

Member Development Programme –2026 - 2027

For the period May 2026 – September 2026

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
Mandatory sessions for newly elected Members		
<p>Welcome to Cherwell District Council</p> <p>The event will cover:</p> <ul style="list-style-type: none"> • Introduction to Local Government • Introduction to Cherwell District Council • Practical information for newly elected councillors • Overview of departments and services <p>Key things you need to know in relation to</p> <ul style="list-style-type: none"> • Council Constitution • Code of conduct 	<p>Thursday 14 May, 1pm to 5pm</p> <p>In person, Castle Quay</p>	<p>Chief Executive Corporate Leadership Team (CLT) and Extended Leadership Team (ELT)</p>
<p>Local Government Finance</p> <p>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</p>	<p>Monday 8 June, 5:30pm to 6:30pm</p> <p>Online via MS Teams.</p>	<p>Assistant Director of Finance/Section 151 Officer & Head of Finance/Deputy Section 151 Officer</p>
<p>Introduction and Explanation of the Constitution</p>	<p>Monday 22 June, 5:30pm to 7pm</p> <p>Online via MS Teams</p>	<p>Assistant Director Law and Governance/Monitoring Officer</p>

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IT Training session Training to be provided to all new Members that includes Cyber Security.	New Members IT equipment available for collection, in person from IT Services at Castle Quay.	IT
Mandatory sessions for all Members		
Safeguarding - Everybody's business. Safeguarding for adults and children	Thursday 23 July, 5:30pm start. Hybrid – join via MS Teams or in Fringford and Bodicote meeting rooms, Castle Quay	Susan Asbury, Safeguarding Lead Nicola Riley
Mandatory sessions for all Committee Chairs and Vice-Chairs		
Chairing Skills An effective meeting needs an effective Chair. This session will cover the key roles of the Chair, handling the meeting and handling conflict.	Monday 8 June, 5:30pm start. In person, Bodicote and Fringford meeting rooms, Castle Quay.	Assistant Director Law and Governance/Monitoring Officer
Committee Specific Training		
Mandatory Training 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	Session will be between Thursday 21 May and Thursday 4 June, Members will be advised when session has been arranged.	External

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How planning applications are dealt with Committee meetings, call ins, site visits Planning Appeals		
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	<p>Wednesday 17 June, 5:45pm (the training is scheduled immediately ahead of the first Accounts, Audit & Risk Committee meeting on 17 June)</p> <p>Hybrid – in person for Accounts, Audit and Risk Committee Members, online via MS Teams for non-Committee Members.</p>	Assistant Director of Finance/Section 151 Officer, Monitoring Officer, Chief Internal Auditor
Treasury Management	<p>Thursday 24 September, 5:30pm start.</p> <p>Online via MS Teams</p>	Treasury Management providers MUFG
Counter Fraud	Members to be advised when session has been arranged.	Chief Internal Auditor
Additional sessions on committee specific areas will be scheduled after committee meetings	As per AARC meeting schedule	Topic dependent
Overview and Scrutiny – mandatory Training for Overview & Scrutiny Committee members (All Members welcome)		
The role and functions of the Overview and Scrutiny Committee	Tuesday 9 June, 4pm start.	Assistant Director Law and Governance/Monitoring Officer

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	In Person, Bodicote and Fringford meeting rooms, Castle Quay	and Democratic and Elections Team
Personnel Committee – mandatory training session for Personnel Committee members (All Members welcome)		
The role and functions of the Personnel Committee	Wednesday 24 June, 6pm (the training is scheduled immediately ahead of the first Personnel Committee meeting on 25 June) In person	Assistant Director Human Resources
Licensing – mandatory training session for General Licensing and Licensing Act Committee members (All Members welcome)		
General Licensing and Licensing Act Training, including Sub-Committees	Members to be advised when session has been arranged.	External
Shareholder – mandatory training session for Shareholder Committee members		
To provide shareholder committee members, directors and Non-executive directors, with training on the council's companies	Members to be advised when session has been arranged.	External
Other Training		
Online learning modules – links emailed to Members for completion as and when required		
iHasco GDPR Essentials Prevent Duty (Radicalisation/Terrorism) Safeguarding Adults Level 2 Safeguarding Children Level 2 Domestic Abuse - added for 2026/27 Neurodiversity - added for 2026/27	N/A – Members receive weekly emails with reminders on available modules.	iHasco online platform

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Mimecast Cyber Security Modules	New module released every month	Mimecast
LGA Resources		
<p>LGA Councillor workbooks www.local.gov.uk/councillor-workbooks 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”. Members can access the workbooks at the link above and read / complete as they wish.</p>		
<p>LGA Webinars 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 circulated by the Democratic and Elections Team.</p>		