

COPELAND BOROUGH COUNCIL - MEMBER TRAINING AND DEVELOPMENT PROGRAMME 2008/2009								
A. INDUCTION TRAINING								
SUBJECT	TOPIC	COMP/OPT	TRAINING METHOD	INT/EXT	COST	TIMESCALE	FOR	CORPORATE PLAN OBJECTIVE
INDUCTION	Module L1 Welcome, Meet & Greet	C	Coffee & meeting	Internal	Nil		New Members	2.6
	Module L2 Practical Workshop	C	Workshop 2/3 hours	Internal	nil		New Members	2.6
	Modern Councillor Intro to Local Govt	C	Web based module 30 mins	External Learning Pool	nil		New Members	2.6
	Modern Councillor Your Role As A Modern Councillor	C	Web based module 30 mins	External Learning Pool	nil		New Members	2.6
	Modern Councillor Community Leadership	C	Web based module 30 mins	External Learning Pool	nil		New Members	2.6
	Modern Councillor Overview and Scrutiny	C	Web based module 30 mins	External Learning Pool	nil		New Members	1.1

	Modern Councillor Code of Conduct Overview	C	Web based module 30 mins	External Learning Pool	nil		New Members	2.5
	Modern Councillor IT in Local Government	C	Web based module 30 mins	External Learning Pool	nil		New Members	2.5
	Modern Councillor Risk Management	O	Web based module 30 mins	External Learning Pool	nil		New Members	1.1
	Modern Councillor Public Speaking	O	Web based module 30 mins	External Learning Pool	nil		New Members	2.5
	Modern Councillor Working with the Media	O	Web based module 30 mins	External Learning Pool	nil		New Members	2.5
<u>B. ESSENTIAL TRAINING</u>								
Planning	Development Control Law and Practice		Day Workshop	External Trevor Roberts Associates	£1,500	Mar-09	Planning Panel	2.2

Audit	Final Accounts		2 hour workshop	External	£1,500	May/June 2008	Audit Committee	2.6
Code of Conduct	Code of Conduct for Members		30 minute Presentation	Internal	nil	Jan-09	All Members and Parishes	1.1
Policy Development			Day Workshop	Internal	nil	Jan/Feb 2009	All Members	
S17	Crime & Disorder		2 hour workshop	External	£600	Feb/Mar 2009	All Members	3.2
C. TRAINING TO MEET IDENTIFIED NEEDS								
PRIORITY								
Leadership			IDEA Leadership Academy	External IDEa	£1500 per programme (3 x 2days)	various by May 2009 (see IDEa LA programme)	As per PDP	1.1
			1:1 Mentoring	External NWEO	tbc (daily rate)	by May 2009	As per PDP	1.1
			Shadowing	External NWEO	tbc daily rate	by May 2009	As per PDP	1.1
			Visits to Other Councils	Internal	Expenses only	by Jan 2009	As per PDP	1.1
			Coaching	tbc	tbc	Ongoing	as per PDP	1.1
Local Govt Finance & Funding			Workshop Sub Regional or Local	External NWEO	£700	Jan-09	All Members	1.1
			CIPFA Reference Manual	Internal	One-off £60	Ongoing	All Members	1.1

			CIPFA website	Internal	nil	Ongoing	All Members	
Project Management			Officer Briefing	Internal	Nil	Mar-09	All Members	1.3
Enhanced Public speaking			Local Workshop	External NWEO	£700	Apr-09	Exec/OSC Chairs	1.1
Recruitment & Selection skills			Coaching	Internal	nil	tbc	Exec/ Pers Panel	
Leading & Chairing Meetings			Local Workshop	External	£700	Sep/Oct 2008	All Members	1.1
			Sub Regional Workshop	External IDeA/NWIE	nil	Oct-08	OSC Chairs	1.1
Interviewing/ Questioning Skills			Coaching	Internal/ External	tbc	Jan/Feb 2009	OSC Members	1.1
			Local/Sub Regional Workshop	External NWEO	£700	Sept/Oct 2008	OSC Members	1.1
			CfPS web site	Internal	nil	Ongoing	All Members	1.1
Using IT Effectively			IT Trainer	External	£23.50 ph	Ongoing	As per PDP	2.3

			ECDL	External LearnDirect	£190 pp	Ongoing	As per PDP	2.3
Media Skills			Local Workshop	External NWE0	£1000 est	Feb/Mar 2009	Exec/OSC Chairs	2.3
			Coaching	tbc	tbc	Feb/Mar 2009	Exec/OSC Chairs	2.3
Overview and Scrutiny	Public & media engagement		Case studies from other LA's	External	tbc	Oct-08	OSC Members	2.4
			Officer Briefings	Internal	nil	Ongoing	OSC Members	
								2.2
			CfPS website	Internal	nil	Ongoing	All Members	2.2
Update on LGPIHA 07			Local/Regional Workshop	Internal	nil	Mar-09	All Members	1.1
			IDeA/LGA/DCLG websites	Internal	nil	Ongoing	All Members	1.1
<u>D. TRAINING TO MEET IDENTIFIED NEEDS</u>								
NON PRIORITY								
CO Appraisals			External Briefings	External NWE0	tbc	Dec-08	As per PDP	1.1

Team Building			Local Workshop	External NWEO	£700	Feb-09	Executive	1.1
LAA Awareness			Officer briefing	Internal	nil	Jan-09	All Members	1.3
CAA Awareness			Officer Briefing	Internal	nil	Apr-09	All Members	1.3
Opposition Skills			Local Workshop	External NWEO	£700	Nov-09	As per PDP	1.1
Asset Management			Officer Briefing	Internal	nil	Dec-09	As per PDP	2.6
Risk Management			Officer Briefing	Internal	nil	Apr-09	As per PDP	2.6
CBC Accountability Structure			Structure Chart	Internal	nil	Sep-08	As per PDP	1.2
Understanding compulsory purchase			Officer briefing	Internal	nil	Jan-09	As per PDP	2.6
Understanding CBC partnerships/ funding			Officer Briefings	Internal	nil	Mar-09	As per PDP	1.3

Development of Audit Ctee Role			Officer briefings	Internal	nil	Mar-09	Audit Committee	2.6
			Case Studies/Visits	Internal	nil	Feb/Mar09	Audit Committee	2.6
Corporate Planning	Understanding C Plan process in Excellent LA's		Visits to Excellent LA's	Internal	nil	Mar-09	As per PDP's	2.6
Understanding CYP agenda			Officer Briefing	Internal	nil	Jan-09	As per PDP	2.6
			CfPs website	Internal	nil	Ongoing	All Members	2.6
CORPORATE PLAN OBJECTIVE 2008/09								
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					

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