

MEMBER TRAINING AND DEVELOPMENT

ASSESSING TRAINING REQUESTS

The Member Training and Development Panel 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 Programme agreed by Council on 18 April do not need any further approval.

2 Other training and development courses or events will be assessed by the Member Training and Development Panel 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 Panel's decision will be final.

3 The procedure will be reviewed later in the 2006/2007 financial year, having regard to the budgetary position. If necessary, absolute priority will be given to delivering the training identified in the agreed programme.

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 Member Training and Development Panel 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 Corporate Plan.

The following procedure will be followed:

1 The Panel will consider the training proposal and assess its relevance in equipping Members to contribute to:

- **Creating and Sustaining a Healthy Local Economy**

- **Enhancing Quality of Life and Social Inclusion**
- **A Well Managed Council Striving for Excellence**

2 The proposal will be scored against each theme on 1-10 scale, where 1 is not relevant and 10 is very relevant

3 The scores will be added to give total out of 30

4 The proposal will be agreed if:

The score for any single theme is 6 or more OR

The total score is 12 or more

COPELAND BOROUGH COUNCIL
MEMBER TRAINING AND DEVELOPMENT

COUNCILLOR TRAINING REQUEST

- Please complete this form if you wish to attend a training event, seminar or workshop
- Forward the completed application form to Democratic Services with any relevant course documentation
- Democratic Services will liaise with the Member Training and Development Panel and will notify you if your request has not been agreed, and why. Otherwise it will be booked for you.

ALL SECTIONS MUST BE COMPLETED BEFORE EVENTS WILL BE BOOKED

Councillor's Name.....

Title of Event.....

Date of Event.....

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 corporate objectives?
.....
.....

Course Requirements

Do you require Accommodation? Yes/No Train Ticket? Yes/No
 Hire Car 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.....