

**Appendix A – Draft Member Training Programme 2012/13**

<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Who should attend?</b>	<b>Mandatory?</b>	<b>Notes</b>	<b>Cost</b>
Tues 8 May 2012	1330-1730	New Member Induction – Part 1	New councillors	Essential	Essential paperwork, Code of Conduct and related issues, Building tour, Meet SMT, 3 “A”s (First business day after election count)	
Mon 14 May 2012	1300-1600	New Member Induction – Part 2	New councillors	Essential	Practice vote, Member Development Programme, Meet EMT and Heads of Services, Sharing Customer Feedback	
w/c 14 and 21 May 2012	By appointment	IT Connectivity / InSite	New councillors	Essential	1:1 support for new members to access Council systems (Depends upon how soon new laptops are available)	
Wed 16 May 2012	1600-1730	Decision-making / modern.gov	New councillors, parish councillors	Recommended	Aimed at new members, refresher for continuing members (Followed by Housing Portfolio Holder meeting; timed to match publication of Council agenda)	
May 2012	(30 minutes)	Scrutiny Uncovered	New councillors, Scrutiny and Overview Committee members	Recommended	New scrutiny members to watch the film at <a href="http://www.parliamentlive.tv/Main/ScrutinyUncovered/Default.aspx">http://www.parliamentlive.tv/Main/ScrutinyUncovered/Default.aspx</a>	
Thu 24 May 2012	0900-1200	Visit to Waterbeach Depot	All councillors	Recommended	Aimed at new members, refresher for continuing members	
Late May 2012		South Cambridgeshire Local Plan	All councillors	Recommended	Aimed at new members, refresher for continuing members, timed to precede Special Council / Portfolio Holder consideration of Issues & Options, including member role and engagement in preparing the Local Plan.	
Wed 30 May 2012	All day	Planning Committee Training	All new Planning Committee members and reserves and those	Yes	Each session will also include equalities training.	

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			Committee members and reserves who have not had training since 2010. Joint training through CMDN.			
Thu 31 May 2012	All day	Licensing Committee Training	All Licensing Committee members and reserves and those Committee members and reserves who have not had training since 2010. Joint training through CMDN.	Yes	Each session will also include equalities training.	Licensing ~£1000 (own budget)
Early June 2012	All day	South Cambridgeshire by coach	All councillors		Aimed at new members, refresher for continuing members – see the District with officers	~£300 coach hire
Early June 2012		Scrutiny workshop	All councillors. Joint training through CMDN.	Recommended	Functions of Scrutiny and Overview Committee, basic scrutiny skills	
Thu 7 June 2012	All day	Employment Committee training	New Employment Committee members and reserves and those Committee members and reserves who have not had training since 2010. Joint training through CMDN.	Yes	Two half-day modules: <ul style="list-style-type: none"> <li>• Recruitment and selection</li> <li>• Disciplinary and grievance procedures</li> </ul> Each session will also include equalities training.	£850

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Mon 11 June 2012	1600-1800	Member / Officer Working Relations	All councillors	Recommended	Delivered by Legal and Democratic Services	
Tue 12-Wed 13 June 2012	All day	Annual Scrutiny conference	Scrutiny and Overview Committee members	Recommended	Latest developments and innovations for scrutiny members	~£500pp+travel (own budget)
Thu 14 June 2012	0930-1230	Chairing Skills for Members	First-time Chairmen and Vice-Chairmen and those who need a refresher. Joint training through CMDN.	Recommended	Delivered by East of England Local Government Association at Cambourne.	£375 + expenses + VAT
June 2012 (TBC)		Northstowe Joint Development Control Committee	Northstowe Joint Development Control Committee members, new councillors	Recommended	Aimed at JDC members, including those from the County Council, open to all councillors.	
June 2012	Evening	The new ethical standards framework	All district and parish councillors	Recommended / Possibly mandatory for District Councillors as in 2007 when the last changes were made.	For District and Parish Councillors: the new standards framework coming into force on 1 July 2012. Likely that more than one session will be held.	
Wed 27 June 2012	0900-1600	Speed Reading	All councillors. Joint training through CMDN.		Delivered by East of England Local Government Association at Cambourne.	£700 + expenses + VAT

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June / July 2012		Service-specific briefings	All councillors		More detailed look at Council services; aimed at new members, refresher for continuing members, timed to coincide with meetings <ul style="list-style-type: none"> <li>• Statutory duties of Health and Environmental Services and who to contact</li> <li>• The Council's Housing Service</li> <li>• Knowledge of departmental functions, key contacts</li> <li>• The Planning Process</li> </ul>	
Wed 11 July 2012	1600-1730	Social Media for Councillors: Facebook and Twitter	Interested councillors. Possibly joint training through CMDN.		Learn the basics of Facebook and Twitter, plus potential legal aspects councillors need to know (libel, copyright, data protection, bias and pre-determination, obscene material, pre-election periods, Code of Conduct)	
Thu 12 July 2012	1600-1800	Corporate Planning and Performance Management (CorVu)	New members	Recommended	Aimed at new members, refresher for continuing members (Followed by Cabinet meeting when recommendations to council are to be made on Corporate Plan and 3 "A"s)	
11, 25 July and 8, 22 August 2012 (for internal events)		Soft skills training	All councillors. Joint training through CMDN.		Speed reading (all day), communications and media skills	£TBD
		IT skills training	All councillors		Personal websites / blogs, social media	
Thu 26 July 2012	1130-1230	Policing in South Cambridgeshire	All councillors		Visit by Chief Constable Simon Parr Followed by full Council meeting at 2 pm	
Sat 4-Sun 5 August 2012 (TBC)	All weekend	Graduate Summer School	Leadership Academy graduates		Subject to budget – for graduates of Leadership Academy only	£500pp+travel

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Thu 9 August 2012	All day	Public speaking skills	All councillors. Joint training through CMDN.		Maximum 8 members, offered in first instance to new members or those who have requested it on their PDPs. To be delivered by East of England Local Government Association at Cambourne.	£775 + expenses + VAT
September 2012		Questioning Skills for Scrutiny	Scrutiny and Overview Committee members. Joint training through CMDN.	Recommended		
Wed 17 October 2012	1730-2000	Local Democracy Night	All councillors		A Local Democracy Week event: What does SCDC do and what do councillors do? An open evening for members of the public who want to know more about getting involved in local democracy and decision-making.	
1 November 2012	Evening	The Budget Process and Budget Scrutiny	All councillors	Recommended	The budget-setting process MTFS Review on 8 November Cabinet agenda published previous day, printed copies will be available by 1 November	
Mid-November 2012		New Contact Centre	All councillors		What changes will follow when the Contact Centre moves back in-house in December?	
24-25 November 2012 (TBC)	All weekend	Young Councillors' Weekend	Councillors aged 40 and under		Subject to budget.	£150pp+travel
December 2012		South Cambridgeshire Local Plan	All councillors	Recommended	Responses to consultation on Issues and Options. Timed to precede Special Council / Portfolio Holder decision of preferred options.	
5-6 January 2013	All weekend	BAME Councillors' Weekend	Black, Asian and minority ethnic councillors		Subject to budget	£150pp+travel

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Mid-January 2013		HRA and Housing Finance	All councillors		Timed to precede Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council	
7 Feb 2013	1800-2000	Budgets and Budget Scrutiny	All councillors, particularly those on Scrutiny and Overview Committee	Recommended	Complementing earlier workshop in November 2012. Budget books and Cabinet agenda published following day (note that 8 February 2012 is start of half-term holidays)	
27 March 2013		Risk Management Strategy	All councillors, particularly those on Cabinet and Corporate Governance Committee		Timed prior to Easter holidays (29 March-14 April 2013) and to precede publication of Risk Management Strategy on 11 April Cabinet agenda	
Late April 2013		Economic Development	All councillors		Timed to precede 9 May 2013 Cabinet Annual update on Economic Development	
Late April 2013		South Cambridgeshire Local Plan	All councillors	Recommended	Timed to precede 9 May 2013 Cabinet consideration of draft submission DPD	

**Training sessions can be offered more than once throughout the year, subject to available budget.**

**Requested training topics identified by councillors' through their 1:1 training needs assessments and surveys, and by the East of England Local Government Association report on member development at SCDC. Many of these would be suitable for briefings.**

In order to deliver a relatively consistent programme, we aim to schedule briefings on the second and fourth Wednesdays of each month – the majority of members who have replied about availability have supported Wednesdays as a preferred date.

- Treasury Management
- Choice-based lettings
- New legislation, particularly changes to planning and local government: Localism, Open Services White Paper, National Planning Policy Framework, Welfare Reform
- Safeguarding responsibilities
- Equality training, with focus on supporting minorities and addressing deprivation in South Cambridgeshire (note that all trainers providing mandatory committee training for our regulatory committees – Planning, Licensing, Employment – have been asked to include equality issues as part of their course)
- Planning issues:
  - Conservation and design, particularly regarding consistency
  - Viability and economic development
  - Section 106 agreements
- Communications skills:
  - Designing newsletters / writing for magazines and press releases
  - Writing reports to parish councils
  - Holding surgeries
- IT skills (advanced / basic), in particular:
  - Internet Explorer / Outlook
  - How to design PowerPoint presentations (to complement reports to parish councils)
  - Excel