

PROPOSED DATE	OUTLINE OF TRAINING	Training Provider
3rd March	Pre Candidate Session - to give an overview of the role of a Councillor	In House - Chief Executive
7th May 2008	<b>Induction Pack</b> - to be circulated to all new elected members	In House - Democratic Services
Wed 7 <sup>th</sup> May 2008	<p><b>INDUCTION</b></p> <ul style="list-style-type: none"> <li>• Welcome by the Chief Executive and outline of how the Council works and who to contact</li> <li>• □□□□ Support offered by Democratic Services</li> <li>• Protocols (constitution)</li> <li>• Your Role as a Councillor</li> <li>• Informal networking with Executive Management Team</li> </ul>	<p>In House - Executive Team</p> <p>Democratic Services</p>
After 1st May	Group Leaders to consider buddying/mentoring arrangements within Groups to support new members	To be identified within Groups
After 16th May and before end August	<b>One to One</b> Personal Development Plans with Democratic Services for newly elected members and any PDPs that are over two years old (approximately 30 members). PDPs to be linked to the Improvement and Development Agency (IDeA) skills framework	In House - Democratic Services
Mon 19 <sup>th</sup> May 2008	<b>Licensing Training</b> - Mandatory training for Licensing Committee Members. Includes information on the Licensing Laws (including Gambling Act) and to provide clarity on the Officers and Members' role in dealing with such matters.	<p>External Training</p> <p>Further Updates to be included as Operational Items on the Agenda.</p>
Tues 20 <sup>th</sup> May 2008	<b>Planning and Development Control</b> - Mandatory training for Development Control Committee Members on the planning system and to provide clarity on the Officers and Members' role in dealing with such matters.	<p>External Training</p> <p>Further Updates to be included as Operational Items on the Agenda.</p>
Wed 21 <sup>st</sup> May 2008	<b>6.00pm Chairs of Committees Training</b> - Mandatory training for all chairs and vice chairs	In House - Executive Director of Regulatory Services and Committee and Member Services Manager
Thurs 22 <sup>nd</sup> May 2008	<b>Overview and Scrutiny Training.</b> Outline of O&S and how to conduct an enquiry	External - North West Employers
5th June 2008	<b>Audit Training including Risk Management</b> (prior to Audit Committee)	In House - Head of Finance

10th June 2008	<b>Strategic Housing Market Assessment - consultation session</b>	In House - Acting Head of Regeneration
12th June	<b>The Rossendale Profile</b>	External Training
17th June	<b>Standards Committee (members role on the Committee and case study) (prior to the meeting)</b>	In House - Monitoring Officer
23rd June	<b>Training Scenario before Licensing Committee</b>	In House - Licensing Section
2nd July	<b>Health and Partnerships</b> - joint session with Lancashire County Council and the Local Strategic Partnership, Rossendale Leisure Trust on overview of partners and working together to improve health in Rossendale	In house - Principal Partnerships Officer
5th August 2008	<b>Public Speaking</b>	External - North West Employers
13th August	Community Cohesion	In House - Chief Executive and Principal Partnerships Officer
TBC	Bus tour of services/facilities provided by RBC/LCC	Lancashire County Council
July/August	<b>Risk Management</b> - one to ones with Chair of Audit Committee and Portfolio Holder	In House - Head of Finance
5th August 2008	<b>Public Speaking</b>	External - North West Employers
16th September 2008	<b>Community Leadership and Engagement</b>	External - North West Employers
9th October 2008	<b>Equalities</b> – Mandatory training for all newly Elected Members	In House - Head of People and Organisational Development
23rd October 2008	<b>Priority Setting</b> Session. An opportunity for Members to consider priorities for 2009/10.	In House - Executive Management Team
10th November 2008	<b>Local Area Agreements</b>	In House - Head of Policy and Performance
Weds 25 <sup>th</sup> November 2008	<b>Financial Management</b> Workshop in preparation for the 2009/10 budget. Filling the financial black hole.	In House - Head of Finance
Mon 23 <sup>rd</sup> February 2009	Governance and Ethics	Audit Commission as part of Ethical Governance

Ongoing	Portfolio Holder and Shadow Portfolio Holder Briefings. Executive Management Team and Heads of Service to undertake	In House - Executive Management Team and Senior Management
Ongoing training	<b>IT Training</b> – various levels. Questionnaire to be sent to members to identify level.	In-house and possibly Learndirect
Ongoing throughout the year	North West Employers Organisation Seminars circulated on the Quarterly Member Development Programme. This includes individual requests by members for training	Seminars based on 07/08 requests
Ongoing throughout the year	<b>Service Open Days</b> - will help gain a valuable insight into the work of front-line delivery staff and the services through direct observations of a 'normal working day'.	In House - various departments
Ongoing throughout the year	Joint working with the <b>Lancashire Scrutiny Partners</b> Forum.	Joint work with Lancashire County Council and Districts
Ongoing throughout the year	Joint working with the <b>North West Scrutiny Chairs Network</b> Meeting.	Joint work with Authorities in North West
Ongoing throughout the year	<b>Ward Walks</b>	In House - Executive Management Team
Ongoing throughout the year	<b>Policy Briefings</b> as required	In House
Ongoing throughout the year	<b>E-Learning</b> through North West Employers Member Development Gateway and the Modern Councillor websites	External - North West Employers
Ongoing throughout the year	<b>Toolkits</b> - circulate details of Toolkits such as political skills framework, ethical governance,	Democratic Services
Ongoing throughout the year	<b>IDeA</b> - circulate the Councillor magazine to all elected members via email	Democratic Services
Ongoing throughout the year	<b>IDeA</b> - publish Frontline Radio podcasts to all elected members	Democratic Services
Ongoing throughout the year	<b>IDeA</b> - promoting the website Member Development Community of Practice to exchange information and learning	Democratic Services
Ongoing throughout the year	<b>Ashridge Virtual Learning Resource Centre</b> - promote the use of this site which contains learning guides and pocket books	Democratic Services