members do not attend the development detailed below they will be unable to sit on the respective Committee until this has been completed. This position was agreed by Council in April 2008 and reiterated again in July 2015. Further mandatory development was agreed by Council on 22/02/2018 [indicated by *].

Committee	Induction	Requirements
Audit Committee	<ul style="list-style-type: none"> • The role of the Audit Committee • The role of Internal Audit and the Committee's role • Finance monitoring • Risk management and corporate governance 	Induction Ongoing development as required, usually provided as part of Committee Agendas
Employment and Appeals Committee	<ul style="list-style-type: none"> • The role of the Committee and the Disciplinary Appeals Sub Committees, Grievance Appeals Sub Committees and Appointments Sub Committees. • Mock employment tribunal hearings • Interview skills for senior posts and safeguarding training. 	Induction. Ongoing development as required usually provided as part of Committee Agendas
Licensing Act 2003 Committee	<ul style="list-style-type: none"> • The law governing licensing of premises etc and the role of councillors • Gambling Act 2005 • Licensing hearings and the quasi-judicial role of sub-committees and/or panels 	Induction. Refresher training on licensing law and hearings Other training as required – not mandatory and usually provided as part of Committee Agendas
Planning, Taxi Licensing and Rights of Way Committee	Planning: <ul style="list-style-type: none"> • A briefing on planning in Wales • The role of councillors in planning: Propriety and 	Induction and as required, usually provided as part of Committee Agendas

Committee	Induction	Requirements
	<p>good practice</p> <ul style="list-style-type: none"> • Local Development Plan [LDP] <p>Taxi and other licensing:</p> <ul style="list-style-type: none"> • Law and Practice governing Hackney Carriages and Private Hire Vehicles • The role of councillors, licensing hearings and the Quasi-Judicial role of sub-committees and/or panels • The law governing other licensing issues such as caravan sites, scrap metal and animal health. <p>Rights of Way:</p> <ul style="list-style-type: none"> • The law relating to rights of way, common land and village greens • The role of councillors and the Quasi-Judicial role of the committee 	<p>Taxi and other licensing: Induction and refresher training on licensing law and hearings</p> <p>Other training as required – not mandatory and usually provided as part of Committee Agendas</p> <p>Induction and updates given prior to specific applications - mandatory</p>
Pensions and Investments Committee	No induction. However, Local Government Pension Scheme [LGPS] Fundamentals 3 day training to be undertaken within first 12 months.	Minimum 10hrs per year training required, based on Knowledge & Skills Framework.
Standards Committee and Standards Community Sub-Committee	<ul style="list-style-type: none"> • Members Code of Conduct – induction and update mid-term, plus any further updates as required. • Undertaking of Code of Conduct hearings • Dispensations. 	Induction and as required, usually provided as part of Committee Agendas

Mandatory development for all Members

Topic	Frequency	Reason for development	Type of decision/action which requires this information	Legislation and/or Impact of non attendance
Members Code of Conduct	Induction Update mid-term, plus any further updates as required	The responsibility for complying with this Members' Code of Conduct, dispensation requirements and issues around pre-determination rests with the individual Councillor. On signing their Acceptance of Office a Councillor undertakes to comply with the Members' Code of Conduct. Development is provided to ensure that Members both understand the Code and adhere to the principles.	All	<p>The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 20168 Part III of the Local Government Act 2000 ("the Act") established a new ethical framework for local government in Wales.</p> <p>Members in breach of the Code of Conduct can open themselves to investigation by the Ombudsman with potential for sanction and effect on a Councillor's reputation.</p>
Data Protection Act [DPA] and IT & Information Security *	Induction eLearning Repeat in 3 rd year	Members need to understand the law relating to handling personal/sensitive information, i.e. personal information, to which they have access from constituents and other services and understand the	All/Ward activities	<p>To ensure that Members and the Council comply with the Data Protection Act 1998.</p> <p>If Members are found to be in breach of the Act the Council and Members individually can face substantial fines.</p>

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		<p>requirements to protect that information. They must understand their responsibility to handle personal information appropriately and meet their obligations under the Data Protection Act 1998. After the development Members must register as Data Controllers on an annual basis.</p>		
Corporate parenting	<p>Induction Annual update Two sessions held during each Council year. Members have to attend at least one session per Council year.</p>	<p>All members share a responsibility as “corporate parents” for looked after children to ensure that they thrive under the authority’s care. Members need to understand their roles and responsibilities and can challenge how services are provided for these children.</p>	All	<p>Mandatory and best practice to ensure that members and the Council comply with their statutory duty under the Children Act 2004 to safeguard and promote the welfare of children (All Wales Child Protection Procedures 2008.</p> <p>Also considered as good practice to receive mandatory training at induction and refresher training during term of office [Local Government Association and National Childrens Bureau] and the Welsh Local Leadership Academy, Welsh Local Government Association [WLGA].</p>

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Adult and child protection	Induction Annual update Two sessions held during each Council year. Members have to attend at least one session per Council year.	Members need to be aware of safeguarding issues and legislative requirements and how they can raise concerns about adult and child protection.	Ward activities	Mandatory and best practice to ensure that members and the Council comply with their statutory duty under the Children Act 2004 to safeguard and promote the welfare of children (All Wales Child Protection Procedures 2008).
Treasury Management	Two sessions held during each Council year. Members have to attend at least one session per Council year.	Members have to have an understanding of what Treasury Management means, how this is managed on a daily basis and also the risks.	Treasury Management	The CIPFA Code of Practice for Treasury Management (TM) requires all members involved in TM decisions to ensure they are suitably trained in TM. In Wales the TM Annual Strategy report is required to go to Full Council and it is necessary for all members to ensure they meet this training requirement.
Equalities and Diversity training *	eLearning Development sessions	Members need an understanding of the Equalities Act and its impact on their work, considering equalities when setting strategic direction and policy, reviewing performance and ensuring good governance.	All	The Council's Strategic Equality Plan 2016-2020 states that it is important that all staff and elected members are aware of the general and specific duties of the Equalities Act.

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Violence Against Women, Domestic Abuse, Sexual Violence Act 2015 [VAWDASV] *	eLearning Development sessions within 12 months of election and refresher training every three years.	Those who experience violence against women, domestic abuse and sexual violence are some of the most vulnerable in our society. They utilise a broad range of public services. Members must have an awareness of the issues and their impact, who it affects and who can help.	Ward activities	The Statutory National Training Framework details the training requirements on Councils as relevant authorities under the VAWDASV Act.