

SCHEDULE OF TRAINING & DEVELOPMENT ACTIVITIES 2014/15

	Topic	Purpose	Provider	When	How
COMPULSORY TRAINING – ALL MEMBERS					
1	Equalities (incl public sector equality duties/ community leadership role / equality legislation)	Improve skills & knowledge All – Compulsory Total No of Councillors undertaken training 90%	Internal	25.06.2014 01.07.2014 20.10.2014 15.01.2015	Workshop style session and e-learning
2	Children’s Services Safeguarding including- Corporate Parenting and Performance management	Improve Skills & knowledge on this priority issue. Compulsory to all new Members and those not attended in 2013/14 Total No of Councillors undertaken training 81%	Internal	03.07.2014	Workshop style session
3	Information Governance – including Data Protection	To improve knowledge and understanding Total No of Councillors undertaken training 89%	Internal	10.06.2014 09.02.2015	Workshop style session e-learning modules and drop in sessions
4.	Health & Safety for Elected Members	To ensure understanding of corporate and personal responsibilities.	Internal	07.07.2014 21.07.2014 21.10.2014	Workshop style session

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		Total No of Councillors undertaken training 56% but further training has been arranged and due to be attended.		12.01.2015 10.02.2015 23.02.2015 02.03.2015	
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COMPULSORY FOR COMMITTEE MEMBERS					
5	Planning Induction	To enable Members to discharge their function effectively	Internal	16.06.2014	Workshop style session
	Planning – ongoing training as required	Subject specific training provided as required in advance of each Planning Committee meeting.	Internal	Ongoing	Workshop style session
	Topic	Purpose	Provider	When	How
6	Licensing Induction	To enable Members to discharge their function effectively	Internal	27.06.2014	Workshop style session
7	Audit Induction	To enable Members to discharge their function effectively	Internal	19.06.2014	Workshop style session
COMPULSORY FOR IDENTIFIED GROUPS					
8	Roles & Responsibilities of a Councillor –Induction learning activities for new Councillors	To support new Councillors/refresher training for existing Councillors	Internal	27.05.2014	Range of learning methods used.
		Role of Councillor, Code of Conduct, understanding Overview and Scrutiny, Work of the Directors and Chief Executive.		05.06.2014	
9	Effective Chairing	Skills & knowledge	External	17.06.2014	Workshop style session.
		All new Chairs and Vice-Chairs		30.06.2014	
		Compulsory and continuation of those Members not undertaken training during current term of office.			

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10	Performance Management	Improve understanding, knowledge, scrutiny and challenge Compulsory for Cabinet Members Recommended for non Executive	Internal	03.02.2014 (Cabinet only) 06.02.2015 09.02.2015	Workshop style session.
11	Local Government Finance	Improve understanding, knowledge. Compulsory for Cabinet. Recommended for non Executive	Internal	04.09.2014 02.10.2014	Workshop style session.
	Topic	Purpose	Provider	When	How
RECOMMENDED TRAINING (skills based)					
12	Questioning and Listening skills	To improve & develop skills. Particularly useful for Overview and Scrutiny Councillors	External	15.07.2014	Workshop style session..
13	Presentation and public speaking skills	To improve and develop skills Recommended for All Members	External	09.07.2014 29.07.2014	Workshop style session..
14	Speed Reading	To improve and develop skills Recommended for All Members	External	25.07.2014 08.09.2014	Workshop style session
15	Scrutiny and Challenge	Work planning, analyse information, present arguments, speed reading, evidence gathering and recommendation development.	External	08.07.2014 09.07.2014	Workshop style session.

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		Recommended for all Scrutiny Members			
16	Future Role of Councillors	To develop a series of activities to improve and develop skills - new ideas and ways of doing things (Recommended for All Members). Focus on negotiator, community advocate, networker, local leader.	External	On-going	Workshop style session.
17	Social Media	To improve and develop skills.	Internal	On-going	Practical sessions provided as required
18	ICT support drop-in	To improve and develop skills. email, outlook, word, spread sheets etc	Internal E-learning.	On going	Practical 1-2-1 sessions Drop in sessions arranged as required
19	Health Scrutiny Training	To develop skills required to assist with undertaking health scrutiny	External	22/10/2014	Workshop style session.

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	Topic	Purpose	Provider	When	How
20	Leadership Development – where this is appropriate.	To improve and develop skills Recommended for All Members	Internal External	On-going	Development programme/ sessions with officers Leadership Development courses

S: MemberSupport/201415/MemberDevelopment/Draftscheduleoftrainingevents201415

Seminars - June 2014 to March 2015

Course Title	Delivery Date
	JUNE
Care Homes and Day Centres Seminars	9 th June (2 sessions) 10am & 5.30
Early Years Help & Collaboration with Schools	17 th June
Early Years Help & Collaboration with Schools	23 rd June
	JULY
Childrens' Trust Arrangements	2 nd July
Children's Safeguarding and Corporate Parenting	3 rd July
Childrens' Trust Arrangements	16 th July
Childrens' Centres & Youth Centres	24 th July
Childrens' Centres & Youth Centres	28 th July
	AUGUST
Health & Scrutiny Seminar	11 th September
Health Scrutiny Seminar	22 nd September
	NOVEMBER
Modernisation of Adult Day Services Provision	3 rd November x 2 sessions
Planning Obligations & Affordable Housing	4 th November
Understanding the Care Act 2014	11 th November
Understanding the Care Act 2014	17 th November
Child Sexual Exploitation	19 th November
Budget Seminar	25 th November
Child Sexual Exploitation	27 th November
Planning Obligations & Affordable Housing	28 th November
	DECEMBER
Polling Station Review	16 th December
Polling Station Review	17 th December
	JANUARY 2015
Council Assets	8 th January
Health & Safety	12 th January
Major Projects	13 th January
Equalities	15 th January
Major Projects	28 th January
	FEBRUARY
Council Assets	11 th February
Neighbourhood Management – Stronger Communities	16 th February
Neighbourhood Management – Stronger Communities	23 rd February
Children's Trust	25 th February
	MARCH
Children's Trust	4 th March