

Appendix 2

MEMBER DEVELOPMENT PROGRAMME 2019/20

The development events in this programme have been arranged for elected members, as part of our strategic approach to councillor development and support. It has been shaped from the responses to the Member Development Survey that was issued during January 2019, and has at its core, the principle that learning and development is effective in building councillor capacity.

The development programme takes on board the preferences Members have stated in this survey, in terms of learning methods:

- Internal briefings and workshops (1st)
- External seminars & conferences (joint 2nd)
- E-learning (joint 2nd)

Keeping development records

A record of attendance at all development sessions will be kept by the committee services team. Members who wish to add to their record of development with training from other sources for CPD or other purposes are more than welcome to do so. Please send details to the committee services team.

Mandatory Knowledge

In addition to mandatory training for regulatory functions for members and nominated deputies of certain committees, all members will receive an information sheet in respect of Safeguarding, Equalities, Data Protection and Health and Safety.

Local Government Association Support

The LGA makes a wide range of development opportunities available – details can be found here <https://www.local.gov.uk/our-support/highlighting-political-leadership>

They also supply a series of councillor workbooks covering a range of topics - <https://www.local.gov.uk/councillor-workbooks>

These are distance learning material which members can download and work through, covering topics such as being an effective ward councillor, chairing skills, community leadership, handling casework, handling complaints, influencing skills, supporting residents with complex issues – and many more. Members are invited to make use of these. Again, records can be kept at committee services of workbooks completed.

For help and advice about any of the programme please contact Dymphna Aspell.

| Date | Time | Venue | Development Session | By Whom | Attendance | Who should attend |
|--|----------------------------------|-----------------------------|--|---------------------|---|--|
| 8 th May 9 th May 10 th May | 10am-4pm 10am-4pm 10am-4pm | Chief Executives Office | <p>Declaration of Acceptance of Office Informal drop in sessions where each Member will sign the Declaration of Acceptance. Attendance only required on one day</p> | Chief Executives | Essential | All Members |
| 16 th May | 7pm | Council Chamber | <p>Annual Meeting This is the meeting during which appointments to Council Committees will be considered (NB: for New Members, photographs will be taken)</p> | Chairman | Expected | All Members |
| 20 th May | 7pm | Council Chamber | <p>Planning Committee Training Planning training is mandatory for Councillors expecting to sit on the Planning Committee, or act as a substitute for it. Please speak to your Political Group Leader with regards to who is attending this training.</p> <p><u>This session is mainly aimed at people new to Planning</u>, or those with just a years experience, open to all Councillors. May be attended as well as a refresher.</p> | Externally provided | Essential for Planning Committee Members to attend this training or a refresher | Members and substitutes for Planning Optional for all other Councillors |
| 21 st May | 2pm | Ground Floor Meeting Room 4 | <p>Planning Committee Training Planning training is mandatory for Councillors expecting to sit on the Planning Committee, or act as a substitute for it. Please speak to your Political Group Leader with regards to who is attending this training.</p> <p>This session complements and extends the topics covered on the 20th</p> <p><u>This session is a refresher to those Members with more experience</u>, it would be useful for those with less experience who attended the</p> | Externally Provided | Essential for Planning Committee Members to attend this training or a refresher | Members and substitutes for Planning Optional for all other Councillors |

| Date | Time | Venue | Development Session | By Whom | Attendance | Who should attend |
|----------------------|--------|-------------------------------|--|---|---|---|
| | | | session on the 20 th as it will build further knowledge | | | |
| 21 st May | 6.30pm | Basingstoke and Deane Council | Licensing Committee Training Licensing Training is mandatory for those expecting to sit on the Licensing Committee, and those who may be asked to substitute on the Committee. Members may not sit on a Licensing Hearing Panel without training. Open to all Councillors | Robert Draper Interim Regulatory Services Manager (BDBC) | Essential for Licensing committee Members to attend one of these two sessions and optional for others | Members and substitutes for Licensing Optional for all other Councillors |
| 24 th May | 10am | Council Chamber | Licensing Committee Training Licensing Training is mandatory for those expecting to sit on the Licensing Committee, and those who may be asked to substitute on the Committee. Members may not sit on a Licensing Hearing Panel without training. Open to all Councillors | Robert Draper Interim Regulatory Services Manager (BDBC) | | Members and substitutes for Licensing Optional for all other Councillors |
| 29 th May | 9am | Council Chamber | New Member Induction Essential training for newly elected Members (or those wishing a refresher) covering including an introduction to key staff, important policies and procedures, guidance and preparation for Committee Meetings (including a mock Overview and Scrutiny Committee meeting) | Joint Chief Executives and Heads of Service | Essential for all newly elected Members, useful refresher for other Members | All Councillors |
| 30 th May | 7pm | Council Chamber | Planning Committee Training Planning training is mandatory for Councillors expecting to sit on the Planning Committee, or act as a substitute for it. Please speak to your Political Group Leader with regards to who is attending this training. This session complements and extends the topics covered on the 20 th | Externally Provided | Essential for Planning Committee Members to attend this training or a refresher | Members and substitutes for Planning Optional for all other Councillors |

| Date | Time | Venue | Development Session | By Whom | Attendance | Who should attend |
|-----------------------|---------|--------------------------------|--|--|------------|-------------------|
| | | | <u>This session is a refresher to those Members with more experience</u> , it would be useful for those with less experience who attended the session on the 20 th as it will build further knowledge | | | |
| 3 rd June | 7pm | Council Chamber | GDPR This training aims to recall and reinforce previously acquired GDPR knowledge and skills. This training is mandatory for Councillors, particularly as they are data controllers. (Invitations extended to Parishes) | Externally Provided | Essential | All Members |
| 5 th June | 6pm | Council Chamber | Service profile – Community Services This service profile session will give members an understanding of the services provided within this area, including an outline of current issues and challenges. | Kirsty Jenkins Head of Community Services | Expected | All Members |
| 25 th June | 10am | Council Chamber | GDPR This training aims to recall and reinforce previously acquired GDPR knowledge and skills. This will be useful to Members/Parish Councillors who were unable to attend the session on the 3 rd June | Externally Provided | Essential | All Members |
| 27 th June | 10.30am | West Berkshire Council Offices | New Councillor Induction Event South East Employers for new Members to complement the Hart induction programme | Externally Provided | | New Members |
| 27 th June | 7pm | Council Chamber | Commercialisation – what does it mean and why is it important This session will explore what commercialisation means to a local authority and will look at some examples of interesting commercial projects in other councils. The | Daryl Phillips, JCE and Andrew Vallance, Head of | Expected | All Members |

| Date | Time | Venue | Development Session | By Whom | Attendance | Who should attend |
|--------------------------|-----------------|-----------------|--|--|------------|--|
| | | | session will assist in increasing understanding around the need for commercialisation within the local government financial framework, and specifically at Hart. | Corporate Services | | |
| 3 rd July | 2pm | Council Chamber | GDPR This training aims to recall and reinforce previously acquired GDPR knowledge and skills. This will be useful to Members/Parish Councillors who were unable to attend the session on the 3 rd June | Externally Provided | Essential | All Members |
| 23 rd October | 7pm | Council Chamber | Garden Communities Following the recent inclusion of Hart District Council in the Garden Communities Programme, Lord Taylor of Goss Moor will outline some of the benefits of Garden Communities | Externally Provided | Optional | All Ward Members, MP's, Chairman of Parishes invited |
| Nov 2019 | 6pm | | Service profile – Corporate Services This service profile session will give members an understanding of the services provided within this area, including an outline of current issues and challenges. | Andrew Vallance, Head of Corporate Services | Expected | All Members |
| 31 Oct 2019 | 7pm | Council Chamber | Fraud Training Mandatory for councillors, this session aims to reinforce Fraud awareness, keeping Members updated on any new fraud risks, cyber crime and Councillor responsibilities. | Jamie Ayling, Fraud Investigator Basingstoke & Deane | Essential | All members |
| Jan 2019 | TBC | | Financial Awareness This session builds an understanding of how the Council's budget formulation process works and how to understand the Council's financial position. | Andrew Vallance, Head of Corporate Services | Optional | All Members |
| Jan 2019 | evening session | | Service profile – Technical Services This service profile session will give members an understanding of the services provided | John Elson, Head of Technical Services | Expected | All members |

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|-------------|------|-------|---|------------------------|------------|-------------------|
| | | | within this area, including an outline of current issues and challenges. | | | |
| Feb 2020 | | | Service profile – Place This service profile session will give members an understanding of the services provided within this area, including an outline of current issues and challenges. | TBC | Expected | All Members |
| Feb 2020 | | | Public speaking and making presentations Elevate your presentation skills to the next level. This session gives an opportunity to Improve your public speaking skills and learn top tips on how to get your message across. | TBC – external trainer | Optional | All Members |
| 26 Mar 2020 | | | Communication skills including social media This session will refresh Members communication skills including working with journalists and the media, and use of social media. | TBC – external trainer | Optional | All Members |

Note:

- Dates in red are dates identified for training / briefing as a result of reduction in full council meetings.
- Some courses will also be available to staff and where there is space, to parish and town councils