



Standards Committee

Wednesday, 22 April 2026

Mandatory Training Completion Rates

Report of the Monitoring Officer

1. Purpose of report

- 1.1. The Councillors' Learning and Development Policy was first written in 2014 and last reviewed (and adopted) by the Council in September 2025. The Policy aims to help develop Councillors so that they have the necessary knowledge, skills and attributes to significantly improve the Council's decision making, the quality of its services and the work Councillors do to benefit their communities.
- 1.2. As part of the Policy, all Councillors are expected to undertake mandatory training within 12 months of becoming a Councillor. This report provides information on Councillor completion rates for that training.
- 1.3. The revised Policy includes a requirement that Standards Committee receive annual reports on the progress of Councillor training, including training participation rates, particularly in relation to mandatory training. On 18 September 2025, Council resolved that:

"If necessary, the Chair of Standards Committee will write to individuals with mandatory training remaining undone more than 12 months after becoming a Councillor. Should this situation persist, then the Chair of Standards Committee, in conjunction with the Monitoring Officer, reserves the right to identify individual Councillors not meeting the required standard."

2. Recommendation

It is RECOMMENDED that the Standards Committee considers the contents of the report and any action/recommendations.

3. Reasons for Recommendation

To ensure that Councillors are adequately trained and supported to deliver effective decision making within the Borough. A key component of maintaining excellent standards of governance.

4. Supporting Information

- 4.1. In July 2025, completion rates stood at 40% for e-learning modules. Since then, there has been a significant uptake of e-learning, with overall completion rates now standing at 85% which is above the 80% target, with 73% of

Councillors having completed all six courses. Completion rates for the six mandatory courses are as follows:

- Your Role as a Councillor 91%
- Equality Act 2010 86%
- Equality, Diversity, Inclusion and Belonging 89%
- Section 17 81%
- Safeguarding Adults 77%
- Safeguarding Children 86%

4.2. In respect of face-to-face training, since July 2025, eight sessions have been run, five of which are mandatory. The Budget Briefing is mandatory for all Councillors, whilst the other four sessions are only mandatory for members of specific committees/groups, with percentage attendance detailed below:

- Budget Briefing Session 75%
- Standards Committee training 100% of Committee members
- Licensing Committee training 87% of Committee members (mandatory for Licensing Panel members)
- Risk Management training 88% of Governance Scrutiny Group members
- Capitals and Investment (Treasury Management) training 100% of Governance Scrutiny Group members.

4.3 Other mandatory face-to-face training sessions listed below, which have previously been run will be run again as and when required:

- Planning for Ward Councillors
- Understanding Scrutiny/Scrutiny Skills
- Understanding Local Government Finance
- Understanding your responsibilities GDPR and Cyber Crime
- Understanding and making the most of Motions
- Understanding the role of the officer and getting the best out of relationships with officers
- Domestic Violence Awareness.

5. Risks and Uncertainties

There is a risk that if Councillors are insufficiently trained to carry out their roles, then decisions that they make may be ultra vires or they may advise residents incorrectly which could lead to reputational or financial damage. The Policy also balances resources for the Council and flexibility for Councillors so some training can be undertaken at home and some is offered in person.

6. Implications

6.1. Financial Implications

There are no financial implications arising directly from the recommendations in this report, however improved training uptake reduces the risk of financial impact arising from poorly informed decisions.

6.2. Legal Implications

6.2.1. Mandatory training programme is designed to mitigate key risks around statutory duties, security challenges, and compliance recommendations. The training ensures that councillors are compliant with legal requirements and are prepared to handle various responsibilities associated with their roles.

6.2.2. Failure to complete the mandatory training could lead to significant consequences, including reputational and operational damage for the Council, financial penalties, potential personal liability and legal challenge. It is crucial for councillors complete the training to avoid these risks and to ensure they are adequately prepared to fulfil their roles.

6.3. Equalities Implications

Training for Councillors is offered in different formats (face-to-face, online and via e-learning modules) where possible to increase accessibility. Where appropriate, training sessions have also started to be recorded and these are made available to Councillors who were unable to attend the initial session.

6.4. Section 17 of the Crime and Disorder Act 1998 Implications

There are no Section 17 implications to this report.

6.5 Biodiversity Net Gain Implications

There are no Biodiversity Net Gain implications to this report.

6.6 Local Government Reorganisation Implications

Although there are no direct Local Government Reorganisation implications in terms of training participation, it is expected that new training opportunities relating to LGR will be introduced over the next 18 months. Participation will be important to those Councillors wishing to continue to serve their community within the new unitary authority.

7. Link to Corporate Priorities

The Environment	No direct links
Quality of Life	No direct links
Efficient Services	No direct links
Sustainable Growth	No direct links

8. Recommendation

It is RECOMMENDED that the Standards Committee considers the contents of the report and any action/recommendations.

For more information contact:	Sara Pregon Monitoring Officer Tel: 0115 9148480 SPregon@rushcliffe.gov.uk
Background papers available for Inspection:	None
List of appendices:	None