

Member Development Programme 2023/2024

For the period May 2023 – August 2023

| Topic and content | Date, time and venue / virtual / hybrid | Delivered by |
|---|---|---|
| Mandatory Sessions for New Members | | |
| Welcome to Cherwell District Council Introduction to Local Government Introduction to Cherwell District Council Practical Information for newly elected councils Overview of departments and services The bigger picture - partnerships The CDC workforce and the assistance you can expect. | 4pm – 5.30pm, Wednesday 17 May In person | Chief Executive CLT/ ELT |
| Surviving the first three months – what Members really need to know Part 1 – Constitution Basics Constitution Overview by section The Council's decision making structure – what each Committee does and how it operates Overview of meetings and what to expect at meetings The roles of back benchers and Executive Members Access to information (public and exempt/restricted papers) | 4pm - 6pm, Monday 15 May Virtual | Monitoring Officer / Governance & Elections Manager |
| Surviving the first three months – what Members really need to know Part 2 – Meeting Procedures | 6.30pm - 8.30pm, Monday 12 June Virtual | Monitoring Officer / Governance & Elections Manager |

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| Meeting and Council procedure rules Rules of debate Motions and amendments Questions at Full Council | | |
| Introduction to Local Government Finance How the Council is funded and how performance is reported The Investment and Borrowing Strategy The Medium Term Financial Strategy The Capital Strategy The Revenue Budget | 6.30pm - 8.30pm, Tuesday 6 June Virtual | S151 Officer |
| Introduction to the Council's Policy Framework This session will be led by the Performance and Insight Team and provide an overview of the council's key policies and strategies | To be scheduled | Performance and Insight Team |
| Mandatory Training for all Members | | |
| IT Training session for all Members Training to be provided to all Members before collecting their IT equipment | By appointment | IT |
| Security and registration with the Information Commissioner An explanation of Freedom of Information, Data Protection and Information Security issues | To be scheduled | Data Protection Officer / Information Governance Manager |
| The Rules of Conduct and Standards Decision making and the law The Council's Constitution | 6.30pm - 8.30pm, Monday 22 May Virtual | Monitoring Officer / Governance & Elections Manager |

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| The Code of Conduct including Social Media Protocol Declaration of Interests, Gifts and Hospitality | | |
| Safeguarding - Everybody's business. Safeguarding for adults and children | 6.30pm - 7.30pm, Thursday 20 July | Assistant Director Housing & Wellbeing |
| Equalities, Diversity and Inclusion | To be scheduled | Assistant Director Customer Focus |
| Committee Specific Training | | |
| Mandatory Session for all Planning Committee Members and named subs (All Members welcome) (NB. It is mandatory for Planning Committee members and named subs to have attended Planning Committee training before attending a meeting) | | |
| An introduction to the Planning Process The planning process and legislation Planning policy at the national level The role of Members and Officers The role of Ward Members and Executive Members How planning applications are dealt with Committee meetings, call ins, site visits Planning Appeals | 10am – 12noon, Thursday 18 May Hybrid (Held after Annual Council on 17 May when Committee appointed and before 18 May Planning Committee meeting) | Planning and Legal |
| Mandatory Session for all Accounts, Audit & Risk Committee Members (All Members Welcome) (NB. It is mandatory for Accounts, Audit & Risk Committee members to have attended Accounts, Audit & Risk Committee training before attending a meeting) | | |
| The role and functions of the Accounts, Audit & Risk Committees | 6.30pm - 8.30pm, Tuesday 30 May Virtual | S151 Officer, Monitoring Officer, Chief Internal Auditor |
| Additional sessions on committee specific areas, e.g. Treasury Management will be scheduled after committee meetings | As per AARC meeting schedule | Topic dependent |

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| Overview and Scrutiny – mandatory session for Overview & Scrutiny Committee members (All Members welcome) | | |
| The role and functions of the Overview and Scrutiny Committee | 5.30pm - 7.15pm, Tuesday 23 May (the training is scheduled ahead of the first Overview & Scrutiny Committee meeting at 7.30pm on 23 May) Hybrid | External trainer - CfGS |
| Effective Scrutiny and Challenge (Overview & Scrutiny Committee members only) | To be scheduled | External trainer - CfGS |
| Personnel Committee – mandatory session for Personnel Committee members (All Members welcome) | | |
| The role and functions of the Personnel Committee | 6.30pm - 7.15pm, Tuesday 13 June (the training is scheduled ahead of the first Overview & Scrutiny Committee meeting at 7.30pm on 13 June) Hybrid | Assistant Director Human Resources |
| Licensing Committee - Mandatory Session for all Licensing Committee Members (All Members welcome) (NB. Licensing Sub-Committee membership is drawn from the membership of the parent company. Members must have attended Licensing Committee training to sit on a sub-committee) | | |
| An introduction to the Licensing Process Overview of the Licensing Act 2003 Overview of the Gambling Act 2005 The Members' role and how Sub-Committees operate | To be scheduled | TBC - Assistant Director Regulatory Services & Community Safety / External |
| Appeals Panel - Mandatory Session for all Appeals Panel Members (All Members welcome) | | |
| A guide to: HR disciplinary appeals (dismissal of employees) Statutory Officer disciplinary process | To be scheduled | Assistant Director Human Resources |

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| Chairing Skills – Mandatory Session for all Committee Chairs and Vice-Chairs | | |
| An effective meeting needs an effective Chair. This session will cover the key roles of the Chair, handling the meeting and handling conflict. | To be scheduled | TBC – external trainer |
| Non-Mandatory Session for all Members | | |
| Bitesize briefings (all 45 mins and virtual) | | |
| Waste Collection | 6.30pm, Thursday 8 June | Assistant Director Environmental Services |
| Customer Services | 6.30pm, Tuesday 20 June | Assistant Director Customer Focus & Customer Services Manager |
| Fleet Management | 6.30pm, Thursday 22 June | Assistant Director Environmental Services |
| Landscape and Street Scene | 6.30pm, Thursday 29 June | Assistant Environmental Services |
| Street Cleansing bitesize briefing | 6.30pm, Thursday 29 June | Assistant Director Environmental Services |
| Revenues and Benefits | 6.30pm, Monday 10 July | Assistant Director Finance & Revenues & Benefits Manager |
| Emergency Planning | 6.30pm, Wednesday 12 July | Paul Mann, Emergency Planning Officer, Oxfordshire County Council |
| Wellbeing | 6.30pm, Wednesday 19 July | Assistant Director Wellbeing & Housing |
| Housing | 6.30pm, Thursday 20 July | Assistant Director Wellbeing & Housing |

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| Digital training (making best use of ICT and accessing information) | TBC | IT |
| Procurement Rules | TBC | Monitoring Officer / Procurement Manager |
| Legal, Democratic & Elections | TBC | Monitoring Officer, Governance & Elections Manager, Head of Legal Services |
| LGA training | | |
| <p>LGA Councillor workbooks www.local.gov.uk/councillor-workbooks</p> <p>The LGA has produced various workbooks on different topics, including “Being an effective ward councillors”, “Handling Casework”, “Neighbourhood and community engagement”, “Stress management and personal resilience”, “Supporting residents with complex issues” and “Working with town and parish councils”.</p> <p>Members can access the workbooks at the link above and read / complete as they wish.</p> | | |
| <p>LGA Webinars</p> <p>Members to visit www.local.gov.uk/events to access upcoming events. Details of free webinars that may be of interest to Members will be included in the Chief Executive’s weekly Member Update email.</p> | | |