

## Member Development Programme 2024/2025

For the period May 2024 – August 2024

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
<b>Mandatory Sessions for New Members</b>		
<p><b>Welcome to Cherwell District Council</b></p> <p>The event will cover:</p> <ul style="list-style-type: none"> <li>• Introduction to Local Government</li> <li>• Introduction to Cherwell District Council</li> <li>• Practical Information for newly elected councils</li> <li>• Overview of departments and services</li> <li>• The bigger picture - partnerships</li> <li>• The CDC workforce and the assistance you can expect</li> </ul> <p>Introductory training on:</p> <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Constitution Basics</li> </ul>	<p>1pm to 6pm, Wednesday 15 May 2024</p> <p>In person</p>	<p>Chief Executive CLT/ ELT Monitoring Officer</p>
<p><b>Surviving the first three months – what Members really need to know</b></p> <p><b>Part 1 – Meeting Procedures</b></p> <p>Meeting and Council procedure rules</p> <p>Rules of debate</p> <p>Motions and amendments</p> <p>Questions at Full Council</p>	<p>5pm to 6:30pm, Monday 20 May</p> <p>Hybrid</p>	<p>Monitoring Officer / Governance &amp; Elections Manager</p>
<p><b>Local Government Finance</b></p>	<p>5pm to 6:30pm, Tuesday 4 June</p> <p>Hybrid</p>	<p>S151 Officer</p>

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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		
<b>Introduction to the Council's Policy Framework</b> 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
<b>Mandatory Training for all Members</b>		
<b>IT Training session for all Members</b> Training to be provided to all Members (and for new members before collecting their IT equipment) that includes Cyber Security.	By appointment, date and time ranges to be confirmed	IT
<b>Security and registration with the Information Commissioner</b> An explanation of Freedom of Information, Data Protection and Information Security issues	To be scheduled	Information Governance Manager/ IT
<b>Safeguarding</b> - Everybody's business. Safeguarding for adults and children	To be scheduled	Assistant Director Housing & Wellbeing
<b>Equalities, Diversity and Inclusion</b>	To be scheduled	Legal
<b>Committee Specific Training</b>		
Mandatory Training for all Planning Committee Members and named subs (All Members welcome)		

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(NB. It is mandatory for Planning Committee members and named subs to have attended Planning Committee training before attending a meeting)		
<b>An introduction to the Planning Process</b> 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	5pm to 6:30pm, Thursday 30 May Hybrid	Planning and Legal
Mandatory Training 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 - 7:30pm, Wednesday 29 May (the training is scheduled immediately ahead of the first Accounts, Audit & Risk Committee meeting at 7:30pm on 29 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
<b>Overview and Scrutiny – mandatory Training for Overview &amp; Scrutiny Committee members (All Members welcome)</b>		
The role and functions of the Overview and Scrutiny Committee	W/C 10 June – exact date to be scheduled. Hybrid	Monitoring Officer and Democratic and Elections Team
<b>Personnel Committee – mandatory training session for Personnel Committee members (All Members welcome)</b>		
The role and functions of the Personnel Committee	6pm to 6:25pm, Wednesday 19 June (the training is scheduled immediately ahead of the first Personnel Committee meeting at 6:30pm on 19 June)	Assistant Director Human Resources

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	In person	
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)		
<b>An introduction to the Licensing Process</b> 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
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.	5pm to 6:30pm, Thursday 23 May In person	TBC – external trainer
Non-Mandatory briefings for all Members		
Bitesize briefings To provide a brief overview of the subject area		
Customer Services	Format to be confirmed	Assistant Director Customer Focus & Customer Services Manager

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Digital training (making best use of ICT and accessing information)	Format to be confirmed	IT
Emergency Planning	Format to be confirmed	Emergency Planning Team
Housing	Format to be confirmed	Assistant Director Wellbeing & Housing
Legal, Democratic & Elections	Format to be confirmed	Monitoring Officer, Governance & Elections Manager, Head of Legal Services
Procurement Rules	Format to be confirmed	Monitoring Officer / Procurement Manager
Revenues and Benefits	Format to be confirmed	Assistant Director Finance & Revenues & Benefits Manager
Waste Services	Format to be confirmed	Assistant Director Environmental Services
Wellbeing	Format to be confirmed	Assistant Director Wellbeing & Housing
<b>LGA training</b>		
<p>LGA Councillor workbooks <a href="http://www.local.gov.uk/councillor-workbooks">www.local.gov.uk/councillor-workbooks</a></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><b>LGA Webinars</b></p> <p>Members to visit <a href="http://www.local.gov.uk/events">www.local.gov.uk/events</a> to access upcoming events. Details of free webinars that may be of interest to Members will be included in the Monitoring Officer’s weekly Member Update email.</p>		