

MEMBER DEVELOPMENT PROGRAMME 2014-15

| Date | Time | Topic | Delivered by | Mandatory? | Notes |
|---------------------------|---|---------------------------------------|---|-------------------|---|
| Wed 28 May 2014 | 10:00 - 12:30 | New Member Induction | Chief Executive, Executive Director and Democratic Services Team Leader | Essential | Meet Chief Executive and Executive Director and be briefed on the main issues affecting the Council. Meet Democratic Services who will talk through the essential paperwork and provide a building tour |
| w/c 27 May 2014 | By appointment | IT Connectivity / InSite | IT | Essential | 1:1 support for new Members to be set up on e-mail and access Council systems |
| Late May/Early June | Half-day (dependent on numbers and need) | iPad training for new Members | Internal | Optional | Some new Members may need to be shown how to use their iPads to access their e-mails, the intranet etc. |
| Thur 5 June 2014 | 10:00 - 11.30 | Code of Conduct | Monitoring Officer | Essential | Meet the Monitoring Officer who will introduce the Council's Code of Conduct. This will include giving practical advice on declaring interests at meetings and explaining how the laws on pre-determination and bias interact with the Code of Conduct. |
| Wed 11 June 2014 | Half-day | Licensing Training | External (joint training with partners where available) | Mandatory | All Members who wish to sit on the Licensing Committee, either as a full Member or as a substitute, need to have received training in the last two years |
| Fri 27 June 2014 | All day | Planning Training | Internal (joint training with partners where available) | Mandatory | All Members who wish to sit on the Planning Committee, either as a full Member or as a substitute, need to have received training in the last two years |
| Mon 14 July 2014 | 1 hour | South Cambridgeshire Local Plan | Director of New Communities and Planning | Recommended | Meet the Director of New Communities and Planning and understand the next steps for the Local Plan and its implications |

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| Mon 14 July 2014 | 1 hour | Efficiency Agenda & City Deal | Executive Director/ Head of Finance/Policy & Performance | Recommended | Briefing on the Business Improvement Efficiency Programme, City Deal, Shared Services and South Cambs Ltd |
| July 2014 | Morning or afternoon | Visit to Waterbeach Depot | Internal | Optional | Aimed at new Members but also available as a refresher for continuing Members |
| Thur 4 September | Full day | Employment Committee Training | External (ABA Consulting) | Mandatory | All Members who wish to sit on the Employment Committee, either as a full Member or as a substitute, need to have received training in the last two years. |
| Tue 30 September & 2 October 2014 | Half-day | Mediation and Conciliation Training | External (ABA Consulting) | Recommended | Aimed specifically to support Members in their community leadership role. |
| October 2014 | Morning or afternoon | Visit to Waterbeach Depot (subject to demand) | Internal | Optional | Aimed at new Members but also open to any other Member who may be interested. |
| October/ November 2014 | Half-day | Equality and Diversity Training | Internal | Optional | Combined officer and Member training session based on the profile of the District |
| October/ November 2014 | Half-day | Public speaking skills | Malcolm Cutts (EELGA) at Cambourne (joint training with partners if sufficient interest) | Optional | Maximum 8 members, offered in first instance to new Members or those who have specifically requested it |
| November 2014 | 1 – 2 hours | The Budget Process | Internal | Recommended | Will be held before Cabinet discuss the Medium Term Financial Strategy on 13 November 2014 |
| Mid- January 2015 | 1 – 2 hours | HRA and Housing Finance | Internal | Recommended | Timed to precede Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council |

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| January 2015 | | South Cambs Ltd | Director of Housing | Recommended | To provide Members with an update on the Council's Housing Company. |
| To be Confirmed | | Risk Management Strategy | Zurich (our insurers) | Optional | Will be offered to officers and councillors in a combined session. |
| To be Confirmed | | Delivering public services in a commercial environment | | Recommended | |
| To be Confirmed | | Scrutiny and Overview Committee training | | Recommended | For Members of the Scrutiny and Overview Committee |
| To be Confirmed | | Partnerships Review Committee training | | Recommended | For Members of the Partnerships Review Committee |
| To be Confirmed | | Speed reading | | Recommended | |