

## Member Development Programme –2025 - 2026

For the period May 2025 – August 2025

Topic and content	Date, time and venue / virtual / hybrid	Delivered by
<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.	New Members IT equipment available from Tuesday 13 May 2025	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) (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	Monday 2 June (start time to be confirmed) Hybrid	Planning and Legal

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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	6:00pm – 6:30pm, Wednesday 28 May (the training is scheduled immediately ahead of the first Accounts, Audit & Risk Committee meeting at 7:30pm on 28 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
Overview and Scrutiny – mandatory Training for Overview & Scrutiny Committee members (All Members welcome)		
The role and functions of the Overview and Scrutiny Committee	Tuesday 3 June – OSC training (time to be confirmed), followed by meeting to appoint Chairman and Vice-Chairman of Committee  Hybrid	Monitoring Officer 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	6pm to 6:25pm, Wednesday 25 June (the training is scheduled immediately ahead of the first Personnel Committee meeting at 6:30pm on 25 June)  In person	Assistant Director Human Resources

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LGA Resources		
<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>LGA Webinars</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>		