

Member Development Programme 2021/22

Members must be equipped with the tools, training and support to enable them to provide the strategic direction for the Council and make appropriate and lawful decisions. The delivery of Member development supports the ethos that leading the community with greater knowledge and understanding should help the Council achieve its corporate priorities.

The purpose of the Member Development Programme is to bring together learning and development opportunities available to individuals, committees and political leadership, which are considered and prioritised against specific needs and resources.

Members should consider whether they have an area where they particularly want to strengthen their knowledge, skills and understanding in a way that is not possible through internal provision and should also consider seeking out additional opportunities through the LGA and other relevant professional bodies and trainers.

Except where specific training is defined as 'essential', the offer of learning and development will be presented as an opportunity to become Members to personally decide how you wish to engage with Member development.

The Member Development Programme is developed by the Democratic Services team and overseen by the Procedures Committee.



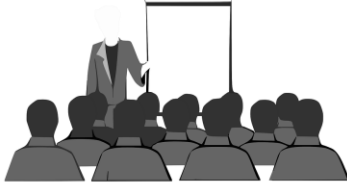

If you have any suggestions for future development opportunities, please contact Democratic Services
comsec@teignbridge.gov.uk

ATTENDANCE KEY


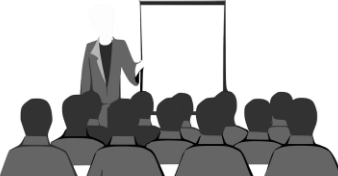

	<p>Essential Training Training highlighted in blue is that whilst voluntary all Members are expected to attend.</p>
	<p>Essential Training – specific Training highlighted in orange is compulsory for Members of a certain Committee to attend.</p>
	<p>Beneficial/Optional Training Training highlighted in green is encouraged, but is optional for Members to attend.</p>


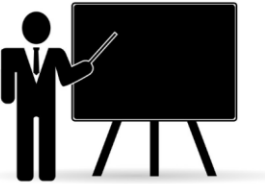
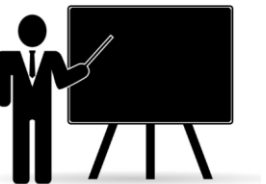
Methods of Delivery



A variety of learning methods will be used for both essential and beneficial development activities including:



 <p>Online</p> <p>E-learning modules may be used at times to impart important information, or teach a specific skill.</p>	 <p>Workshop</p> <p>The purpose of a workshop is to involve participants in learning. Workshops are sessions where participants/attendees are involved in interactive activities or group tasks.</p>	 <p>Briefing</p> <p>The purpose of a briefing is to give information or instructions. Briefings could be presented on zoom by internal colleagues at Teignbridge District Council or external stakeholders.</p>	 <p>Training</p> <p>The purpose of a training session is to teach somebody a specific skill or type of behaviour. Training sessions are likely to be delivered Business Leads or by external suppliers. These could be in person or over zoom</p>
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Other methods of learning offered to you will include conferences and seminars, written learning materials, mentoring, webinars and e-learning packages. In addition, Members may learn from visiting other Councils as well as meeting with relevant partnership bodies.

	Event	Purpose	Outcome	Lead Officer(s)	Attendees	Options Available
	<p>Planning Training</p> 	<p>The journey of a Planning application</p>	<p>To give members an understanding of the steps taken to get a decision on an application</p>	<p>Business Manager – Development Management - Ros Eastman</p>	<p>Essential - All Planning Committee Members Optional for other members</p> <p><i>Any Planning Member who does not complete this training will not be able to vote on applications at committee</i></p>	<ul style="list-style-type: none"> • Autumn/Winter 2021 – workshop
	<p>Briefing</p> 	<p>South Devon College</p>	<p>To update members on the opportunities that South Devon College can offer young people on the district</p>		<p>Beneficial – All Members</p>	<ul style="list-style-type: none"> • October/November 2021
	<p>Media Training</p> 	<p>To help members understand the media landscape, what journalists wants, preparing for interviews, print interviews and broadcasts</p>	<p>To enable members to undertake interviews, respond to questions and communicate key messages</p>	<p>External Provider</p>	<p>Group Leaders, Executive Members and Overview and Scrutiny Chair's</p>	<ul style="list-style-type: none"> • Autumn/Winter 2021

	Event	Purpose	Outcome	Lead Officer(s)	Attendees	Options Available
	<p>Safeguarding</p> 	<p>The purpose of the workshop is to raise awareness of child and adults protection. The training will help develop knowledge of how to recognise, report and record concerns about a child or adult at risk.</p>	<p>Be able to identify the signs and symptoms of abuse. Know what to do if you have safeguarding concerns. Have an understanding of your roles and responsibilities in relation to safeguarding.</p>	<p>Community Safety and Safeguarding Lead – Rebecca Hewitt</p>	<p>Beneficial – All Members</p>	<ul style="list-style-type: none"> • November/December 2021 On zoom/in person
	<p>Planning Training</p> 	<p>Legislation/Policy update</p>		<p>Business Manager – Development Management - Ros Eastman & Solicitor</p>	<p>Essential - All Planning Committee Members</p> <p><i>Any Planning Member who does not complete this training will not be able to vote on applications at committee</i></p>	<ul style="list-style-type: none"> • January 2022 – on zoom
	<p>Planning Training</p> 	<p>To provide Members with an update on a specific topic informed by Member interest and Officer discussion. Could include e.g. Highways and accessibility Environmental Impact Assessment Urban Design / building design Environmental Health</p>	<p>Enhanced knowledge and understanding of key issues in planning</p>	<p>Business Manager – Development Management - Ros Eastman</p>	<p>Essential - All Planning Committee Members</p> <p><i>Any Planning Member who does not complete this training will not be able to vote on applications at committee</i></p>	<ul style="list-style-type: none"> • March/April 2022 – workshop

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Orange bar		<p>considerations Enforcement policy and procedures</p>				
	Event	Purpose	Outcome	Lead Officer(s)	Attendees	Options Available
Blue bar	<p>Cyber Security, Data Protection and Freedom of Information</p> 	<ul style="list-style-type: none"> • To ensure Members are aware of the importance making sure all online activity security is undertaken securely and the common threats they face from Cyber Crime. • To make members aware of their obligations under the Data Protection and Freedom of Information laws. 	<p>Councillors will be more aware of their own digital footprint and how to spot suspicious on line activities and approaches.</p> <p>Councillor will know how to process data securely and lawfully</p>	<p>Audit Manager – Sue Heath</p>	<p>Beneficial – All Members</p>	<p>Online from March 2021</p>
Green bar	<p>Chairs Skills Training</p> 					<p>TBC</p>

	Event	Purpose	Outcome	Lead Officer(s)	Attendees	Options Available
	<p style="text-align: center;">Scrutiny Training</p> 	<p>To provide Members with a clear understanding of their role in scrutinising the Council Executive and relevant partner organisations:</p> <ul style="list-style-type: none"> • Latest guidance and legislative framework. Scrutiny powers and authority. 	<ul style="list-style-type: none"> • Scrutiny Members have an increased understanding of the role and potential impact of scrutiny. • Shared understanding of the role of Scrutiny within the Council. • Members understand how Scrutiny can have significant impact in supporting Council performance. 	TBC	Beneficial – All Scrutiny Members	Jan/Feb 2022
	<p style="text-align: center;">Planning Training</p> 	<ul style="list-style-type: none"> • Bias and Pre – determination • Material Planning Considerations • Call-in • Different roles – officers, planning members, Local Ward Members, experts (LCC highways etc.) • Good decision – making Vs Bad decision – making examples 	<p>To provide Members with the key skills and understanding to be able to take lawful planning decisions</p>	<p>Business Manager – Development Management - Ros Eastman</p>	<p>Essential - All Planning Committee Members</p> <p><i>Any Planning Member who does not complete this training will not be able to vote on applications at committee</i></p>	May / June 2022
	Equality and Diversity	<p>To help members fulfil their duties under the Equality Act 2010 and public sector</p>	<p>Members are confident in their understanding of the Equality Act 2010 and can apply</p>	<p>HRBP Rachel Oxenham and/or Community Safety and</p>	Beneficial – All Members	June/July 2022

	Event	Purpose	Outcome	Lead Officer(s)	Attendees	Options Available
Green		equality duty	the principles to actions and decisions	Safeguarding Manager		
Orange	Licensing Training 	To provide an overview of: <ul style="list-style-type: none"> the Licensing Act 2003 Licensing Objectives Guidance to local authorities 	To enable Members to sit on hearings in relation to Premises		Essential - All Licensing Committee Members <i>Any Licensing Member who does not complete this training will not be able to sit on a licensing hearing</i>	May / June 2022
Green	Audit Scrutiny Training 	To develop their understand of the audit role provide an overview of the Knowledge and skills required	To enable members to performer role effectively	Audit Manager – Sue Heath	Essential - All Audit Scrutiny Committee Members	May / June 2022
Green	Standards Training 			Monitoring Officer	Essential - All Standards Committee Members including Independent Person and Town/Parish Representatives	TBC

Other Sources for Training and Development available to Members

One to one or workshop sessions on the following:

- Use of iPad and the modern.gov app to access committee papers and emails
- Signing of Councillors Community Funds payment via Firmstep

External sources of Information for Councillors

Local Government Association – Councillors Hub [New councillor hub | Local Government Association](#). This includes Councillor Workbooks and support for Councillors.

Planning

Planning Advisory Service - [PAS | Local Government Association](#)

The RTPI youtube channel [theRTPI - YouTube](#) or via www.rtpi.org.uk

Legislation and guidance, the [Planning practice guidance - GOV.UK \(www.gov.uk\)](#) and [National Planning Policy Framework - GOV.UK \(www.gov.uk\)](#)

Scrutiny

Centre for Governance and Scrutiny [Research & publications - Centre for Governance and Scrutiny \(cfgs.org.uk\)](#)