

# MEMBER TRAINING & DEVELOPMENT PROGRAMME 2019/20

**Mandatory Training – once undertaken will be valid for the  
4 year period (2017/18 – 2020/2021)**

**All training is scheduled for 2 hours maximum unless otherwise stated.**

**Dates and times for sessions yet to be arranged will be finalised once the programme is approved and Members availability and/or /interest has been identified.**

No.	Topic	Date
1	<b>New Member Induction - Mandatory for newly elected Councillors.</b>	Not required unless new Councillors are elected. Induction is undertaken over 3 days to ensure consideration of key areas.
<b>ANNUALLY - MANDATORY TRAINING – ALL MEMBERS</b>		
2	<b>GDPR e-learning (There is a requirement to complete this training annually).</b>	TBA
<b>MANDATORY TRAINING FOR ALL MEMBERS WHO HAVE NOT ALREADY UNDERTAKEN DURING 2017/18 or 2018/19. RELEVANT MEMBERS WILL BE NOTIFIED BY MEMBER SUPPORT</b>		
3	<b>Equalities Training</b>	TBA
4	<b>Children's Services Safeguarding and Corporate Parenting (COMBINED)</b>	TBA
5	<b>Child Criminal Exploitation</b>	TBA
6	<b>Spam &amp; Phishing</b>	This has been completed by all Members
7	<b>Health &amp; Safety for Elected Members</b>	TBA
8	<b>Adult Safeguarding</b>	This has been completed by all Members
<b>MANDATORY FOR COMMITTEE MEMBERS UNDERTAKING SPECIFIC ROLES - This is compulsory for all Committee Members (once undertaken this is valid for 4 years) non-Committee Members may also attend.</b>		
9	<b>Planning Induction (for new Committee Members)</b>	Wednesday 22 <sup>nd</sup> May, 2019 at 11am (Rm Council Chamber)

9a	<b>Application of Code of Conduct for Planning Members</b>	TBA (July)
10	<b>Licensing Induction</b>	Thursday 20th June, 2019 at 11am (following Licensing Cttee) (Council Chamber
11	<b>Audit Induction</b>	Wednesday, 12th June, 2019. 10am (Council Chamber)
12	<b>Chairing Skills compulsory for Chairs &amp; Vice Chairs of Committees</b>	Tuesday 28 <sup>th</sup> May 2019, 10am (Rm 210)
<b>MANDATORY FOR IDENTIFIED GROUPS</b>		
13	<b>Performance Management –</b> Mandatory for Cabinet & Scrutiny Members	TBA
14	<b>Local Government Finance</b> Mandatory for Cabinet & Scrutiny Members	TBA
15	<b>Understanding Overview &amp; Scrutiny–</b> Mandatory for Overview and Scrutiny Members (providing an overview of the function)	TBA
16	<b>Understanding Your role on Outside Bodies –</b> Mandatory for Councillors appointed to Outside Bodies.	TBA
<b>DEVELOPMENT SKILLS</b>		
17.	Developing Community Leadership	TBA
<b>Communication Skills/Engaging with your Communities</b>		
18.	<b>ICT &amp; Digital Support</b> including <ul style="list-style-type: none"> <li>• <b>Emails</b></li> <li>• <b>Outlook Calendar</b></li> <li>• <b>Internet</b></li> <li>• <b>Modern GovMyDoncaster App.</b></li> </ul>	<p>Day to day support available through Members Support or the Digital Training Team. The Digital Training Team are available in the Members Area on Floor 2 before Council meetings to assist Members with any ICT issues.</p> <p>Dates and information relating to E-Learning courses to be provided.</p>

<b>18b.</b>	<b>Social Media</b>	TBA
<b>Regulatory &amp; Monitoring</b>		
<b>19.</b>	<b>Scrutiny &amp; Challenge</b> <ul style="list-style-type: none"> <li>• Advanced Questioning Skills</li> <li>• Evaluating evidence</li> <li>• Adding value and influencing</li> </ul>	TBA
<b>SEMINARS &amp; BRIEFINGS</b>		
<b>20</b>	<b>Domestic Abuse</b>	TBA
<b>21</b>	<b>Children's Services Issues:</b> <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Exclusions</li> <li>• Admissions</li> <li>• Safeguarding</li> </ul>	TBA
<b>22</b>	<b>Food and the Healthy weight declaration</b>	TBA
<b>23</b>	<b>Age friendly Doncaster</b>	TBA
<b>24</b>	<b>End Of Life Care</b>	TBA
<b>25</b>	<b>Update on Ten Point Action Plan for the Town Centre and update on Major Projects</b>	TBA (July)
<b>26</b>	<b>Joint Commissioning Strategy</b>	15 <sup>th</sup> July 2019 at 2pm (Rm Council Chamber)