

CURRENT MEMBER DEVELOPMENT PROGRAMME 2014/15

Please note that these courses are subject to change. An invitation to attend training courses or briefings is sent by a meeting request to your calendar. For an up to date list of Member Development courses, please contact Democratic Services on 01329 824587.

Date	Venue	Subject	Objective	Trainer	Invitees	Political skills framework
27 May 2014, 4.00pm – 5.30pm	Collingwood Room, floor 8	New Member Induction (1)	To ensure newly elected members have the basic requirements to operate	Head of Democratic Services and Democratic Services Manager	New member(s)	Political understanding, basics of how FBC works
2 June 2014 4.30pm – 5.30pm	Council Chamber	IER – Electoral registration is changing	To equip members with the skills and expertise to advise electors	Democratic Services Manager	All members	Political understanding, engaging with electors
3 June 2014 3pm – 5pm	Vannes / Pulheim	Member development induction module (2)	Introduction to the scope of committee work, declaration of interests, the constitution, using Outlook and Mod Gov	Head of Democratic Services and Democratic Services Manager	New member(s) + other interested members	Political understanding and partnership working
5 June 2014 10am – 12 noon	Depot, Wallington	Streetscene	to inform members about the work undertaken by Streetscene and to provide members with the opportunity to learn about street cleansing, waste management, transport repairs and grounds maintenance operations; and to view some of the equipment and machinery in use.	Director of Environmental Services	All members	

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17 June 2014 4.30pm – 5.30pm	Council Chamber	Health and Safety	AED's (Automated External Defibrillators) have been installed within the Civic Offices, Ferneham Hall and the Depot. This briefing session will outline their purpose, where they are sited and how to summon First Aid within the Civic Offices.	Head of Democratic Services & Facilities Manager	All members	
19 June 4.30pm – 5.30pm	Collingwood Room	Probity in Planning	To understand the role of members when discussing planning applications	Planning Solicitor	All members	Political understanding and safeguarding your position as a councillor when discussing planning applications
June		Developing New member(s)	Set up meetings with CX and directors		New member(s)	Political understanding and partnership working.
June		ICT set up Module induction (3)	Visit from ICT to set up equipment and explain website and identify training	ICT	New member(s)	
7 July 2104 4pm-5.30pm	Council Chamber	Code of Conduct induction training (4)	Refresher session on the Code of Conduct for Members	Solicitor to the Council & Monitoring Officer	All members	Regulating and monitoring. Political understanding
11 July 10am – 1pm	Southampton City Council	Member induction	Workshop to provide practical skills and advice to new members	South East Employers		
July ?		Licensing	To understand the role of members when discussing licensing applications		All members	Political understanding and safeguarding your position as a councillor when discussing licensing applications

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August		Member induction training (5)	Training review 1:1 meetings with new members	Head of Democratic Services and Democratic Services Manager	New member(s)	
September		Chairing Skills	To equip members with the skills and expertise to effectively run committees.	South East Employers	All chairman and the mayor	Political understanding, regulating and monitoring. Communication skills
September		Media training	Using social media, media and personal web pages	Head of Communications	All members	Communication skills and local leadership
October		Finance and budgets	To inform members of the financial context of the budget process	Head of Finance	All members	Scrutiny and challenge. Regulating and monitoring.
October		Planning	Quarterly Update on Planning matters	Planning Solicitor	All members	Political understanding and safeguarding your position as a councillor when discussing planning applications
November		Safeguarding of children and adults at risk			All members	
December		Effective Casework	How to use your time effectively	South East Employers	All members	Political understanding
January 2015		Petition scheme, deputations and motions	Different methods of raising issues	Head of Democratic Services	All members	
January 2015		Planning	Quarterly Update on Planning matters	Planning Solicitor	All members	Political understanding and safeguarding your position as a councillor when discussing planning applications
February 2015		Member induction training (6)	Training review 1:1 meetings with new members	Head of Democratic Services	New members	

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February 2015		Health and Safety	Liability and responsibility		All members	
March 2015		Equality and Inclusion	Relevant legislation regarding equality		All members	Local leadership and communications skills
March 2015		Members training needs survey issued			For completion by all members to form training programme for 2015/16	
March 2015		Walk the ward with CX	An opportunity to showcase your ward to the CX		New members	
April 2015		Planning	Quarterly Update on Planning matters	Planning Solicitor	All members	Political understanding and safeguarding your position as a councillor when discussing planning applications
June 2015						
June 2015						
July 2015						
September		Highways and parking	To outline our responsibilities v HCC		All members	
October		Finance and budgets	To inform members of the financial context of the budget process	Head of Finance	All members	Scrutiny and challenge. Regulating and monitoring.
November						
December						

Group training and 1:1 training sessions will be available throughout the year regarding the use of ICT and Microsoft packages used by the Council but technical assistance is available on request from ICT helpdesk.

A range of courses are available on the Skillgate website which will be launched to Councillors in the future.

- New Member Induction Module 1-
 - i. New member to return acceptance of office, bank details and car registration
 - ii. ICT for ID badge
 - iii. Establish how to be addressed for business cards
 - iv. How does the committee system work
 - v. When are meetings held
 - vi. Members Allowances
 - vii. What is your role
 - viii. Options for committee papers, paper / electronic
 - ix. ICT – home visit and equipment supplied
 - x. Group rooms
 - xi. Points of contact
 - xii. Use of Freephone number
 - xiii. Training schedule
- New Member Induction Module 2-
 - i. Scope of committee work
 - ii. Declaration of interests form to be completed
 - iii. The Constitution, Localism Act, Code of conduct
 - iv. Council's Aims and objectives
 - v. Using ICT, establishing training required
 - vi. Using Outlook for Council work
 - vii. Newsletter
 - viii. Mod Gov
- New Member induction – Meet the Management team

Democratic Services will set up meetings with CX and relevant directors to explain work undertaken and the forward plan

- New Member Induction Module 3 - ICT
 - i. Visit from ICT to home address to explain usage policy and areas
 - ii. Finding your way around the website and filing structure
 - iii. Establish ICT training needs
- New Member Induction Module 4 - Meet the Monitoring Officer
 - i. Roles and responsibility
 - ii. Code of conduct
 - iii. Localism Act
 - iv. Interests
- New Member Induction Module 5 – 1:1
 - i. Any questions?
 - ii. Further training required?