

Meeting **REGIONAL STANDARDS COMMITTEE MEETING**

Date **TUESDAY 22 JUNE 2010 - 2.00 P.M.**

Report of **CHIEF EXECUTIVE**

Subject **MONITORING MEMBER TRAINING**

Purpose of Report

1. This report enables the Standards Committee to review the progress of Leicestershire Authority's Member Training Plan.

Commentary

2. On 5 May 2009, by minute 36/09, in accordance with a suggestion by the Standards Committee, the Leicestershire Police Authority agreed that its Training Plan be monitored by the Standards Committee. A new Training Plan was presented to the Authority for 2010/11 on 27 April 2010. It is found at **Annex A** to this report. Once again members asked the Standards Committee to monitor progress.
3. The Committee's duty is to ensure that the training takes place, that ethical standards are woven into courses where appropriate, and that each member is receiving the right training for their role.
4. Updates since 27 April are shown in bold type in **Annex A**.

Recommendation

5. The regional Standards Committee meeting is invited to comment on the content of this report and note if this is good practice that others may wish to follow.

Implications

Financial: it is anticipated that the spend required for the plan will be within the current year's budget; Legal: none; Diversity: there are various diversity aspects to the training plan in Appendix 1; Risk Management: ensuring a high quality of members is mentioned in Risk 216 of our Risk Register; training for the role contributes towards that.

Background Papers

None

Contact Officer

Robert Swinfield, Chief Executive. Tel. 0116 2298980.

Email: police.authority@leicestershire.pnn.police.uk

LEICESTERSHIRE POLICE AUTHORITY

TRAINING PLAN FOR MEMBERS

APRIL 2010 TO MARCH 2011

1. The Police Authority recognises that its Members need to be suitably trained to carry out their roles.
2. Each year Members will be asked to complete a skills audit.
3. Each year Members will be asked to undertake a development review interview.
4. The material found from the skills audit and member development reviews will be utilised to formulate the annual training plan.
5. In order to make the training plan robust the Standards Committee will be asked to monitor implementation of the training plan and to comment on the Member development review process from time to time.
6. The budget for Member training for the year 2010/11 is £2025.
7. When feasible, training will be undertaken in-house. Where possible and appropriate, training organised by Leicestershire Police Authority will be offered to regional Police Authorities to share.
8. Specific training is contained in the Annex to this plan. New training needs may arise as the year unfolds and these will be incorporated within this plan.
9. As far as possible the individual needs of Members will be catered for in the training provision offered. Standards Committee will take account of this and will consider the extent to which training offered is taken up by members.
10. In order to avoid duplication, the Authority will consider appropriate training undertaken by members in their roles outside of the Authority.

ANNEX

LEICESTERSHIRE POLICE AUTHORITY

TRAINING PLAN FOR MEMBERS

APRIL 2010 TO MARCH 2011

No.	Topic	Course	Cost	Target Audience	By whom	By when
1	Standards	Committee Role Play in handling a complaint	-	Current and potential Standards Committee Members	Chief Executive	Mar 2011
	Objectives			Measured by		
	<ul style="list-style-type: none">• understand legal framework• understand each stage of process• have confidence in handling complaint at stages of			<ul style="list-style-type: none">• evaluation forms• confidence of members		

	assessment, review, consideration hearing and full hearing	
NOTE: It is expected that this will be cyclical training undertaken every 15 months.		
20 May 2010 – training undertaken re consideration hearings		

No.	Topic	Course	Cost	Target Audience	By whom	By when
2	Standards	Ethical Standards and Code of Conduct MANDATORY	-	All Members	Chief Executive Standards Committee Chair	Spring 2011
Objectives				Measured by		
<ul style="list-style-type: none"> know how ethical standards impact on performance know the code know when to declare interests understand the way a complaint would be handled by the Standards Committee 				<ul style="list-style-type: none"> evaluation forms declarations by members 		
NOTE: It is expected that this will be cyclical training undertaken every 15 months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
3	Prof Standards	Dip Sampling training	-	Members new to Professional Standards Committee from time to time	PSD staff	as need arises
Objectives				Measured by		
<ul style="list-style-type: none"> understand the format of files to dip sample understand what to look for understand how to make a report of findings 				<ul style="list-style-type: none"> evaluation forms confidence of members carrying out dip sampling quality of reports of members presented to Professional Standards Committee 		
NOTE: This was carried out in April and October 2009. It requires updating every 2 years or when a new Member joins Professional Standards Committee						

No.	Topic	Course	Cost	Target Audience	By whom	By when
4	Finance training	Overview of Police Authority Finances MANDATORY	£ varies	All Members	External trainer	May 2010
Objectives				Measured by		
<ul style="list-style-type: none"> know the landscape for PA 				<ul style="list-style-type: none"> evaluation forms 		

	finances including revenue, capital and different income streams <ul style="list-style-type: none"> • understand the roles of internal and external audit and the annual governance mechanisms • understand treasury management practices 	<ul style="list-style-type: none"> • knowledge of members in discussions on financial items
NOTE: It is expected that this will be cyclical training undertaken every 15 months		
28 May 2010 – training undertaken jointly with Beds and Northants police authorities		

No.	Topic	Course	Cost	Target Audience	By whom	By when
5	Audit	Audit Committee training	Part of the audit contract	Existing and potential Audit Committee members	Internal audit	Spring 2011
Objectives				Measured by		
<ul style="list-style-type: none"> • understand Audit Committee role for our organisation 				<ul style="list-style-type: none"> • evaluation forms 		
NOTE: It is expected that this will be cyclical training undertaken every 15 months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
6	Employment	Police Appeal Tribunal (PAT)	Approx £100 per place	Members who wish to sit on PATs	APA	As need arises
Objectives				Measured by		
<ul style="list-style-type: none"> • understand legal background in which this PAT operates • understand the skills and competencies needed to undertake the role effectively 				<ul style="list-style-type: none"> • performance of members in PATs hearings 		
NOTE: Currently it would be useful to have one further member trained.						

No.	Topic	Course	Cost	Target Audience	By whom	By when
7	Diversity	General diversity update training	Tba	All Members and Lay Standards Members and Lay Misconduct Members	External trainer	March 2011
Objectives				Measured by		
<ul style="list-style-type: none"> • have good understanding of the legal background for each strand • understand what benefits good 				<ul style="list-style-type: none"> • evaluation forms • performance of Members 		

	equalities practices yield <ul style="list-style-type: none"> • understand how to monitor effectively diversity aspects 	
NOTE: Cyclical – usually every 24 months		

No.	Topic	Course	Cost	Target Audience	By whom	By when
8	Diversity	Equality Impact Assessment	£ 100 per place	All Members	External trainer such as IODA	March 2011
Objectives				Measured by		
<ul style="list-style-type: none"> • understand legal obligation • be able to undertake an equality impact assessment 				<ul style="list-style-type: none"> • evaluation forms • confidence of Members in monitoring EIAs 		
NOTE: Some members have already been on this training. The revision needs to be cyclical - every 3 years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
9	Member Skills	Chairing Committee and Panel meetings	-	Members who do or may wish to chair meetings of the Authority, its Committees and Panels	Chief Executive Deputy Chief Executive	Dec 10
Objectives				Measured by		
<ul style="list-style-type: none"> • understand the legal position of chairman • be able to confidentially chair a meeting • understand the skills and competencies involved in chairing a meeting 				<ul style="list-style-type: none"> • evaluation forms • performance of Members 		

No.	Topic	Course	Cost	Target Audience	By whom	By when
10	Profess. Standards	Forfeiture of police pensions	-	Current and potential Professional Standards Committee Members	Chief Executive Deputy Chief Executive	June 2010
Objectives				Measured by		
<ul style="list-style-type: none"> • be aware of legal background • understand the Leicestershire Police Authority process • understand the issues that may arise 				<ul style="list-style-type: none"> • evaluation forms • how 'live' cases are dealt with 		

NOTE: Cyclical – every two years						
27 May 2010 – scheduled training postponed to 9am on 30 September 2010						

No.	Topic	Course	Cost	Target Audience	By whom	By when
11	Profess. Standards	Complaints against ACPO officers	-	Current and potential Professional Standards Committee Members	Chief Executive Deputy Chief Executive	Dec 10
Objectives				Measured by		
<ul style="list-style-type: none"> be aware of legal background understand the Leicestershire Police Authority process understand the issues that may arise 				<ul style="list-style-type: none"> evaluation forms how 'live' cases are dealt with 		
NOTE: Cyclical – every two years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
12	Performance	Performance Management (can you manage it?)	£100 per place	All Members	APA	March 2011
Objectives				Measured by		
<ul style="list-style-type: none"> appreciate difference between performance monitoring and performance management know the difference between apparent and actual performance be confident to use learning in committee setting 				<ul style="list-style-type: none"> evaluation forms performance of Members 		

No.	Topic	Course	Cost	Target Audience	By whom	By when
13	Recruitment	ACPO recruitment and selection	£1000 for group	Any Member wishing to sit on a recruitment panel for ACPOs	NPIA	Spring 2011
Objectives				Measured by		
<ul style="list-style-type: none"> understand legal background understand career path which officers take to reach ACPO rank know good practice in this recruitment process 				<ul style="list-style-type: none"> evaluation forms confidence of panel 		
NOTE: Cyclical – every two years						

No.	Topic	Course	Cost	Target Audience	By whom	By when
14	Member skills	Force internal websites	-	All Members	Chief Executive Deputy Chief Executive	Dec 2010
Objectives				Measured by		
<ul style="list-style-type: none"> explore content of websites including performance data on the Management Information Gateway (MIG) 				<ul style="list-style-type: none"> evaluation forms 		

No.	Topic	Course	Cost	Target Audience	By whom	By when
15	Induction	Induction	-	Any new Members	Chief Executive Deputy Chief Executive Treasurer ACPO	Within 3 months of start date
Objectives				Measured by		
<ul style="list-style-type: none"> to become effective members as soon as possible to receive induction to the organisation in a staged way in accordance with the Induction Programme meet with ACPO officers to discuss matters falling within their portfolios 				<ul style="list-style-type: none"> feedback from members about their understanding of the organisation and its business 		
We will have 4 new members by the end of June and these will be inducted over the summer months						

No.	Topic	Course	Cost	Target Audience	By whom	By when
16	Member Knowledge	Custody visiting and role of ICVA	-	All members	Deputy Chief Executive	Dec 2010
Objectives				Measured by		
<ul style="list-style-type: none"> understand responsibilities of PA in custody visiting understand how these are undertaken locally understand role of ICVA 				<ul style="list-style-type: none"> evaluation forms 		