

14 December 2016

Report of	Licensing, Food Safety Manager	Author	Jon Ruder ☎ 282840
Title	Member Training		
Wards affected	All		

This report concerns proposed changes to the structure and delivery of the member development programme for licensing

1. Decision Required

- 1.1 To consider making changes to the Member Development Programme for Licensing Committee to ensure it meets the needs of Members and the operational needs of the service whilst being provided as soon as possible.

2. Supporting Information

- 2.1 The Constitution requires that Members of the Licensing Committee shall have undertaken suitable training in accordance with the criteria set out below -
 - Attendance must be at the training session provided within the context of the members training programme;
 - Attendance must be for the duration of each training session, at least every other year;
 - Membership of the Committee does not provide any exemption from attendance at training session;
 - A record of attendance at training session will be maintained and updated each year by Committee Services and will be circulated to all members for approval following each training session.
- 2.2 Attached at Appendix 1 is an overview of the current training scheme.

3. Matters for Consideration

- 3.1 Attached at Appendix 2 is an Option Paper on Member Training which sets out the issues and possible options for consideration by the Committee.

4. Links to other Training

- 4.1 The Council has been awarded Charter Status for Elected Member Development. This is external accreditation of its member development processes. The key elements of the Charter are that Council has to demonstrate that member development is member led and that structures and processes are in place to deliver development that the meets members needs and the Council's corporate objectives. In addition strategies must be in place to evaluate the benefits development brings, both individually and to the Council as a whole.

- 4.2 The current training scheme for Licensing Committee members is in line with the principles of the Charter. It sets out a tailored approach to meet the specific needs of the Committee and to ensure that the members have the necessary skills and experience to fulfil their role on the Committee. The suggestions made to amend some of the processes would, if adopted, still deliver a scheme that was in line with Charter principles.
- 4.3 In addition a number of wider initiatives that have been introduced as a result of the Council's work on Charter Status, such as Training Needs Analyses, are currently being looked at the Member Development Group. These have a Council wide application but will also be of use in ensuring Licensing Committee members have the necessary training.

5. Standard References

- 5.1 There are no publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.