

COPELAND BOROUGH COUNCIL - MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2007/2008								
A. INDUCTION TRAINING								
SUBJECT	TOPIC	SUB TOPIC	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR	CORPORATE PLAN OBJECTIVE
INDUCTION	Module L1 Introductory Meeting		Networking Buffet	Internal	£250	10 May 2007	New Members	2.6
	Module L2 Practical Workshop		Workshop 3 hours	Internal	nil	11 May 2007	New Members	2.6
	Module J1 Introduction to Local Government		Workshop 2.5 hours	Internal (Joint ABC)	nil	14 May 2007 15 May 2007	New Members	2.6
	Module J2 Overview and Scrutiny		Workshop 2.5 hours	External NWEO (Joint ABC)	£900	16 May 2007 17 May 2007	New Members	2.6
	Module L3		Bus Tour	Internal	£100	24 May 2007	New Members	2.6
	Module J3 Governance Workshop		Interactive Workshop 1 day	External Pixel Fountain (Joint ABC)	£2,500	29 May 2007 31 May 2007	New Members	1.1
	Module J4 Ward & Case Work		Workshop 2.5 hours	External NWEO (Joint ABC)	£1,000	04 June 2007	New Members	2.5

	Module L4 Service Briefing Customer Services		Dept tour and briefing	Internal	nil	08 June 2007	New Members	2.5
	Module J5 Ethics & Code of Conduct		Workshop 2.5 hours	Internal (Joint ABC)	nil	6 June 2007 14 June 2007	New Members	1.1
	Module L5 Service Briefing Regen/Planning		Dept tour and briefing	Internal	nil	19 July 2007	New Members	2.5
	Module L6 Service Briefing L & E Servs		Dept tour and briefing	Internal	nil	15 June 2007	New Members	2.5
	Module J6 Equality & Diversity		Workshop 2.5 hours	External ACG Facilitation (Joint ABC)	£350	18 June 2007 21 June 2007	New Members	2.4
	Module J7 Finance		Workshop 2.5 hours	Internal (Joint ABC)	nil	4 July 2007 10 July 2007 (abandoned)	New Members	2.6
<u>B. ESSENTIAL TRAINING</u>								
Performance Management	Covalent		Workshop or 1:1	Internal	nil	As required	All Members	2.6
Planning	Development Control Law and Practice		Day Workshop	External Trevor Roberts Associates	£1,500	Oct/Nov	Planning Panel	2.2
Licensing	Gambling Act		Day Workshop	External	£800	Sept/Oct	Licensing Committee	2.6

Audit	Final Accounts		2 hour workshop	Internal	nil	Jun-07	Audit Committee	2.6
Code of Conduct	New Code of Conduct for Members		30 minute Presentation	Internal	nil	03 July 2007	All Members	1.1
Ethical Framework	IDeA Ethical Governance Framework		0.5 day workshop	External IDeA	£1,500	Nov	Exec / OSC / Standards	1.1
S17	Crime & Disorder		2 hour workshop	External	£600	Feb/Mar 2008	All Members	3.2
C. TRAINING TO MEET IDENTIFIED NEEDS								
IT	General Awareness		One-to-one	External A Johnston	£23.45 ph	May-Dec	As per PDP needs	2.6
IT	Web Cameras Video Conferencing		One-to-one	External	£23.45 ph	Nov-Dec	As per PDP needs	2.6
Overview and Scrutiny	General OS skills and evidence gathering/CCfA		Workshop	Internal	£600	£600	All OSC Members	2.6
Overview and Scrutiny	Team Building OS and Executive		Workshop	External etd	£900	Aug/Sept	OSC Man Ctee and Executive	2.6
Finance & Budget			Workshop	Internal	nil	Sept/Oct	All Members	2.6

Appeals	Appeals Procedures		Presentation	Internal	nil	16 July 2007	Appeals Panel	2.6
Partnerships	Understanding Key Local Partnerships		Workshop	External LSP	nil	19 July & 23 July 2007	All Members	1.3
Media Relations	Dealing with Media		half day workshop	Internal with limited external resource	£250	Oct/Nov	Executive	1.2
Equality & Diversity			open learning		nil (licences already paid)		As per PDP	2.4
Leadership/Community Leadership	IDeA Leadership Academy		3 x 2 day residential	External	£1750 (1 place 50% subsidised by NWIN)	various by May 2008	3 Members as per PDP's. Others as places permit	1.1
Personnel	Recruitment & Selection/ Disciplinary & Grievance Hearings		half day workshop	Internal	nil	when needed	Personnel Panel Members	2.3
Chairing	Chairing Skills		1 day workshop	External	£750 est		All Chairs	2.6
Organising Surgeries			Half Day Course	External	£350 est		as per PDP	2.5
Study Skills			Half Day Course	External	£350 est		as per PDP	2.6

Speed Reading			Half Day Course	External	£350 est		as per PDP	2.6
Community Leadership			Half Day Course	External	£350 est		as per PDP	1.1
CORPORATE PLAN OBJECTIVES 2007/2008								
1.1.	Copeland will use its democratic mandate to lead local transformation for the benefit of the community; and will be seen as an influential contributor at national and local level.							
1.2	We will provide clear direction for our staff, fellow-stakeholders and strategic partners through our policies and strategies							
1.3	We will lead Copeland's transformational partnerships and support other strategic partnerships							
2.2	We will strengthen the opportunities for every citizen of Copeland to be heard on issues of importance to them							
2.3	We will work with partners to ensure that we have an adaptable multi-skilled workforce able to meet the needs of the future economy							
2.4	We will promote equal opportunities throughout Copeland							
2.5	We will be an adaptable Council responding to the expectations and needs of the customer in the services they require							

2.6	We will use outcome based measures to understand and improve performance across the Council							
3.2	Copeland will be a safer place to live							