

Member Training and Development Programme 2009/10

SECTION A – SPECIFIC SKILLS AND KNOWLEDGE

TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	LEAD OFFICER(S)
<p>Planning Committee – briefing for new Committee Members with the Corporate Manager for Planning and Sustainable Communities</p>	<p>To provide new Members with the essential skills and knowledge necessary for them to sit on the committee.</p> <p>Appropriate training is mandatory for Members wishing to sit on the planning and licensing committee as stipulated in the Constitution.</p>	31 May 2009	2-3 hours	Officer time	Gareth Jones/Dave Rush
<p>Planning Committee – Annual refresher for continuing Members of the Committee</p> <p>In-house briefing by lead officers</p>	<p>To ensure that continuing Members of the Committee remain equipped with the required skills and knowledge, keeping abreast of relevant developments in regional and national policy affecting their role.</p> <p>Appropriate training is mandatory for Members wishing to sit on the planning and licensing committee as stipulated in the Constitution.</p>	30 June 2009	2-3 hours at a time to be agreed	Officer time	Gareth Jones/Dave Rush
<p>Licensing committees – briefing for new Committee Members</p> <p>In-house briefing by Licensing Officer or join training session run by a neighbouring authority (subject to availability)</p>	<p>To provide new Licensing Committee Members with the essential skills and knowledge necessary for them to sit on licensing hearing panels.</p> <p>Appropriate training is mandatory for Members wishing to sit on the planning and licensing committee as stipulated in the Constitution.</p>	31 May 2009	2 hours at a time to be agreed	Officer time External – approx £100 per Member	Dale Robinson/Myles Bebbington

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TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	LEAD OFFICER(S)
<p>Licensing Committee – Annual refresher for continuing Members of the Committee</p> <p>In-house briefing by external provider</p>	<p>To ensure that continuing Members of the Committee remain equipped with the required skills and knowledge, keeping abreast of relevant developments in regional and national policy affecting their work.</p> <p>Appropriate training is mandatory for Members wishing to sit on the planning and licensing committee as stipulated in the Constitution.</p>	<p>30 June 2009</p>	<p>Half-day refresher session</p>	<p>£500 approx</p>	<p>Dale Robinson/Myles Bebbington</p>
<p>Employment Committee training for new and continuing Members</p> <p>In-house briefing by external provider</p>	<p>To ensure that Committee Members have the necessary skills and knowledge to carry out their role in terms of the recruitment and selection of senior staff (half-day) and hearing staff appeals (half-day).</p>	<p>30 June 2009</p>	<p>Full day course</p>	<p>£500 - £1,000</p>	<p>Susan Gardner Craig</p>
<p>Joint Development Control Committees (Northstowe, Cambridge Fringes) training programme. Aimed primarily at district, city and county councillors sitting on the committees, with an expectation that sessions will be open to all Members wherever possible.</p>	<p>To ensure Members understand the specific issues and challenges associated with overseeing large-scale growth. Specific sessions to consider the link between development control, community facilities and infrastructure, in response to an identified high priority training need.</p>	<p>Quarterly programme of in-house seminars delivered by a mixture of local authority officers and guest speakers.</p>	<p>2 hour sessions</p>	<p>To be met from within existing resources wherever possible.</p>	<p>Peter Studdert/Jo Mills</p>
<p>Planning conditions and obligations</p>	<p>To provide an overview of law and practice in respect of Section 106 legal</p>	<p>28 February 2010</p>	<p>Full-day workshop</p>	<p>£2,500</p>	<p>Gareth Jones</p>

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TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	LEAD OFFICER(S)
In-house briefing by external provider	agreements and the link to planning conditions. Response to an identified high priority training need				
An introduction to the Council's revenues and benefits service In-house briefing by the Head of Revenues	To provide Members with an overview of the revenues and benefits service, enabling them to assist constituents with related enquiries.	31 July 2009	2-3 hour briefing	Officer time	Lee Phanco
Scrutiny skills Refresher session for scrutiny monitors In-house session prior to a scrutiny committee meeting	To recap on role of scrutiny monitor	30 Sept 2009	15-30 mins workshop	Officer time	Jackie Sayers
Scrutiny skills - at least one session with external provider	To hone scrutiny skills as identified via committee's annual self-evaluation	31 December 2009	2-hour session(s)	Up to £3,000	Jackie Sayers
Contact centre	To increase aware and understanding of the Contact Centre in response to concerns identified in the survey of Members' Communication needs	As per the dedicated training plan for the Contact Centre	As per the dedicated training plan for the Contact Centre	As per the dedicated training plan for the Contact Centre	Lee Phanco

SECTION B – THE LOCAL AND NATIONAL CONTEXT

TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	LEAD OFFICER(S)
<p>New legislation - Briefing sessions on the implications of relevant new legislation, national and regional policy and programmes etc, to be identified by EMT and delivered by the relevant Chief Officer/Corporate Manager(s)</p>	<p>To ensure members have an up-to-date understanding of national developments in the local government field in respect of local authority functions and priorities.</p> <p>Response to an identified high priority training need.</p>	<p>Six-monthly briefings prior to the Council meetings in April and November 2009</p>	<p>30 minute headline presentation followed by question and answer</p>	<p>Officer time</p>	<p>Greg Harlock/Catriona Dunnett</p>
<p>Regional working – GO-East, EERA and the Regional Efficiency Partnership</p> <p>Briefing led by Chief Officers with leading external representatives to be invited. Detailed subjects/content to be advised.</p>	<p>To provide an overview of the role and responsibilities of key regional organisations and their inter-relationship with local authorities.</p> <p>Response to an identified high priority training need.</p>	<p>30 September 2009</p>	<p>2-hour briefing/workshop</p>	<p>Officer time. Expenses of external invitees.</p>	<p>Denise Lewis/Gemma Barron</p>
<p>Cambridgeshire Together and the Local Area Agreement</p> <p>Briefing led by lead partnership officers with appropriate</p>	<p>To provide an overview of Cambridgeshire Together, the county's strategic partnership, and its progress on meeting its vision and targets within the 3-year Local Area Agreement.</p> <p>Response to an identified high priority</p>	<p>30 November 2009</p>	<p>2-hour briefing/workshop</p>	<p>Officer time. Expenses of external invitees.</p>	<p>Denise Lewis/Gemma Barron</p>

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external representatives to be invited. Detailed subjects/content to be advised.	training need.				
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SECTION C – CORPORATE GOVERNANCE

TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	OFFICER(S)
<p>An introduction to Local Government Finance, the local financial context and the role of elected Members in budget-setting and monitoring.</p> <p>In-house briefing by Council Officers (as recommended by the Finance Task and Finish Group)</p>	<p>To enable all Members to undertake their differing roles and duties in respect of finance efficiently and effectively, taking into account relevant local, regional and national factors impacting on this role.</p> <p>Response to an identified high priority training need.</p>	31 October 2009	3 hours	Officer time	Executive Director for Corporate Services
<p>Risk Management – Targeted briefing for Cabinet and Corporate Governance Committee Members with specific responsibilities for risk management</p> <p>In-house seminar delivered by external provider</p>	<p>To provide a basic understanding of local authority risk management focussing on Members’ role in overseeing the Council’s strategic approach to risk and ownership of operational risk registers.</p> <p>Response to an identified high priority training need.</p>	30 June 2009	3 hours	Funded through insurance arrangements	John Garnham

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<p>Risk Management – General introduction to risk management for all Members</p>	<p>To provide a general overview of risk management, to coincide with the annual review of the Risk Management Strategy</p>	<p>31 October 2009</p>	<p>3 hours</p>	<p>Funded through insurance arrangements</p>	<p>John Garnham</p>
<p>Introduction to CORVU (1) Introduction to the new Performance Management Portal (CorVu) In-house briefings to be delivered as part of the launch of the new Performance Management Portal System (CorVu)</p>	<p>To introduce the new web-based performance management portal system to councillors, providing a general overview for all councillors and specific training on access to performance reports by different groups of Members e.g. Portfolio Holders, Scrutiny Monitors, Local Ward Members. Part of the CorVu launch project plan</p>	<p>30 June 2009</p>	<p>2-3 one-hour sessions</p>	<p>Officer time</p>	<p>Paul Swift/Ian Salter</p>
<p>Introduction to CORVU (2)</p>	<p>To provide specific training for small groups of Members</p>	<p>31 July 2009</p>	<p>3 hours</p>	<p>Officer time</p>	<p>Paul Swift/Ian Salter</p>
<p>Equalities and Diversity In-house training with external support as appropriate.</p>	<p>To ensure Members are aware of and understand the Council’s legal responsibility and community leadership role to promote and implement equality in all its activities.</p>	<p>30 June 2009</p>	<p>Half-day session</p>	<p>Consultants. To be funded from equalities budget</p>	<p>Paul Swift/Paul Williams</p>
<p>Standards Committee training programme Mixture of in-house training and external</p>	<p>To ensure district councillors, parish council and independent representatives on the Standards Committee have the skills and knowledge to enable them to carry out the committee’s functions in respect of the assessment, review and</p>	<p>30 April 2010</p>	<p>Various – to be advised</p>	<p>To be advised – to be funded from Standards Committee budget</p>	<p>Catriona Dunnett/Fiona McMillan</p>

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courses and seminars	determination of complaints and the promotion of high standards of conduct by Members.				
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SECTION D – TECHNICAL SKILLS

TOPIC AND METHOD OF DELIVERY	PURPOSE OF SESSION	DEADLINE FOR DELIVERY	DURATION	COST	LEAD OFFICER(S)
<p>Intermediate IT skills</p> <p>In-house seminar; possible combination with officer IT training programme. Use of the Council's approved providers Oak Tree Management and Training Ltd</p>	To enhance Members' IT abilities through training in such areas as file attachments, desktop shortcuts and inserting basic tables.	30 November 2009	Half-day	Tbc	Steve Rayment
<p>Advanced IT skills</p> <p>In-house seminar; possible combination with officer IT training programme. Use of the Council's approved providers Oak Tree Management and Training Ltd</p>	To enhance Members' IT abilities through training in areas such as printer set-up, forming complex tables and spreadsheets.	31 March 2010	Half-day	Tbc	Steve Rayment
<p>National Leadership Academy</p> <p>External residential IDEa course</p>	To equip lead Members with the personal, political and community leadership skills necessary to assist them in meeting the challenges of running the Council.	31 March 2010	Three weekend modules plus an optional fourth module	£1,500 per Member, funded by Improvement East	Paul Swift