



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

**DUBLIN CITY COUNCIL
TRAINING PROGRAMME
for
ELECTED MEMBERS
2024**

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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 2024 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 one councillor to another. This will require the authorisation in writing of the both elected members concerned and the group leader of the councillor sharing their allowance. 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.

Councillors should check with Chief Executive's in advance to ensure the course is covered by the scheme. Payment will 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 training needs as 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

As co-options occur induction courses will be provided by staff in the Chief Executive's Dept.

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

Irish Language Course for Elected Councillors

The following courses listed below can be arranged by contacting Gaelcultúr

<https://www.gaelchultur.com/en/courses/irish-course-for-councillors>

Gaelchultúr live online course

1 hour X 5 weeks

Irish language phrases that they can use when delivering speeches or attending community events. They will also be taught useful phrases and vocabulary that will help them include more Irish in their day-to-day correspondence with colleagues.

This resource caters to the language requirements of council members and contains useful vocabulary and terminology specific to the work carried out by council members.

Participants will be given 6-months access to a comprehensive and interactive learning resource on Gaelchultúr's e-learning website www.ranganna.com

Giving Speeches in Irish

<https://www.gaelchultur.com/en/courses/speeches-in-irish>

Half-day Course

This course is aimed at politicians, senior managers, communications officers, and spokespersons working within the public sector who are required to carry out public-speaking duties at events

Aims to enable the participants to learn Irish phrases that will be suitable for speeches and visits to various venues where the Irish language is used. They will also be taught a vocabulary and useful phrases to help them use more Irish when communicating with their colleagues and the public at events.

The course also aims to build language skills and confidence in participants so that they will be comfortable using Irish when greeting a crowd and delivering a speech.

In addition to the live online course, participants will be given 3 months access to a comprehensive learning resource on the Gaelchultúr e-learning site, www.ranganna.com.

Certificate in Professional Irish – 5 Levels

<https://www.gaelchultur.com/en/courses/certificate-in-professional-irish>

The Certificate in Professional Irish is a part-time programme aimed at public sector employees who deal with the public on a regular basis and are required on occasion to provide a service through Irish. Those who undertake the course have an opportunity to learn specialised language relating to their work and to gain a recognised qualification at the same time.

The aim of the course

The Certificate in Professional Irish seeks to provide participants with the confidence and language skills necessary to communicate through Irish with the public in the context of their work, and to also use the language in social situations. The course helps participants provide a higher standard of customer service through Irish, and this in turn helps the bodies in which they work to fulfil their obligations under the Official Languages Act 2003.

Levels / Qualifications

The Certificate in Professional Irish is available at

Levels 2 NFQ (A1 CEFR)*,

3 NFQ (A2 CEFR),

4 NFQ (B1 CEFR),

5 NFQ (B2 CEFR) and

6 NFQ (C1 CEFR)

*NFQ = National Framework of Qualifications / CEFR = Common European Framework of Reference for Languages

Fee

€745** (exam fees, e-learning and materials included)

**Discount can be arranged if more than one person from the same organisation attends a course

Course Provider

Coláiste na hÉireann/Gaelchultúr
11 Sráid an Chláraigh,
Baile Átha Cliath 2,
D02 TD34

11 Clare Street,
Dublin 2,
D02 TD34

More Information: <https://www.gaelchultur.com/en/courses/certificate-in-professional-irish>

Prior to the March Council meeting there will be an online course available in Jan / Feb 2024 and this will comprise elements from the above courses “Giving Speeches in Irish” and “Irish for Councillors”.

Suggested Courses for 2024

Following consultation with the Elected Members the following training is proposed for 2024.

Course Title	Provider	Date
Half-day Handling negative social media and its impact	Carr Communications	January
Irish Language Meeting Training	Gaelchultúr	January - March
Induction Programme (introduction to Councillor role, SMT, Challenges facing Dublin, overview of structure, area committees etc.	DCC	June 2024
Governance – Ethics, Standards, lobbying, GDPR	Legal Professional	June 2024
Chairing meetings	LGIU	September 2024
Health & Safety Awareness	LGIU	September
Making a difference as a newly elected councillor	LGIU	October
Managing casework and personal resilience	LGIU	November

Courses may be added to the programme throughout 2024 as required.

**Compiled by: Shannon Kelly
Chief Executive's Department.
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