

Copeland Borough Council - Member Training and Development Programme 2010/2011

<u>A. INDUCTION TRAINING</u>								
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	
<u>B. ESSENTIAL TRAINING</u>								
Planning	Development Control Law and Practice	C	Day Workshop	External Trevor Roberts Associates	£1,500	May-11	Planning Panel	

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Code of Conduct	Code of Conduct for Members	C*	30 minute Presentation	Internal	nil	Nov 2010*	All Members and Parishes	
S17	Crime & Disorder	C	2 hour workshop	Internal	nil	Feb/Mar 2011	All Members	
Equality and Diversity		C	2 hour workshop	Internal		Jan/Feb 2011	All Members	
C. TRAINING TO MEET IDENTIFIED NEEDS								
PRIORITY								
Leadership	Group Mentoring	O		External IDeA	Nil direct	Ongoing	Exec and Shadow Exec	
	New Councillors/ Succession Planning	O		External IDeA	Nil Direct	Ongoing	Specified Members	
Local Govt Finance & Funding		O	Workshop Sub Regional or Local	External NWE0	£700	Jan-11	All Members	
		O	CIPFA Reference Manual	Internal	One-off £60	Ongoing	All Members	
			CIPFA website	Internal	nil	Ongoing	All Members	
Presentation Skills		O	Local Workshop	External	£700	Feb-11	As per PDP	

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Personnel/ H&S Knowledge Base		O	Officer briefing	Internal	Nil	by Jan 2011	As per PDP	
Leading & Chairing Meetings		O	Local Workshop	External	£700	Nov-10	All Members	
			Local Workshop	Internal/ External	tbc	Nov/Dec	OSC Members	
Standards Committee Knowledge		O	Local Workshop	Internal	tbc	Nov/Dec*	Standards Committee Members	
IT	Microsoft Applications	O	IT Trainer/Web Based	External	£23.50 ph	Ongoing	As per PDP	
	Blackberries	O	Vodafone	External	£1000 per day	Ongoing	As per PDP	
Media Skills		O	Local Workshop	External	£1000 est	Aug-10	Exec/CLT	
Locality Working/LSP		O	Local Workshop	Internal	Nil	Jan-11	All Members	
Overview and Scrutiny	Basics of O&S	O	Pre Meeting Briefing	Internal	Nil	Nov-10	OSC Members	

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	Questioning Skills	O	Pre Meeting Briefing	Internal	nil	Jan-11	OSC Members	
	Finance & Budget Scrutiny	O	Pre Meeting Briefing	Internal	Nil	Nov-10	OSC Members	
Time Management		O	2 hour seminar	External	£700	Feb-11	As per PDP	
Induction Planning May 2011		O	MTDP meetings	Internal + ABC	Nil	Ongoing	As per PDP	
Community Engagement		O	2 hour seminar	External	£700	Oct-10	As per PDP	
Understanding choosing to Change		O	Via C-C programme	External (NWIEP	Nil	Ongoing	As per PDP	
Audit knowledge Base		O	officer briefing	Internal	Nil	Ongoing	As per PDP	
<u>D. TRAINING TO MEET IDENTIFIED NEEDS</u>								
NON PRIORITY								
Copeland Leisure Board								

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Young Person Shadowing								
Housing Skills Base								
Council Tax Skills Base								
Tourism & Youth Knowledge Base								
Networking with Senior Management & MP								
Credit Union Knowledge Base								
Customer Services Knowledge Base								
Project management								
Video Conferencing								

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Action Learning								
Job Shadowing								
Team building in Mayoral Support Office								
Mayoral Role								
Gambling & Alcohol Policy								
Covalent								
Recycling								
Tesco Rebuild Development								
Parish Review Role								