



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

**DUBLIN CITY COUNCIL
TRAINING PROGRAMME
for
ELECTED MEMBERS
2022**

DUBLIN CITY COUNCIL TRAINING PROGRAMME for MEMBERS 2022

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.

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. Following consultation with the elected members this programmes has been developed.

A training budget is provided in the annual estimates to cover necessary relevant training. There is an annual allowance of €1,000 per Councillor in the 2020 Budget. All Training returns must be made to Chief Executives. Conferences with the exception of AILG and LAMA must be approved by Protocol in advance and there is a budget of €700 for conferences (includes travel and subsistence). Circular LG 03/2020 recommends that Councillors should endeavour to attend conferences and training in the Eastern Midlands Region, members are only permitted to attend two outside of that area during the year.

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.

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 used 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.

Outsourced training is provided by various agencies, several of whom specialise in 'Local Authority' training, such as the Institute of Public Administration (IPA).

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** - based on individual needs and experience; this 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

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, Circular LG 03/2020. 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

(i) Irish Language Training

There are a number of Irish Language Course Providers including the following:

Gaelchultúr Teo.
11 Clare Street
Dublin 2
Ireland
T. 01 484 5220 / 1890 252 900
www.ranganna.com

Conradh na Gaeilge
6 Harcourt Street, Dublin 2
T. 01 475 7401,
Email: eolas@cnag.ie
www.cnag.ie

Gael Linn
 35 Dame Street
 Dublin 2
 D02 H797
 T. 01 675 1200
 Email. eolas@gael-linn.ie
https://www.gael-linn.ie/en/courses/*new*-online-evening-courses/108-21/

Bookings for all courses can be made through Shannon Kelly
 Email: shannon.kelly@dublincity.ie
 Tel: 01 222 3762

Suggested Courses for 2022

Following consultation with the Elected Members the following training is proposed for 2022.

Course Title	Provider	Date
Well-Being Programme 3 separate 25 minute modules : 1. Neuroscience / Understanding our brain: the foundation of sustainable leadership 2. How chronic stress shapes our brain and how we can recognise it 3. Setting boundaries as a buffer	Be Well Do Well	Spring 2022 <ul style="list-style-type: none"> • Tuesday the 5th of April 2022 at 8am • Thursday the 7th of April 2022 at 6.30 pm • Tuesday 12th April 2022 at 8am <p style="background-color: yellow;">Dates to be confirmed by Séana</p>
Speed Reading and Retention Training	LGiU	Wednesday the 19 th of January @ 8 am
Ethics & standards	In-house (CEs & Law Department)	TBC
Being an effective Councillor: Taking the next steps in Leadership of Place (2x 2 hours) Part 1 – Leadership of Place (2-hours) Part 2 – Building Relationships (2-hours)	LGiU	Monday the 28 th of February @ 8am Thursday the 3 rd of March @ 8am

Tackling Disinformation Online and Offline (1.5 hours)	LGiU	Wednesday the 1 st of June @ 6.30 pm
Reserved Functions & Executive Functions	IPA	TBC
GDPR	Law Department	TBC
Training / Conferences during the course of 2021	AILG / LAMA	Ongoing throughout 2022
Induction Programme for co-optees	In-house	As required

**Compiled by: Shannon Kelly,
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