

Member Development Outline Programme May-December 2010

Provisional Date	Topic	Programme
Mon 10 May 2pm – 5.00 pm	Getting Started – Code of Conduct and Member Support (including awareness of Corporate Parenting role)	Induction
	Preparing for Council – run through Council agenda and procedures for Annual Meeting	
5pm-7pm From 14 May	IT induction- 1-1s Committee and Panel induction sessions	Induction
Wed 19 May 5.30pm	Overview of Decision-making structures and processes	Induction
Wed 26 th May 5.30pm	Profile of SCC - organisational structures, Council priorities and the Council's policy and performance frameworks.	Induction
Fri 29 May (TBC)	Planning training Am: General training for Members Pm: Enhanced training for Panel members	Regulatory
From June 2010	Planning Panel training programme – short sessions	Regulatory
Wed 2 June 5.30pm	Introduction to Scrutiny - Role of OSMC, scrutiny process and framework, support from Performance team	Induction/ Scrutiny
Tues 8 June 1pm-2.30pm	NICE - – role of NICE and dementia training package (for Health SP members and other interested members)	Scrutiny
June date TBC	Licensing & Gambling training	Regulatory
Wed 9 June 5.30pm-8pm	Understanding the Accounts for Elected Members	Committee (Audit/S&GC)
Wed 16 June Time TBA	Time Management and dealing with casework	Induction/ Skills
Wed 30 June 5.30pm	Dealing with difficult situations	Induction/ Skills
June/July	Safeguarding Children and Corporate Parenting	Induction
June/July	Media Familiarisation – overview of media in Southampton and the role of communications team	Induction
June/July (TBC)	Pre-Application and Development Management workshop	Planning

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July	Chairing and Leadership Skills	Induction/ Skills
July	Effective Communication Skills	Induction/ Skills
September	Partnership Working - Overview of Southampton Partnership and other Partnerships, Local Area Agreement and partnership working	Induction
September	Safeguarding children / Corporate parenting (IDeA/NSPCC workshop)	Standards
September	Code of Conduct Refresher	Standards
October	Effective Councillor workshop – aimed at identifying and planning to meet future development and support needs of Members	Workshop
October	Questioning Skills and Techniques	Induction/ Skills
November	Chairing and Leadership Skills	Induction/ Skills
December		

Other training/learning and development

- Induction folders/ induction packs
- Individual personal development planning sessions (new Members and those with new roles)
- Member Mentoring Scheme
- Visits by new Members to service areas (eg Customer Contact Centre, Waste Management, other areas of interest)
- Committee training within 1 month of appointment (introductory committee/panel meeting or individual training depending on committee/panel changes)
- Committee / Panel / Cabinet training programmes
- 1-1 IT training sessions and coaching support