

## MEMBER TRAINING PLAN

	Training	Who should attend	Date for delivery/ officer
1	Chairmanship and constitutional reminders	All Chairmen and Vice-Chairmen	November – Lead Legal Specialist and Monitoring Officer (SQ) / Programmes, Performance and Governance Manager (CH)
2	Budget building and monitoring	All Members, particularly Strategy and Resources Committee (S&R)	December – Director of Resources (CL)
3	Customer insight and data driven decisions	All Members, and particularly relevant for S&R and Performance, Governance and Audit Committee (PGA)	January- CH
4	The role of overview and scrutiny including adopted protocols and working processes	All Overview and Scrutiny Committee (O&S) Members	November – CH
5	Working with officers and Members code of conduct	All Members	SQ Onboarding Members and all Members have refresher every 2 years - next due June 2021
6	<b>Planning</b> Existing mandatory Planning training To also be expanded and include principles of planning, Members role in the planning service (likely to be over several sessions)	All members  Any new members	Every 4 years, May 2023  Before planning committee attendance  Delivered by Lead Specialist Place and Lead Specialist Legal
7	<b>Planning</b> Quarterly course schedule addressing key issues and emerging Planning updates	All Members to attend minimum 50% of these within the municipal year	March, June, September, December annually, starting March 2021  Delivered by Lead Specialist Place and Lead Specialist Legal
8	E-training modules (HR) including data protection, Equality & Diversity and Safeguarding	All Members	HR to circulate to all onboarding Members Any courses not received by Members so far to be completed in December
9	Local Government Association (LGA) member training online	All Members	Members to register and attend <a href="https://www.local.gov.uk/our-support/highlighting-political-leadership/councillors-guide-2017/distance-learning-resources">https://www.local.gov.uk/our-support/highlighting-political-leadership/councillors-guide-2017/distance-learning-resources</a>

NB – if planning agreed, constitutional update required in the planning protocol section