

Role or committee specific training for councillors following May 2019 Election

If a councillor is appointed to a role which has special responsibility or to a committee, then additional training/briefings will be provided for those roles / committees which will only be offered once to each identified councillor.

Please note that if you are appointed to the adults, children's scrutiny committee or as a cabinet member or cabinet support member, you will need have to have a DBS check.

Chairperson and Vice-Chairman of the Council

A one to one meeting with the solicitor to the council, the democratic services manager, governance services officers, and the democratic services officer.

This meeting will cover the:

- Role and responsibilities of the chairperson and vice-person
- Conduct of full council meetings and the constitution

This meeting will be arranged at the convenience of chairperson and vice-chairperson

Leader of the council

A one to one meeting with the chief executive and head of corporate governance to cover:

- Cabinet appointments
- Forward Plan
- Decision making

These meetings will be arranged at the convenience of leader of the council.

The LGA Leadership Essentials for finance will also be offered. The courses are a 2 day fully subsidised course run by the LGA and are held at various times during the municipal year.

Cabinet Members and Cabinet Support Members

A one to one meeting with the relevant director (and assistant directors) and will cover as they relate to the relevant portfolio:

- Statutory responsibilities
- Decision-making and liaison with scrutiny
- Key projects
- Forthcoming key and non key Cabinet and Cabinet Member decisions
- How the cabinet member wishes to be briefed, e.g. weekly, fortnightly meetings, etc

This meeting will be arranged at the convenience of cabinet member.

The cabinet member will also be offered the relevant LGA course. Examples of the courses currently offered to portfolio holders are:

- Leadership Essentials: Finance for leaders and finance portfolio-holders – (Fully subsidised two-day residential event)
- Leadership Essentials: Children’s Services for Lead Members in Children’s Services and Chairs of Children’s Services Scrutiny Committee - (Fully subsidised for the two-day residential)
- Leadership Essentials Adult Social Care - (Fully subsidised for the two-day residential).

Chairperson and Vice-Chairperson of Committees

All chairperson and vice-chairpersons of committees will be invited to a session to be held on **4 June 2019 at 10.00 am to 12.00 pm in Committee Room 1, Shire Hall.**

This session will be led by the democratic services manager and will cover the following:

- Committee procedure rules,
- Effective chairing skills
- Support arrangements

This session is recommended for all appointed chairpersons and vice-chairpersons, especially for those councillors who are new to the role.

Audit and Governance Committee

Members appointed to the audit and governance will be invited to a session to be held on **14 June 2019 at 10.00 am to 12.00 noon in Committee Room 1, Shire Hall.**

This session will be held by the solicitor to the council and the chief finance officer and will cover:

- Role and functions of the audit and governance committee
- Statement of accounts – which have to be signed off by 31 July 2019.

Please note that due to the statutory requirement to sign off the statement of accounts the July audit and governance committee meeting will be held at **2.00 pm on 30 July 2019 in Committee Room 1, Shire Hall.**

Employment panel

Members appointed to the employment panel will be invited to a session to be held on **11 June 2019 at 2.30 pm to 4.00 pm in Committee Room 1, Shire Hall.** This session will be led by the Head of HR and OD and the democratic services officer and will cover the role and functions of the panel.

Group Leaders

Individual one to one meetings will be offered with the monitoring officer or deputy monitoring officer on the role of group leader within the council and managing the relationship between the group and officers

Opposition group leaders (or a nominated member of the party or group) will be offered the LGA Effective Opposition programme which is a 2 day residential course

Licensing Sub Committee

Members of the planning and regulatory committee form the “pool” for the licensing sub committee. All members of the planning and regulatory committee will be invited to a session to be held on **Wednesday 5 June at 10.00 am to 12.00 noon in Committee Room 1, Shire Hall**. This session will be led by the solicitor to the council and will cover the:

- The Licensing Act 2003
- The role and functions of the committee

Due to the statutory nature of this committee, substitution from outside of the parent committee is not permitted. This session will be **mandatory** for all members of the planning and regulatory who wish to sit on licensing sub committee on a rotational basis.

Health and Wellbeing Board

Members of the health and wellbeing board will be invited to a session on **Thursday 20 June 2019 at 2.30 pm to 4.30 pm in Committee Room 1, Shire Hall**. This session will be led by the democratic services officer and will cover:

- Role and functions of the board; and
- Work programme for 2019/20

The chairperson and vice-chairperson of the health and wellbeing board will also be offered the opportunity to attend the LGA Health & Well-being for HWB Chairs & Vice-Chairs which is offered at various points during the municipal year.

Scrutiny Committees

Members of all three scrutiny committees will be invited to session to be held on **Friday 6 June 2019 at 10.00 am to 12.30 pm in Committee Room 1, Shire Hall**. This session will be led by the democratic service manager as statutory scrutiny officer and will cover:

- Role and function of each scrutiny committee
- What effective scrutiny looks like

An afternoon session will be then be convened in order to discuss the 2019/20 work programme. This session will run from **2.00 pm to 3.30 pm**.

This session is recommended for all members who are appointed to a scrutiny committee. There are currently three scrutiny committees as follows:

- Adults and wellbeing scrutiny committee;
- Children and young people scrutiny committee; and
- General scrutiny committee

Newly appointed chairperson or vice chairpersons will be offered the opportunity to attend the LGA, The Leadership Essentials: Effective Scrutiny (or an equivalent) which is offered at various points during the municipal year.