

To: CORPORATE SERVICES COMMITTEE		Subject: MEMBERS TRAINING AND DEVELOPMENT 2015/16
From: EXECUTIVE DIRECTOR OF CORPORATE SERVICES		
Date: 9 April 2015	Ref: JM/BN	

1. Purpose of the Report

- 1.1 The purpose of this report is to update the Committee on arrangements made in respect of Members' training and development.

2. Background

- 2.1 It has previously been agreed that the Members Training and Development Programme runs on a fixed calendar of dates included in the Council diary.
- 2.2 Following consultation with Elected Members, the planned Members Training and Development Programme for 2015/16 was prepared. A copy of the updated programme is attached in Appendix 1 to this report.
- 2.3 It is proposed that, as required, and in consultation with the Convener, arrangements for additional sessions and/or amendments be made as appropriate.

3. Learning and Development Pack/Personal Development Plans

- 3.1 On 30 October 2009 this Committee approved the introduction of appropriate arrangements to provide all members the opportunity to take part in a training needs assessment and to have a personal development plan.
- 3.2 Audit Scotland continues to monitor the take up of personal development plans by elected members.
- 3.3 All Elected Members have a learning and development pack containing role descriptions, the competency framework, briefing notes and Improvement Service Notebooks.
- 3.4 As in previous years, a personal development plan template has been prepared to assist and encourage Elected Members to create a personal development plan for 2015/16.
- 3.5 In 2015/16 The Improvement Service will run the fifth series of master classes for Elected Members, the purpose of which is to engage with Elected Members on current issues relevant to Scottish local government.

4. Recommendations

- 4.1 The Committee is asked to approve
- (a) the 2015/16 Members Training and Development Programme outlined in Appendix 1 and
 - (b) the personal development plan templates for issue and completion by Elected Members for 2015/16.


Executive Director of Corporate Services

Members seeking further information on the contents of this report are asked to contact Brenda Nardone, Chief Administrative Services Manager on Extension 2324

Members Training and Development Programme 2015/16

Location: Committee Room 2

Day/Date	Time	Session	Delivered by	Status Location/
2015				
Tuesday 7 April	10 am	Welfare Reform	Head of Revenue Services	confirmed
Tuesday 26 May	10 am	Hot Topics: City Deal, Ravenscraig and Employability	Executive Director of Regeneration & Environmental Services	confirmed
Tuesday 9 June	10 am	Corporate Parenting	Service Manager Corporate Parenting	confirmed
Thursday 25 June	2 pm	ICT Development in North Lanarkshire Council	Head of Efficient Government and Service Delivery	confirmed
Thursday 9 July	2 pm	Health and Safety for Members	Health and Safety Corporate HR	confirmed
Tuesday 4 August	10 am	Child Sexual Exploitation/Trafficking	Service Manager Corporate Parenting	confirmed
Tuesday 25 August	10 am	Focus on Census, Demographic Trends and Scottish Deprivation Index	Chief Executive's Office	confirmed
Thursday 10 September	2 pm	Corporate Strategy and Transformation Programme	Chief Executive	confirmed
Thursday 24 September	2 pm	Hot Topics: Corporate Services	Executive Director of Corporate Services	confirmed
Tuesday 13 October	10 am	Local Housing Strategy Consultation	Head of Housing Services/ Development Manager	confirmed
Thursday 29 October	2 pm	Digital Future	Head of Corporate Communications	confirmed
Thursday 12 November	2 pm	<i>Equality Acts Disability Discrimination</i>	<i>Head of Community Information and Learning</i>	<i>confirmed</i>
Thursday 26 November	2 pm	Operational Changes: Cleansing, Land and Estates	Executive Director of Regeneration and Environmental Services	confirmed
Tuesday 8 December	10 am	Council appointment to Outside Bodies and Arms Length Organisations (ALEOS)	Principal Solicitor	confirmed
Thursday 15 December	2 pm	Treasury Management	Head of Financial Services	confirmed
2016				
Tuesday 12 January	10 am	Community Empowerment	Senior Corporate Development Officer	confirmed
Thursday 21 January	2 pm	Procurement	Procurement Manager	confirmed
Tuesday 2 February	10 am	Local Homes Energy Team	Head of Housing Property	confirmed
Tuesday 23 February	10 am	Audit	Audit Manager	confirmed
Thursday 10 March	2 pm	Adult Protection	Head of Community Care	confirmed
Thursday 24 March	2 pm	Customer Services Strategy Implementation Update	Executive Director of Learning and Leisure	confirmed

Councillor:

Personal Development Plan 2015/16

In 2015/16 plan to develop my knowledge, skills and experience by

Category: Members Training Programme 2015/16

Day/Date	Time	Session	Delivered by	Status *	
2015					
Tuesday 7 April	10 am	Welfare Reform	Head of Revenue Services	P	C
Tuesday 26 May	10 am	Hot Topics: City Deal, Ravenscraig and Employability	Executive Director of Regeneration & Environmental Services	P	C
Tuesday 9 June	10 am	Corporate Parenting	Service Manager Corporate Parenting	P	C
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2016					
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***Status** **Tick appropriate box to confirm status** : **P Planned** **C Completed**

E-Learning Modules

Subject	Planned	Completed
An Introduction to Information Management		
Community Engagement		
Data Protection		
Delivering Accessible Communications		
Equality Impact Assessment		
Gender Based Violence		
Health & Safety Induction		
Information Security Awareness		
Introduction to the Children's Hearings Scotland Act (2011)		
LGBT People and Public Services		
Personal Independence Payments		
Public Protection Awareness		
Public Sector Diversity		
Scottish Welfare Fund		
Welfare Reform		

Category: ICT Training : [Enter details]

Subject	Planned	Completed
ECDL (European Computer Driving Licence)		
Windows 2007		
Office 2007		
Multi Function Devices		
Mobile devices		
IPADS		
MARS		
COINS		
E-planning		
Pisa		

Category: Further/Higher Education [Enter details]

Subject :	Details	Planned	Completed

Conferences: [enter details]	Planned	Completed

Briefing Notes	Planned	Completed
Single Outcome Agreements		
Corporate Parenting		
Ombudsman SPSO		
Financial Planning		
Equality Duties		
Community Engagement		
The Outcomes Challenge		
Obesity Timebomb		
Corporate Governance		
Best Value		
Growing Up in Scotland		
Civil Contingencies		
Migration		

Briefing Notes: Corporate Equalities Working Group:	Planned	Completed
Ensuring Disabled People are able to access services and elected members Surgeries		
Equality in Language		

Briefing Notes: Audit Scotland	Planned	Completed
Race Equality Study		

Improvement Service Masterclasses	Planned	Completed

Induction: Improvement Service E-Learning Notebooks: IS Notebooks	Planned	Completed
The First Few Weeks in Office		
What we wish we had known		
Corporate Governance		
Roles and Responsibilities at Ward Level		
Roles and Responsibilities at Council Level		
Standards and Ethics Information Handling		
The Governance of Scotland		
A learning and Development Framework		
Useful Information and Frequently Asked Questions		

Other: [Enter details]

Subject	Planned	Completed