

MEMBER TRAINING AND DEVELOPMENT

ASSESSING TRAINING REQUESTS

The Member Training and Development Working Group has agreed a procedure for assessing requests for training and development courses and events for Councillors, where these are to be funded from the Member training and development budget.

- 1. Training and development courses or events which meet a need identified in the Member Training and Development Strategy and Annual Training Schedule do not need any further approval.**
- 2. Other training and development courses or events will be assessed by the Committee and Member Services Manager in consultation with the Chair of the Member Training and Development Working Group using the scoring system explained below. Those which meet the required criteria will be agreed and funded from the budget. Those which are not can still be attended by Members, but will need to be funded from elsewhere. The final decision will be made by the Head of People and Organisational Development.**
- 3. The procedure will be reviewed during the course of each year, having regard to the budgetary position. If necessary, absolute priority will be given to delivering the training identified in the agreed Strategy.**

Making a Request

Any Member wishing to make a request to the Panel for approval for funding for a course or event should use the attached pro forma.

Scoring

This scoring system is intended to help the Committee and Member Services Manager in consultation with the Chair of the Member Development Working Group in assessing requests for funding for training and development courses and events for Councillors which are not in the agreed Member training and development programme. It links proposals for Councillor training and development to the themes in the Council's current priorities.

The following procedure will be followed:

1 The Committee and Member Services Manager will consider the training proposal and assess its relevance in equipping Members to contribute to the following priorities:

- Delivering quality services to our customers
- Delivering regeneration across the Borough
- Keeping our Borough clean and green
- Promoting Rossendale as a cracking place to live and visit
- Improving health and well-being across the Borough
- Being a Well Managed Council

2 The proposal will be scored against each priority on a 0-10 scale, where 0 is not relevant and 10 is very relevant

3 The scores will be added to give total out of 60

4 The Chair of the Member Training and Development Working group will be informed of the request and the score.

5 The proposal will be agreed if:

The score for any single priority is 6 or more OR

The total score is 40 or more

COUNCILLOR TRAINING AND DEVELOPMENT APPLICATION FORM

- Please complete this form if you wish to attend a training event, conference, seminar or workshop
- Forward the completed application form to the Committee and Member Services Manager in Democratic Services with any relevant course documentation
- The Committee and Member Services Manager will assess the application form in accordance with the agreed criteria and will liaise with the Chair of the Member Training and Development Working Group. She will notify you of the outcome of your application.

ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name.....

Title of Event.....

Date of Event.....

Provider.....

Cost.....

How will attending this event support you in your role as a Councillor?

.....
.....
.....

How does this event help achieve your personal development objectives?

.....
.....
.....

How does this event help the Council in achieving its priorities?

.....
.....
.....

Course Requirements

Do you require:

Accommodation? Yes/No

Train Ticket? Yes/No

If you need accommodation, please give details of area and number of nights

.....

Rail Tickets

Outward: From.....

To.....

Date: Time.....

Return: From.....

To.....

Date Time.....

Any special requirement, e.g. access, dietary or other

.....

Signature.....Date.....