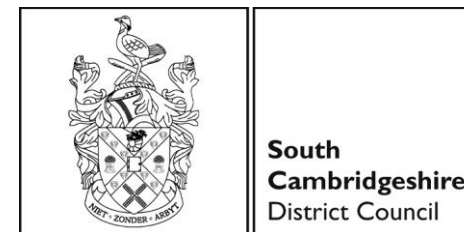


Member Development Programme 2016/17



Date	Time	Topic	Delivered by	Notes
10/05/16	11.00 – 16.30	Induction for newly elected Members	Jean Hunter (Chief Executive); Graham Watts (Democratic Services Team Leader); Shirley Tracey (Monitoring Officer)	<p>Programme for the day to include presentation of induction pack, completing necessary paperwork, a tour of the building, a session on Code of Conduct/Governance, an assessment of ICT needs and provision of access to the Council's network, followed by an informal discussion with the Chief Executive</p> <p>Essential for new Members</p>
19/05/16	11.00 – 12 noon	Briefing for newly elected Members on the Annual General Meeting	Graham Watts (Democratic Services Team Leader)	<p>A briefing prior to the AGM for newly elected Members to go through Standing Orders, processes and procedures for meetings of Full Council</p> <p>Essential for new Members</p>
20/05/16	9.30 – 13.00	Planning Committee training	Julie Baird (Head of Development Management); Jane Green (Head of New Communities)	<p>This session will cover the role of the Committee, legal advice and probity, the scheme of delegation, Local Plan and policy context, development management to include material planning considerations, quality of design and enforcement</p> <p>Mandatory for Members and Substitutes of the Planning Committee</p> <p><i>All Members to be invited to attend</i></p>

31/05/16	10.00 – 14.00	Induction for new Members of the Greater Cambridge City Deal Executive Board or Joint Assembly	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>This session is for new Members appointed to the City Deal Executive Board or Joint Assembly from all partners (Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, the University of Cambridge and the Local Enterprise Partnership)</p> <p>Essential for new Members of the Executive Board or Joint Assembly</p> <p><i>All Members of the Executive Board and Joint Assembly will be invited to attend as a refresh opportunity</i></p> <p>(To be held at the Guildhall, Cambridge)</p>
May/June*	Half-day	iPad training including 'Good' and 'Modern.Gov' applications	The Information Communications & Technology Shared Services Team and the Democratic Services Team	<p>Some new Members may need to be shown how to use their iPads to access their e-mails through the 'Good' App, the intranet and the 'Modern.Gov' App</p> <p>*Date to be confirmed subject to demand and availability of Members</p> <p><i>All Members to be invited for a refresh opportunity</i></p>
June*	1 – 2 hours	Introduction to using social media	The Communications Team and Democratic Services Team	<p>Informal practical session to help Members sign up to Twitter, Facebook and/or other social media applications and demonstrate how to use them</p> <p>*Date to be confirmed subject to demand and availability of Members</p>
01/06/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

06/06/16	9.30 – 16.00	Licensing Committee training	James Button Solicitors – joint session with Cambridge City Council	<p>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. This session will cover decision-making, taxi licensing, the Licensing Act and gambling</p> <p>Mandatory for Members and Substitutes of the Licensing Committee</p> <p><i>(To be held at the Guildhall, Cambridge)</i></p>
15/06/16	14.00 – 16.00	Introduction to local government finance and the Council's budget	Alex Colyer (Executive Director, Corporate Services)	<p>Aimed at new Members to provide an overview of local government finance, the Council's budget and Medium Term Financial Strategy and an explanation of the Council's annual budget setting process.</p> <p><i>All Members to be invited as a refresh opportunity</i></p>
01/07/16	14.00 – 16.00	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan, Greater Cambridge City Deal Programme Director	<p>A briefing to provide an update on the Greater Cambridge City Deal Programme</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p>
04/07/16	14.00 – 16.00	Introduction to grants, locality working and community rights	Gemma Barron (Partnerships Manager)	<p>Aimed at new Members to outline a number of grants that may be available to communities in their wards, locality working (or patch-based working) and community rights.</p> <p><i>All Members to be invited as a refresh opportunity</i></p>

06/07/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
15/07/16	10am – 1pm	Planning Committee training	John Williamson, Cambridgeshire Spatial Planning Unit and part-time Planning Inspector	<p>This session will cover strategic planning policy matters, including recent changes in National Planning Policy and guidance and milestone appeal decisions</p> <p>Mandatory for Members and Substitutes of the Planning Committee</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also be invited to attend</i></p>
18/07/16	14.00 – 16.00	Housing	Stephen Hills (Director of Housing)	<p>A briefing/workshop for all Members on:</p> <ul style="list-style-type: none"> - The role of the Council's Housing Company, Ermine Street Housing Ltd - The role of the Housing Development Agency - The other services that the Council provides as part of the Housing Directorate and associated key issues, challenges and risks
19/07/16	16.30 – 18.00	Welfare, benefits and the Localised Council Tax Support Scheme	Dawn Graham (Benefits Manager)	<p>A workshop session for all Members prior to the Finance and Staffing Portfolio Holder Meeting scheduled to be held on the same day at 6pm. The session will cover welfare reform, benefits and the Localised Council Tax Support Scheme and will provide all Members with an opportunity to put forward their views</p>

Date to be confirmed	Half-day	Employment Committee training	External TBC	All Members who wish to sit on the Employment Committee, either as a full Member or Substitute, need to have received training in the last two years Mandatory for Members and Substitutes of the Employment Committee
10/08/16	18.00 – 19.00	Freedom of Information and Data Protection	Matt Hudson (Senior Information Management Officer)	A session for all Members to explain the principles of the Freedom of Information Act and Data Protection Act <i>(To be held at Pathfinder House, Huntingdon)</i>
07/09/16	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
Date to be confirmed	TBC	Freedom of Information and Data Protection	Matt Hudson (Senior Information Management Officer)	A session for all Members to explain the principles of the Freedom of Information Act and Data Protection Act <i>Members from Cambridge City Council and Huntingdonshire District Council will also be invited to attend</i>
09/09/16	10.30 – 14.00	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme. <i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i> <i>(To be held at Shire Hall, Cambridge)</i>

Date to be confirmed	Half-day	Introduction to Waste Services – joint working with Cambridge City Council	Paul Vanston (Head of the Single Waste Service) Joint session with Cambridge City Council	Aimed at new Members to explain the joint waste service with Cambridge City Council. This session will include a tour of the facilities at the depot. <i>(To be held at the Waterbeach Depot)</i> <i>All Members to be invited as a refresh opportunity</i> <i>All Members of Cambridge City Council also to be invited</i>
28/09/16	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
Date to be confirmed	Full day	Planning Committee training	Julie Baird (Head of Development Management; Jane Green (Head of New Communities)	To undertake visits around the district of recently completed sites based on key themes Mandatory for Members and Substitutes of the Planning Committee <i>All Members to be invited to attend</i>
September	1 – 2 hours	Shared Services	Brian O’Sullivan (Shared Services Programme Manager)	Aimed at new Members to explain the various Shared Services that the District Council is part of <i>All Members to be invited as a refresh opportunity</i> <i>Members from Cambridge City Council and Huntingdonshire District Council will also be invited to attend</i>

05/10/16	1 hour	Planning Training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
12/10/16	14.00 – 16.00	Programme and project management, including commercialisation	Phil Bird (Business Improvement and Efficiency Manager)	<p>A session for all Members to outline the Council's approach to Programme and Project Management and to explain the Council's commercialisation agenda.</p>
27/10/16	14.00 – 17.00	Member development day		<p>A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required</p>
02/11/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

08/11/16	15.00 – 17.00	The budget setting process and the Corporate Plan	Alex Colyer (Executive Director, Corporate Services)	<p>A session for all Members to outline the process and key issues to take into account before Cabinet considers the Medium Term Financial Strategy and Corporate Plan in November ahead of the Council approving the budget and Corporate Plan in February 2017</p> <p>This session will take place prior to the meeting of the Scrutiny and Overview Scrutiny Committee scheduled to take place on the same day at 6pm</p>
November	Half-day	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>A briefing to provide an update on the Greater Cambridge City Deal Programme.</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p>
23/11/16	1.30pm – 4.30pm	Planning Committee training	John Williamson, Cambridgeshire Spatial Planning Unit and part-time Planning Inspector	<p>This session will cover strategic planning policy matters, including recent changes in National Planning Policy and guidance and milestone appeal decisions.</p> <p>Essential for Members and Substitutes of the Planning Committee</p> <p><i>All Members to be invited as a refresh opportunity</i></p> <p><i>Parish Councillors/Clerks will also be invited to attend</i></p>
30/11/16	14.00 – 17.00	Member development day		<p>A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required</p>

07/12/16	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
15/12/16	14.00 – 17.00	Member development day		<p>A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required</p>
11/01/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
16/01/17	18.00 – 20.30	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	<p>A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme.</p> <p><i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i></p> <p><i>(To be held at the Guildhall, Cambridge)</i></p>
January	1 – 2 hours	Housing Revenue Account and Housing finance	Executive Director and Director of Housing	<p>Timed to precede the Housing Portfolio Holder's consideration of estimates and recommendations to Cabinet / Council</p>

25/01/17	14.00 – 17.00	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
01/02/17	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
22/02/17	Half-day	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required
01/03/17	1 hour	Planning training	The Planning and New Communities Team	A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting <i>All Members to be invited to attend</i> <i>Parish Councillors/Clerks will also invited to attend</i>
March	Half-day	Update on the Greater Cambridge City Deal Programme	Tanya Sheridan (Greater Cambridge City Deal Programme Director)	A briefing/workshop to provide an update on the Greater Cambridge City Deal Programme. <i>All Members of each of the three partner Councils (Cambridgeshire County Council, Cambridge City Council and South Cambridgeshire District Council) to be invited</i>
23/03/17	Half-day	Member development day		A Member Development session reserved in the diary for any workshops, briefings, development or training sessions which may be required

05/04/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>
10/05/17	1 hour	Planning training	The Planning and New Communities Team	<p>A training session to be held prior to the meeting of the Planning Committee. The specific subject will be confirmed nearer the time of the meeting</p> <p><i>All Members to be invited to attend</i></p> <p><i>Parish Councillors/Clerks will also invited to attend</i></p>

Member development days, with no specific subject headings, have been programmed throughout the year. Members are asked to reserve these slots in their diaries for any workshops, briefings or development/training sessions that may be required, notice of which will be sent to Members in good time prior to the session. Subjects identified by Members via a survey undertaken in April 2016 have been identified as follows and may be added to the Programme or feature at one of the Member development day sessions in due course:

- Speed reading
- Public speaking
- Chairmanship training
- Questioning skills and providing effective challenge (scrutiny and overview)
- Devolution
- Customer Service and Customer Contact Centre
- Leadership development (Cabinet/Portfolio Holders)
- Economic development
- Equality and diversity
- Risk management