



Further to your information request FOI/EIR 24/25-030, please find your question and our response below.

Request:

1. Your most recent published or otherwise councillor training or induction programme or schedule including seminars, workshops eLearning etc
2. Your councillor training, development strategy or plan or policy
3. Any report of wholistic or groups needs analysis of councillor training developed i.e. where you have scoped and analysed councillor training needs either as individuals or as a whole. Where there is none in the last five years, (April 2019 to April 2024) please state this.
4. A copy of your new councillor induction or welcome pack if any.
5. The budget over the last two financial years for Councillor training.
6. The Job description of any officer responsible for council development or training
7. The most recent list of publications, guidance notes for councillors available .
8. A copy of the proforma which may be used to develop or identify councillors' own development needs i.e. by completing a Training Needs Analysis (TNA) or undertaking a Personal Development Review (PDR) or Personal Training Programme (PTP) Or similarly named document used to identify individual training needs.
9. The most recent quality assurance or feedback report of the quality of the programmes being develop or delivered i.e. what do councillors think of the quality and relevance of the training provided. Where there is none in the last five years, (April 2019 to April 2024) please state this
10. Any other document which identifies positively , through awards or accolades or positive articles or press releases the type and scope of training and induction you provide to councillors (Please use your discretion, I am looking for best practice)

Response:

1. Please see document titled 'Attachment 1' which shows the induction programme for Councillors after the last District election in 2023.
2. Information not held.
3. Information not held.
4. Please see document titled 'Attachment 2'
5. In 2023/24 this was £14,000 as it was a District Council election year (we have all-out elections every 4 years). In a non-election year, the Budget is £3,500.
6. Democratic Services Manager
7. Information not held.
8. Information not held.
9. Information not held.
10. Information not held.

In respect of those requests that were answered in full or partially and the total refused please take this as notice under FOIA, that we:

- a) Consider the information as exempt from disclosure under the Act;
- b) Claim exempt under sections of the Act:

Section 12(4)(a) – Information Not Held

- c) State why the exemption applies:

Regulation 12 (4) a public authority may refuse to disclose information to the extent that (a) it does not hold that information when an applicant's request is received.

This concludes your request FOI/EIR 24/25-030.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act. If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.