
Meeting of the Standards Committee – 12th January 2026

Report of the Monitoring Officer

Mandatory training requirements for Elected Members

Purpose of report

1. To provide information on the mandatory training requirements for Elected Members.

Recommendations

2. It is recommended that the Committee review and note the mandatory training requirements for Elected Members as detailed in Appendix 1.

Background

3. The Standards Committee has a key role in directing the provision of member development in order to ensure that Elected Members receive training which meets their needs as decision makers and Ward Councillors.
4. All Members are required to undertake mandatory training when elected as a Councillor and should ensure that their mandatory training is up to date and complete any new mandatory training that may be introduced throughout the year.

Finance

5. There are no financial implications arising from this report.

Law

6. Members are expected to ensure that they keep themselves updated with the necessary knowledge of key legislation relating to their work as

Councillors as well as their specific roles. This is particularly important to enable Councillors to make informed decisions.

7. There is a constitutional requirement for Elected Members sitting on Appointments, Planning, Licensing and Safety and Taxis Committees to undertake the necessary training before serving on those Committees. There is a further requirement that Members should receive or refresh their training every two years.
8. As Members handle data, they are required to undertake Data Protection training every year as recommended by the Information Commissioner's Office.

Risk Management

9. There are no material risks arising from this report.

Equality Impact

10. This report takes into account the Council's policy on equality and diversity.

Human Resources/Organisational Development

11. This report is in line with HR/organisational development policies.

Commercial/Procurement

12. There are no commercial/procurement considerations associated with this report.

Environment / Climate Change

13. There are no Environmental/Climate change matters arising from this report.

Council Plan

14. The mandatory training plan forms part of the Council's overall governance arrangements and continuous improvement.

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Appendices - Appendix 1 – list of mandatory training for Elected Members