



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

**DUBLIN CITY COUNCIL TRAINING
PROGRAMME FOR ELECTED MEMBERS
2023**

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Background

Legislation

Under section 142(5A) of the 2001 Local Government 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. The guidelines regarding attendance at training and conferences is set out in Circular LG 05-2022 "Allowances and Expenses of Elected Members of Local Authorities".

Under the regulations Dublin City Council is required to adopt a Training and Development Programme for the Elected Members.

Scope of the programme

This Programme should reflect the following

- a) the key policy issues and challenges facing the members and the local authority generally;
- b) 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;
- c) the profile and experience of the members, including the events already attended by councillors generally, and
- d) the likely resources that will be available to meet training needs under section 142(5A) of the 2001 Act for the development of members.

Courses for which expenses for attendance may be paid

Events / Seminars organised by LAMA, AILG and national representative bodies such as the IPI (Irish Planning Institute) are considered as training events under the regulations.

Programmes of education and training which relate to functions for which local authorities have responsibilities and which are validated by Quality and Qualifications Ireland (QQI), the body established by the *Qualifications and Quality Assurance (Education and Training) Act 2012*. This is to ensure that the training is externally accredited or validated, and includes courses and training programmes provided by a wide range of educational bodies.

Training may be approved by the Minister from time to time. Training provided by the Institute of Public Administration in relation to local government is automatically approved by the Minister.

Members may attend up to a maximum of 2 events per annum provided by the Local Authority Members Association (LAMA).

Budget

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 2023 Budget. All Training returns must be made to Chief Executives. *In the event that a Councillor has exhausted all of their annual Training allowance of €1,000 but wishes to undertake further training, it is permissible to transfer all or part of the unused Training Allowance from a colleague in their own political group to the Councillor in question. This will require the authorisation in writing of the both elected members concerned and their Group Leader. Where a Councillor wishes to avail of this facility it should be communicated to the Senior Executive Officer in the Chief Executive's Office. Notwithstanding the above, the maximum combined training allowance for any one Councillor in a calendar year is €3,000.*

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.

For educational programmes identified at subparagraphs (2)(d) and (e) above 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.

Payment should be made annually in arrears following satisfactory evidence that all examinations have been passed and the elected member is eligible to progress to the next stage of the course, were the course is not completed. 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.

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.

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

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).

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.
- 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 member's 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

Appendix 1 details training completed for Members since June 2019.

Suggested Courses for 2023

Following consultation with the Elected Members the following training is proposed for 2023.

Course Title	Provider	Date
Ethics & standards	In-house (CEs & Law Department)	TBC
Training / Conferences during the course of 2023	AILG / LAMA	Ongoing throughout 2023
Induction Programme for co-optees	In-house	As required
Briefings throughout the year on new initiatives / legislation / Policy		Ongoing
Disability Awareness Training		TBC

Courses may be added to the programme throughout 2023 as required.

Compiled by: Shannon Kelly
Chief Executive's Department.

Updated: 18th April 2023.

Appendix 1.

Completed Training 2019 - Present

Name of Course	Course Provider	Date	Number of attendees
Induction Course (All Councillors)	DCC	June 2019	
Training Housing Law	Mercy Law Resource Centre	25/09/2019	5
Chairing Online Meetings	Local Government Information Unit	11/06/2020	2
Councillor Security and Safety Awareness Training	Crime Management Group	14/01/2021	2
Learn Listen Link Dementia Awareness	The Alzheimer Society of Ireland	11/02/2021	4
Resilience in Public Office	Resilience International	05/02/2021	5
Social Media Training	LGIU	07/04/2021	5
Presentation Skills Training	Carr Communication	24/05/2021	3
Media Skills Training	Carr Communication	25/05/2021	7
Briefing of Chairpersons of Committees	DCC	July 2021	
Time Management Training	Carr Communications	21/09/2021	11
Speed Reading and Retention	LGIU	19/01/2022	10
Being an Effective Councillor	LGIU	28/02/2022	4
Climate Leadership Training	Local Authority Services National Training Group	25/02/2022 & 01/04/2022	11
Well-Being Programme	Be Well Do Well	14/04/2022	8
Overview of GDPR For Councillors	Byrne Wallace LLP	12/05/2022	
Tackling disinformation online and offline	LGIU	01/06/2022	2
TikTok Training	Digital Training Institute Limited	23/09/2022	10