

## Members Development Programme 2020/21

Training module	Objectives of training	Who can attend?	Internal/External trainers
<b>Planning Refresher</b>	Annual refresher training for Planning committee members to cover: What is planning? National Planning Policy Framework/ Localism and neighbourhood planning What needs planning permission? Planning Committee Decision Making	Planning Committee members (13) <u>must</u> attend.  Open to all councillors to gain an understanding of planning to help with potential questions within their wards.  Substitutes for the committee must also attend.	External
<b>Additional Planning training sessions:</b> <ul style="list-style-type: none"> <li>• Probity in Planning</li> <li>• New Permitted development rules</li> <li>• Trees on Development Sites</li> <li>• Conservation Areas &amp; Listed Buildings</li> <li>• Local Plan Review Issues and Options</li> <li>• Design Guide SPD</li> <li>• Developer Contributions/Infrastructure Levy</li> <li>• Planning Reforms – Local Plans</li> <li>• Stamford North development brief/masterplan</li> <li>• Government proposals for First Homes</li> <li>• Government proposals for Affordable Housing</li> <li>• Use Classes Order changes</li> </ul>	Training on specific topics	Committee members and substitutes	Internal

## Members Development Programme 2020/21

<ul style="list-style-type: none"> <li>• Business and Planning Bill</li> <li>• Changes to PD</li> <li>• Permission in Principal changes</li> </ul>			
<b>Licensing Committee Refresher</b>	Annual refresher training for Licensing committee members to cover: Licensing Decision Making Licensing Act 2003 Taxi Licensing	Licensing Committee members (11) <u>must</u> attend.  Open to all councillors.	External
<b>Governance &amp; Audit Committee Refresher</b>	Annual refresher training to cover: What is a Governance & Audit Committee? Role and Responsibilities of the Audit Committee	Committee members (7) <u>must</u> attend.  Open to all councillors.	External
<b>Local Government Finance</b>	Annual refresher training covering: How councils receive their funding? How councils plan and manage their spending?	Gov & Audit Committee and FEDCO OSC members (15) <u>must</u> attend.  Open to all councillors.	External
<b>Companies Committee</b>	Refresher and update on companies law etc.	Companies Committee members only plus substitutes.	External/Internal
<b>Overview &amp; Scrutiny</b>	This introduction has been designed as a workshop to explore ways in which OSC's can make difference, develop your skills, how the OSC works as a critical friend and much more.	Chairs and vice chairs of OSC's.  Open to all members  Cabinet to be included.	External
<b>Chairing Effective meetings</b>	This is a workshop that will reflect on their experiences, talk about effective meetings, meeting management and challenges you might face and much more.	Chairs and vice chairs of all council meetings.  Open to all members.	External
<b>Procurement Training</b>	Cabinet session All councillor session/s	All Members	Internal
<b>Prevent</b>	This event is designed to inform members about a whole range of topics such as:	All Members	External

## Members Development Programme 2020/21

	<ul style="list-style-type: none"> <li>• What is PREVENT and what it should mean to you as a Councillor.</li> <li>• How to identify someone who may be involved in extremist behaviour.</li> <li>• Diversity Awareness session (including Community Cohesion).</li> </ul>		
<b>Equalities &amp; Diversity</b>	Overview of the Council's responsibilities under the Equalities Act 2010 and what it means for councillors.	All Members	Internal
<b>Safeguarding</b>	Introduction/overview of safeguarding.	All Members	Internal
<b>Modern.gov APP</b> <b>Part 1 – access to restricted papers</b> <b>Part 2 – Further upgrade due late autumn</b>	The training will provide a basic tools and knowledge, which will enable members to work their way around the Modern.gov App which is hosted on their council I.T. device. Which will enable them to use the app to access agendas, minutes and the Council's Constitution.	All Members	Internal  Training sessions have already been taking place during August/September on accessing restricted papers.
<b>IT training</b>	Overview of: Outlook Word Excel Surface Go's in general Virtual meetings	All Members	Internal
<b>GDPR &amp; Data Protection</b>	Overview of GDPR and the DPA18 <ul style="list-style-type: none"> <li>• Subject Access Requests</li> <li>• Data Breaches and Data Breach reporting</li> <li>• Data Privacy Impact Assessments</li> <li>• Roles and Responsibilities</li> <li>• Risk Management</li> <li>• Data Sharing</li> </ul>	All Members	Internal
<b>e-Fraud</b> This is being rolled out from w/c 21/9/20	Online training	All Members	External online

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<b>Code of Conduct</b>		All Members	Internal
<b>Access to information</b>		All Members	Internal
<b>Constitution/ Meeting rules of procedure</b>	interactive session	All Members	Internal
<b>Chairing hybrid meetings</b>	Overview of how to chair a hybrid meeting.	All Members	Internal
<b>Your role as a Cllr</b>	Predetermination Constitution role in meetings Distinction of roles (members vs offices) Sub conscious bias Communication	All Members	Internal
<b>OSC Specific Best practice site visits</b>	Visit other areas achieving good things on specific topics/services	All Members	
<b>Waste treatment plant site visit</b>		All Members	
<b>Developing effectively Member – officer working relationships</b>		All Members	Internal
<b>Member mentoring or buddying</b>	Councillors mentoring councillors. Member development using experienced members current or previous councillors.	All Members	Internal
<b>Member &amp; Officer event</b>	Find out more information about the services SKDC carry out.	All Members	Internal