



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

**DUBLIN CITY COUNCIL
TRAINING PROGRAMME
for
MEMBERS
2019**

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Background

Circular LG 2/2010, issued by the Department of the Environment, Heritage & Local Government, on the 11th February 2010, provided, inter alia, for a formal Training & Development Programme for Councillors to be drawn up by each local authority. A Training Programme was adopted by the City Council at its meeting on the 10th May 2010 for the City Council 2009 - 2014.

Circular LG 12/14, issued by the Department of the Environment, Community & Local Government on the 30th May 2014 and circulated to all Members on the 12th June 2014, contained revised arrangements for training for Members. Under section 142(5A) of the 2001 Act, as inserted by section 53(1)(d) of the 2014 Act, the provision of allowances for expenses for training is separated from the allowances for expenses for conferences, on the basis that attendance at training events would be of greater advantage to individual councillors and thus to the overall membership of the council and ultimately of greater benefit to the people the councillors represent.

Training Programmes are prepared annually and circulated to Members. A training budget is provided in the annual estimates to cover necessary relevant training.

Aim of the Training Programme

The aim of the Training & Development Programme is to :-

- Adopt a more structured approach to supporting the development needs of councillors so that they can discharge their duties as effectively as possible.
- Inform decisions by the elected council on the training events at which councillors should be supported.
- Address any knowledge gaps identified by individual Councillors.
- Increase the demand for electronic Agendae and decrease the provision of hard copy Agendae by up skilling Members in the use of the Meetings' Management Site, in line with national and local policy on sustainability.

Scope of the Training Programme

In line with policy of the Department of the Environment, Community & Local Government, the Programme must have regard to –

- The key policy issues and challenges facing the councillors and the local authority generally
- The stage of the local government term (the training and development needs may be different at the beginning and end of a local government term)
- The profile and experience of the councillors, including the events already attended by councillors generally
- The resources that will be available annually to meet training needs under section 142(5A) of the 2001 Act for the development of councillors.

Circular Letter LG 12/14 recommends that, within the context of the overall programme, consideration be only given to funding : -

- Attendance at the annual conference of, and specific training events provided by, the Association of Irish Local Government (AILG);
- The need at the beginning of a new local government term for induction courses organised by the local authority itself within the local authority area and by the AILG;

- Attendance at appropriate events organised by national representative bodies for functions for which local authorities have responsibilities. The bodies must have a remit in relation to the relevant functional area, and represent relevant bodies or individuals active in relation to that function across a range of matters other than provision of training.
- Programmes of education and training which relate to functions for which local authorities have responsibilities and which are validated by Quality and Qualifications Ireland
- The possible inclusion of structured training or educational courses that would lead to or contribute to qualifications of relevance to the functions of the local authority and of councillors.
- Such other training which may be approved by the Minister from time to time. The Minister, in the development of a training regime for elected members will assess the programmes or bodies that contribute to the training and/or continuous professional development of elected members. Training provided by the Institute of Public Administration in relation to local government is approved by the Minister for the purposes of this provision.

Types of Training available

Training may be divided into 3 types :-

- In-house, either individual or group
- Outsourced, either individual or group
- Seminar/Training, provided by LAMA or AILG

In-house is by far the most economical method of providing training, either group or on a one-to-one basis and has been used very successfully in DCC in the past. Training/coaching is given by the I.T. Specialist based in the Chief Executive's Dept to Members. Induction courses have also been provided by staff in the Chief Executive's Dept to new Councillors.

An IPA Trainer, Dr Philip Byrne, has also presented very useful training/lecture evenings in the Council Chamber in the past on various aspects of Local Government legislation.

Outsourced training is provided by various agencies, several of whom specialise in 'Local Authority' training, such as the Institute of Public Administration (IPA). Bua Training, now known as IACT, has been used in the past by Dublin City Council to provide IT training to Councillors, mostly on a one-to-one basis.

As this is an election year, Induction Training will be given to new councillors and re-elected councillors who wish to avail of it. Consultations will take place with Members as soon as possible after the local elections to ascertain their needs and requirements in this regard. Cost of this initial training will be borne by the Chief Executive's Dept and not taken from the individual Member's Training Budget.

Potential Training and Development Programme

- 1) **Series of lectures (In-house)** – can provided in-house on request on the functions of each Department, with special emphasis on the reserved functions pertaining to each and any attendant legalities or legal implications.
- 2) **IT Training** - particularly in relation to the use of the Meetings Site (based on individual needs and experience). Can be either in-house or outsourced, either individual or group

- 3) **Series of lectures (Outside provider)** – (subject to demand) provided by the IPA or other provider, in the Council Chamber, with particular emphasis on legislation that affects/governs Local Authorities and their functions/responsibilities. Sample subject for lecture: Corporate governance, particularly in regard to its application to the many
- 4) **Individual Courses** - Funding of individual courses as requested by a Member, subject to approval by the Chief Executive's Department. Must be Level 6 and above in the National Qualification Framework. (Including training provided by both the DIT and the City of Dublin Education Training Board).
- 5) **IPA Learning & Development Programme** - (see IPA website for details of available courses) - subject to approval by the Chief Executive's Department

Delivery of the Training & Development Programme

The following is a draft delivery programme under each of the headings in the Training & Development Programme above :-

- 1) **Series of lectures (In-house)** : Subject to demand, a programme of lectures may be put together to be delivered in the Council Chamber at 6pm on agreed dates by the staff of Dublin City Council
- 2) **IT Training** : On an individual basis, this will continue to be delivered by Mr Oliver Douglas, I.T. Specialist, based in the Chief Executive's Dept. The Training Unit, based in the HR Department, will also provide in-house training courses in Word and Excel to Members (minimum group required). Additional individual/group IT training can be arranged as required through the recommendation of Mr Douglas.
- 3) **Series of Lectures (Outside Provider)** : on request, a series of lectures can be provided by the IPA in the Council Chamber, with particular emphasis on legislation.
- 4) **Individual Courses** : Members can source their own Training & Development Courses and submit to the Senior Executive Officer of the Chief Executive's Dept for funding approval. The course must be relevant to and enhance their role as a Member of the City Council and meet the criteria set out by the Minister in Circular 12/14, Level 6 and above in the National Qualification Framework, including training provided by both the DIT and the City of Dublin Education Training Board.
- 5) **IPA Learning & Development Programme/Other Training Providers**: These programmes are aimed at increasing knowledge and skills in Members of local authorities and several of the courses contained in the programmes may be of interest to Members of Dublin City Council.

Funding of the Training & Development Programme

Funding for the Training Programme is provided for in the Revenue Budget adopted by the City Council each year. In election year, training allowances are only allocated on a pro rata basis up to the election date. In addition to individual or DCC members group training, the training budget covers :-

- (a) **LAMA** - Annual seminars and conferences of Local Authority Members Association (LAMA) - attendance will be limited to 2 events per annum organised by LAMA. Attendance at Members' discretion.
- (b) **AILG** - Seminars and conferences provided by the AILG, attendance and payment of expenses in accordance with DoHP&LG directives. Attendance at Members' discretion.

- (c) **Educational programmes** at Level 6 and above in the National Qualification Framework, the local authority should pay a proportion only of the course fees where these are in excess of €500 per annum, and should in no case pay a contribution in excess of €1,500 per annum. The payment of a contribution only of such course fees reflects the expectation that qualifications at Level 6 and above will be of benefit to the elected member outside his or her role as an elected member.
 - (d) **Individual Courses** : Refunds to Members will be in retrospect so costs will be known in advance to enable budget to be provided.
 - (e) **IPA Learning & Development Programme/Other Training Providers:** Refunds to Members will be in retrospect on application to Chief Executive's Dept so costs will be known in advance to enable budget to be provided
 - (f) **Series of lectures (In-house)** : The in-house training will be cost free to Members
 - (g) **IT Training** : On an individual basis, delivered by staff member, will be cost free to Members
 - (h) **Series of Lectures (Outside Provider)** – cost will be borne by the Chief Executive's Dept so will be cost free to Members
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**Compiled By : Oonagh Casey,
Chief Executive's Department.
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