

**NORTH LANARKSHIRE COUNCIL  
COMMITTEE REPORT**

<b>To:</b> CORPORATE SERVICES COMMITTEE	<b>Subject:</b> MEMBERS TRAINING AND DEVELOPMENT 2012/13
<b>From:</b> EXECUTIVE DIRECTOR OF CORPORATE SERVICES	
<b>Date:</b> 31 May 2012	<b>Ref:</b> JOH/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**

- 1.1 It has previously been agreed that the members training and development programme runs on a fixed calendar of dates included in the Council diary.
- 1.2 Following consultation with Elected Members the content of the 2012/13 members training programme has been prepared.

**3. Members Training and Development Programme 2012/13**

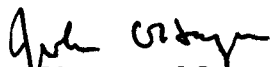
- 3.1 The planned Members Training and Development Programme for 2012/13 is attached as Appendix 1 which would take the programme until June 2013.
- 3.2 It is proposed that as required arrangements for additional sessions and/or changes be made in the light of circumstances and in consultation with the Convener.

**4. Learning and Development Pack**

- 4.1 The Corporate Services Committee on 30 October 2009 approved the introduction of appropriate arrangements to give all members the opportunity to take part in a training needs assessment and have a personal development plan.
- 4.2 Audit Scotland are monitoring the take up of personal development plans by elected members
- 4.3 It is proposed all members will be issued with a learning and development pack for 2012/13 containing elected members role descriptions, the competency framework, a personal development plan which can be tailored to meet individual requirements, briefing notes and Improvement Service Notebooks.

**5. Recommendations**

- 5.1 It recommended that the Committee approves
- (a) the Members Training and Development Programme for 2012/13;
- (b) issue of the 2012/13 learning and development packs

  
**Executive Director of Corporate Services**

*For further information on this report please contact Brenda Nardone, Chief Administrative Services Manager, Extension 2324.*

## Members Training Programme 2012/13

Day/ Date	Time	Session	Facilitator	Location
<b>2012</b>				
Monday – Wednesday 9, 10, 11 May	9.30 am	Members Induction Phase 1 – 3 days	Chief Executive, Executive Directors and Heads of Service	Training Room
Monday 21 May	2 pm	Pensions for Members	George MacIver Strathclyde Pension Fund	Training Room
Monday 28 May	2 pm	Role and Function of the Corporate Services (Licensing) Sub-Committee	Mitch Kerr Chief Solicitor Legal Services	Training Room
Thursday 1 June	9.30 am	Education Appeals	John Fleming, Head of Central Services and Aileen Howson, Chief Solicitor	Committee Room 1
Monday 18 June	9.30 am	Members Induction Phase 2 – day 1	John O'Hagan Executive Director of <b>Corporate Services</b>	Training Room
Tuesday 19 June	10 am	The Work of the <b>Police Board</b>	John McTear Strathclyde Police	Training Room
Monday 25 June	9.30 am	Members Induction Phase 2 – day 2	Ellen Doherty Education Officer (Personnel) Learning and Leisure	Training Room
Tuesday 3 July	10 am	Performance Management	Charles McCabe Chief Executive's	Training Room
Tuesday 7 August	10 am	Presentation Skills	Pauline McCafferty Senior Training Officer Corporate Training Human Resources	Training Room
Thursday 30 August	2 pm	Common Repair Issues and Owners Scheme of Assistance	Executive Director of Housing and Social Work Services	Training Room
Thursday 13 September	10 am	Council appointments to outside organisations	Executive Director of Corporate Services	Training Room
Thursday 27 September	2 pm	Current Issues	Executive Director of <b>Housing and Social Work Services</b>	Training Room
Tuesday 2 October	10 am	Single Outcome Agreement	Linda Johnston, Corporate Service Improvement Manager Chief Executive's Office	Training Room
Thursday 18 October	2 pm	Current Issues	Chief Executive	Training Room
Thursday 15 November	2 pm	Current Issues	Paul Jukes, Executive Director of Environmental Services	Training Room
Tuesday 4 December	10 am	Equalities	Audrey Cameron Development Officer (Equalities)	Training Room
Thursday 13 December	2 pm	Current Issues	Christine Pollock Executive Director of Learning and Leisure Services	Training Room

## Members Training Programme 2012/13

Day/ Date	Time	Session	Facilitator	Location
<b>2013</b>				
Tuesday 22 January	10 am	Council approaches to Anti Social Behaviour	Executive Director of Housing and Social Work Services	Training Room
Thursday 31 January	2 pm	Current Issues	Executive Director of Finance and Customer Services	Training Room
Tuesday 19 February	10 am	Freedom of Information	Carol Cluggie Freedom of Information Officer Legal Services	Training Room
Thursday 28 February	2 pm	Current Issues	Executive Director of Corporate Services	Training Room
Tuesday 12 March	10 am	Information Security	Irene McKelvey Head of Efficient Government and Service Delivery	Training Room
Thursday 21 March	2 pm	Current Issues for Local Government	Colin Mair Chief Executive Improvement Service	Training Room
Tuesday 23 April	10 am	Health and Safety for Members	Stuart Hamilton Principal Health and Safety Officer, Human Resources	Training Room
Thursday 9 May	2 pm	Community Planning Partnerships	Pauline Nicholas, Senior Local Regeneration Manager, Environmental Services	Training Room
Tuesday 14 May	10 am	Planning Local Plans	Shirley Linton, Head of Planning and Development, Environmental Services	Training Room
Thursday 13 June	2 pm	Dealing with the Media	To be confirmed	Training Room
Tuesday 18 June	10 am	Best Value 2	Jennifer Lees & Alison Meenagh, Senior Corporate Development Officers, Chief Executive's	Training Room
To be confirmed		Councillor's Code	Executive Director of Corporate Services	Training Room
To be confirmed		Local Government Finance	Finance and Customer Services	Training Room
To be confirmed		Practical Explanations of Officer Statutory Roles	Executive Director of Corporate Services	Training Room
To be confirmed		Data Protection	Legal Services	Training Room
To be confirmed		Corporate Parenting	Executive Director of Housing and Social Work Services	Training Room
To be confirmed		Community Safety	To be confirmed	Training Room