MEMBER TRAINING PROGRAMME 2024/25

FAREHAM
BOROUGH COUNCIL
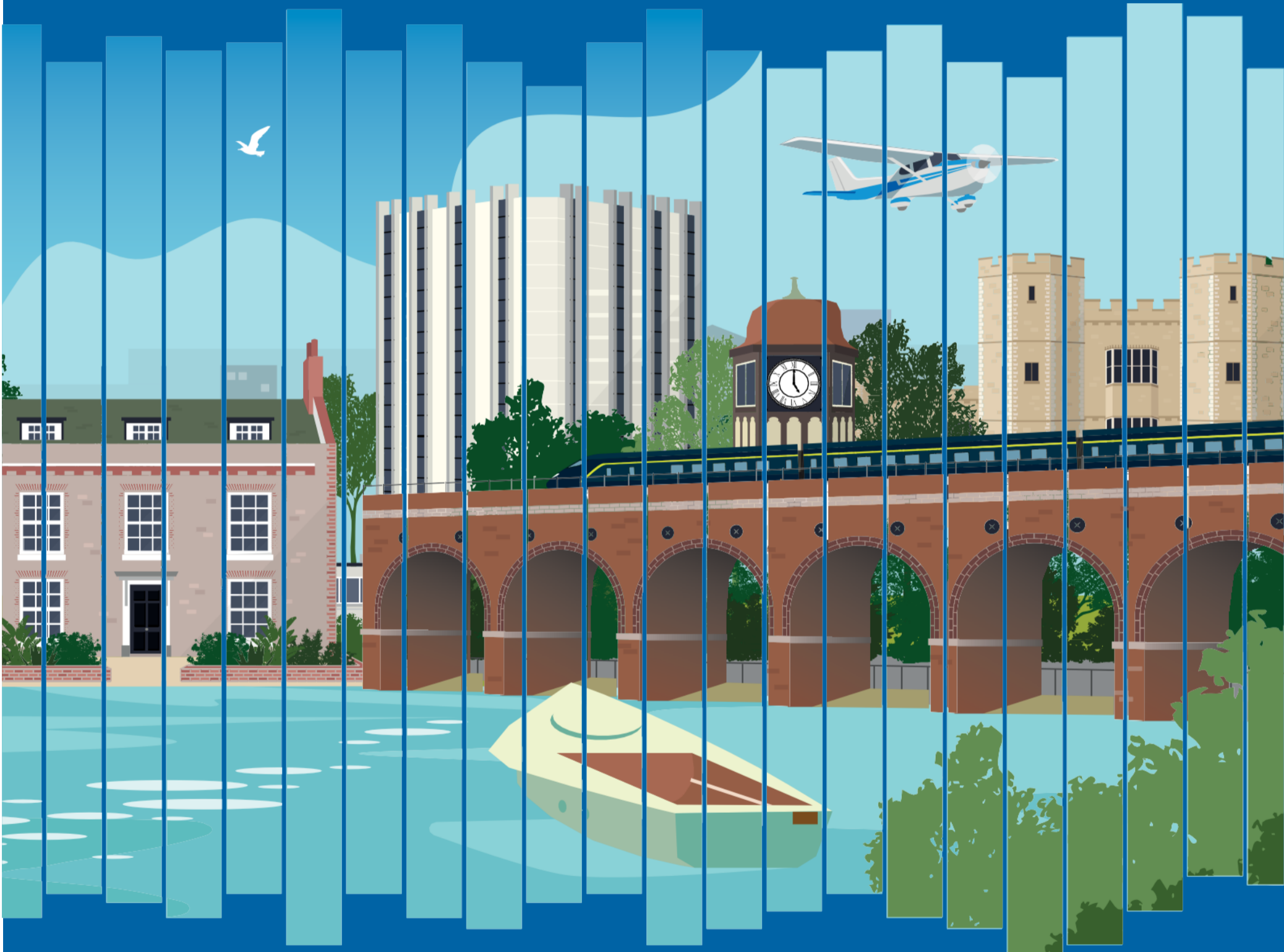
Introduction

As part of the Council's Strategic Framework, our Corporate Strategy outlines our vision, values, and priorities for the Council.

It is important that Elected Members are supported with a programme of training to enhance their skills and knowledge enabling them to carry out their role, which can sometimes be challenging, effectively. This support will also help the Council work towards these priorities by empowering knowledge of Councillors, often as decision makers and well as Ward Councillors.

The Programme below sets out the modules for this municipal year. Other training will be identified and added to the programme and Councillors are invited to identify any further external training relevant to their role and speak to Democratic Services as to the process for agreeing and approval of any requests.

Please note that a separate schedule of Member Briefings is also carried out during the municipal year.

Module	Audience	Topic	Date
Induction	Newly Elected Councillors (returning and new)	Welcome and introduction to the Council and opportunity to return paperwork and ask questions; brief overview of Annual Council, your role and procedure; media awareness and IT welcome and introduction.	08 May 2024 (Within 7-10 days of election)
Skills to navigating being a Councillor	Newly Elected Councillors (returning and new)	Code of Conduct; registering interests; Council's Constitution; financial regulations; committee structure and meeting procedures, motions and petitions. Freedom of Information, Data Protection and Corporate complaints.	24 May 2024 (Within 3 weeks of Election)
Introduction to Senior Leadership Team	All Councillors	Welcome briefing with the senior leadership team: to include Corporate Strategy, Priorities and Objectives. (new)	06 June 2024 (Within 3 weeks of Election)

Committees and Scrutiny Panels	Planning Committee members and deputies	Planning Committee: Responsibilities and legalities (Mandatory for those appointed to Planning Committee)	After Annual Council and before first PC meeting TBC via invitation
	All Chairman and Vice Chairman	Chairing skills	May/June 2024 TBC via invitation
	Licensing Committee members and deputies	Being Appointed to Licensing Committee and Licensing Panels: Responsibilities	May/June TBC via invitation
	Audit and Governance members and deputies	Audit and Governance: Responsibilities and legalities	18 July 2024
	Scrutiny Panels	Purpose of Scrutiny Panels	At the first meeting of the municipal year for each individual Panel
Looking after yourselves and others	All Councillors	Diversity, equality, and inclusion, Prevent and Safeguarding (mandatory)	June/July TBC via invitation

Looking after yourselves and others: **Debate, not hate**	All Councillors	Councillor Personal Safety and Online safety	July/August TBC via invitation
		Meeting etiquette and Chamber rules	May/June TBC via invitation
Looking after yourselves and others: **The Environment**	All Councillors	The Council's approach to the environment	June/July TBC via invitation
Looking after yourselves and others: **IT Awareness and Support**	All Councillors	IT, cyber and using Council systems	June TBC via invitation
Looking after yourselves and others: **Health and Safety**	All Councillors	Guidance to support individual Councillors obligations for health and safety	TBC via invitation

Broader training topics	Planning Committee members and deputies	Probity in Planning: Responsive and Inclusive and Innovative Council	TBC via invitation
	All Councillors	Understanding Council finances: Responsive and Inclusive and Innovative Council	October TBC via invitation
	All Councillors	Waste Management and Street Cleansing: An operational overview of Streetscene services	TBC via invitation
		Waste Management: Simpler Recycling	TBC via invitation
		Affordable Housing: Strategic aims for providing housing choices	TBC via invitation
		Affordable Housing: Operational overview	TBC via invitation
		Enforcement: Its role in achieving strong, safe and healthy communities	TBC via invitation