

MEMBER WORKSHOPS 2009/10

This is the proposed programme, which will be kept under review as the year progresses.

Date	Workshop
14 May 2009 6.30 pm	<p>Planning (including an introduction to public speaking) Council Chamber</p> <p><i>This is compulsory for all Members in order to participate in planning decisions, either in Planning Committees or full Council. It aims to guide Councillors through the often complex system so that they can both make sound decisions, and explain them to their constituents. The session will also cover the introduction of public speaking.</i></p>
22 June 2009 6 pm	<p>Media Skills Council Chamber</p> <p><i>Politicians and the media often have a love-hate relationship. This session will help you understand how to love the media more than you hate them! It will look at the relationship between the council, the media and the public and help you understand your role as a potential media spokesperson. You'll also learn when you should comment - and polite ways to avoid commenting, as well as techniques to control an interview, get your message across and avoid some common interview pitfalls. It's an interactive session - you will have the chance to be both interviewer and interviewee, so come prepared to have a go and get your message across.</i></p>
25 June 2009 5 pm	<p>Governance, Code of Conduct and Declaring Interests Room 163</p> <p><i>This is an essential session for Members providing guidance on the Code of Conduct and explaining what personal and prejudicial interests are and when they should be declared. The session will also cover the role of the Standards Committee, the Standards Board for England and the Corporate Governance framework. It will cover the Annual Governance Statement, the governance framework and how Standards and Accounts, Audit and Risk work together.</i></p>
29 June 2009 6.30 pm	<p>Planning (including an introduction to public speaking) Council Chamber</p> <p><i>This is compulsory for all Members in order to participate in planning decisions, either in Planning Committees or full Council. It aims to guide Councillors through the often complex system so that they can both make sound decisions, and explain them to their constituents. The session will also cover the introduction of public speaking.</i></p>
30 June 2009 6 pm	<p>Overview and Scrutiny Room 163</p> <p><i>Providing a background to overview and scrutiny including the legislative framework and current challenges including dealing with partnerships.</i></p>

<p>27 July 2009 9.30 am</p>	<p>Licensing Council Chamber</p> <p><i>This is compulsory for Members to participate in Licensing Hearings relating to the Licensing Act 2003.</i></p>
<p>27 July 2009 6.30 pm</p>	<p>Meeting Procedures Council Chamber</p> <p><i>This is an essential session for all members giving guidance on meeting procedure rules including the legislative framework and practical scenarios.</i></p>
<p>28 September 2009 6.30 pm</p>	<p>Chairing Skills Room 163</p> <p><i>This session is suitable for Committee Chairman and Vice Chairman or any members who aim to be Chairman of a committee. The session will include: dealing with motions, the need for clear decisions and dealing the public disturbances.</i></p>
<p>21 October 2009 6.30 pm</p>	<p>Overview and Scrutiny Room 163</p> <p><i>Providing a background to overview and scrutiny including the legislative framework and current challenges including dealing with partnerships.</i></p>
<p>TBC</p>	<p>Information Security including Data Protection and FOI</p> <p><i>This is a session for Members and Senior officers providing an overview of the Freedom of Information Act 2000 (including use of email) and our responsibilities under the Data Protection Act. It will also introduce the Government's new requirements on data security.</i></p>
<p>TBC</p>	<p>Media Skills</p> <p><i>Politicians and the media often have a love-hate relationship. This session will help you understand how to love the media more than you hate them! It will look at the relationship between the council, the media and the public and help you understand your role as a potential media spokesperson. You'll also learn when you should comment - and polite ways to avoid commenting, as well as techniques to control an interview, get your message across and avoid some common interview pitfalls. It's an interactive session - you will have the chance to be both interviewer and interviewee, so come prepared to have a go and get your message across.</i></p>
<p>TBC</p>	<p>Questioning Skills for Scrutiny</p> <p><i>This workshop is for Elected Members carrying out overview and scrutiny and officers supporting the process. It aims to consider effective questioning skills, the preparation needed to get results, probing and following answers given, summarising and reflecting and appropriate verbal and body language.</i></p>

TBC	<p>Presentations and Public Speaking for Members</p> <ul style="list-style-type: none"> • <i>Planning and preparing your speeches and presentations in line with your objectives, audience and environment</i> • <i>Expressing yourself effectively. Using your voice to best effect</i> • <i>Getting your point across</i> • <i>How your message will be understood; powerful openings and closings</i> • <i>Using visual aids to enhance your presentation</i> • <i>Dealing with nerves and making yourself resourceful</i> • <i>Body language which will help and hinder</i> • <i>Thinking 'on your feet'</i> • <i>Audience Management</i> • <i>Dealing with questions and objections</i>
TBC	<p>Introduction to Local Government Finance</p> <ul style="list-style-type: none"> - <i>The main terminology used in local government finance</i> - <i>Cherwell's financial position</i> - <i>the budget process</i>
TBC	<p>How to be a Community Leader</p> <p><i>Community Leadership and the impact of the Local Government and Public Involvement in Health Act</i></p>
TBC	<p>Comprehensive Area Assessment</p>
TBC	<p>Data Analysis and Management</p>
TBC	<p>Modern.gov Training for Members</p> <p><i>Explaining the committee management system including where to find agendas and minutes, Portfolio Holder Decisions, Calendar of meetings, member websites and email notifications.</i></p>