

Member Training Programme 2012/13

Date	Time	Topic	Delivered by	Notes	Cost
Tues 8 May 2012	13:30-17:30	New Member Induction – Part 1	EMT and Heads of Services, DS	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	13:00-16:00	New Member Induction – Part 2	EMT and Heads of Services, DS	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	IT	1:1 support for new members to access Council systems (Depends upon how soon new laptops are available)	
Wed 16 May 2012	16:00-17:30	Decision-making / modern.gov	DS	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	External	New scrutiny members to watch the film at http://www.parliamentlive.tv/Main/ScrutinyUncovered/Default.aspx	
24 May 2012	09:00-12:00	Visit to Waterbeach Depot	Internal- Rachael Fox is contact	Aimed at new members, refresher for continuing members	
Weds 30 May 2012	All day	Planning Committee Training	Chris Collison/Paul Williams		
Thursday 31 May 2012	All day	Licensing Committee Training			Licensing ~£1000 (own budget)
Thurs 7 June 2012	All day	Employment Committee Training	ABA Consultants		£850+ travel
Early June 2012	All day	South Cambridgeshire by coach	Internal	Aimed at new members, refresher for continuing members – see the District with officers	~£300 coach hire

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Mon 11 June 2012	16:00-18:00	Member/Officer Working Relations	DS/Legal		
Thurs 14 June 2012	09:30-12:30	Chairing Skills for Members	EELGA at Cambourne HQ	For first-time Chairmen and Vice- Chairman or Chairmen / Vice-Chairman who need a refresher	£375 (+ mileage)
Tues 19 June 2012	17:00-18:30	Citizen's Advice Bureau Briefing	Kathryn Hawkes' contact		
Weds 27 June 2012	09:00-16:00	Speed Reading	EELGA at Cambourne HQ		
June 2012		South Cambridgeshire Local Plan	Internal	For all members, timed to precede Portfolio Holder / Cabinet consideration of Issues & Options	
June 2012		Basic Skills for Scrutiny	External (joint training with partners where available)	Functions of Scrutiny and Overview Committee	
June 2012	Evening	Ethical standards framework	Internal	For District and Parish Councillors: the new standards framework coming into force on 1 July 2012	
June 2012	All day	Annual Scrutiny conference	External	Latest developments and innovations for scrutiny members	~£500pp+travel
June / July 2012		Service-specific briefings	Internal	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"> • Statutory duties of Health and Environmental Services and who to contact • The Council's Housing Service • Knowledge of departmental functions, key contacts • The Planning Process 	

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Wednesday 11 July 2012	16:00-17:30	Social Media for Councillors- Facebook & Twitter	DS	Last delivered January 2011	
Thu 12 July 2012	16:00-18:00	Corporate Planning and Performance Management (CorVu)	Policy and Performance	Aimed at new members, refresher for continuing members Pre-cabinet	
Thurs 19 July	16:00-17:30	Websites & Blogs for Councillors	DS	Limited to 6-8 members due to capacity of ICT Training Room	
Thurs 26 July 2012	11:30-12:30	Visit by Chief Constable Simon Parr			
9 August 2012	All day	Public Speaking Skills	EELGA at Cambourne (offered to CMDN)	Maximum 8 members, offered in first instance to new members or those who have requested it on their PDPs	£775+VAT, travel
4-5 August 2012	All weekend	Graduate Summer School	Leadership Academy	Subject to budget – for graduates of Leadership Academy only	£500pp+travel (own budgets)
26 September 2012	16:00-17:00	Emergency Planning	External Trainer, Mark Baker	Had to be cancelled due to lack of take- up.	
17 October 2012	09:00-13:00	Effective Member/Officer Relations	EELGA at Cambourne (offered to CMDN)	Max. 12 attendees	£450 + travel & VAT
1 November 2012	Evening	The Budget Process	Internal	The budget-setting process MTFS Review on 8 November Cabinet agenda published previous day, printed copies will be available by 1 November	

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14 November 2012	17:00-18:00	Contact Centre Briefing	Paul Knight	Update on Contact Centre Implementation	None
21 November 2012	09:30-15:30	Effective Written Communication	EELGA at Cambourne	Max. 10 attendees	£625 + travel & VAT
24-25 November 2012 (TBC)	All weekend	Young Councillors' Weekend	Leadership Academy	Subject to budget – for councillors aged 40 and under only	£150pp+travel
28-29 November 2012	Two days	Positive Planning	Leadership Academy	Open to all Members	Subsidised by PAS
5-6 January 2013	All weekend	BAME Councillors' Weekend	Leadership Academy	Subject to budget	£150pp+travel
Mid-January 2013		South Cambridgeshire Local Plan	Internal	Timed to precede Portfolio Holder / Cabinet decision of preferred options	
Mid-January 2013		HRA and Housing Finance	Internal	Timed to precede Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council	
7 Feb 2013	18:00-20:00	Budgets and Budget Scrutiny	Internal (possibly external support for Scrutiny)	Complementing earlier workshop in November 2012. Budget books and Cabinet agenda published following day (note 8 February is start of half-term)	
27 February 2013	12:00-17:00	Gypsies and Travellers National Training Programme	Planning Advisory Service	Open to all Members & selected Officers	Subsidised by PAS
27 March 2013		Risk Management Strategy	Internal	Timed prior to Easter holidays (29 March-14 April) and to precede publication of Risk Management Strategy on 11 April Cabinet agenda	
Late April		Economic		Timed to precede 9 May 2013 Cabinet	

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2013		Development		Annual update on Economic Development	
Late April 2013		South Cambridgeshire Local Plan	Internal	Timed to precede 9 May 2013 Cabinet consideration of draft submission DPD	

Training sessions can be offered more than once throughout the year.

EMT recommended that the Member Development Programme 2012-13 be pushed back to the Cabinet meeting on Thursday 12 April 2012 in order for the recommendations made by the Charter assessors to be embedded in the programme.

Equalities and diversity training and code of conduct training will also be organised for all members before the end of 2012.

Other suggestions for development included:

- Choice based lettings
 - Welfare Reform
- Induction- Safeguarding responsibilities
 - Northstowe JDCC