Member Training and Development Plan

Event Details/Plan Objective (Geography of Decisions/Financial Challenges/Skills and Knowledge)	When delivered:	Audience	Status/Format Provider
Welcome event: • Introduction to the Council. • Cheshire East Plan. • Opportunities and challenges facing Cheshire East in next four year.	Each election year in May *Stand-alone event*	All Councillors	Mandatory/in person In House
Geography of Decisions NEW: • Understanding the different functions and responsibilities across local government levels. • Distinguishing strategic issues from local and community matters. • Recognising the different geographies that Councillors are working across. • Relationship between Ward and Borough level decision making and engagement.	Each election year in May *Stand-alone event*	All Councillors	Mandatory/in person External provider/In house
Strategy and Success briefing NEW: Opportunities, risks, and challenges facing Cheshire East in the forthcoming financial year in respect of local government (e.g. devolution), strategic decisions, proposed policy changes, performance management, emerging national and local issues impacting on the authority.	Annually in May and October *Format will combine key elements from the first two events*	All Councillors	Mandatory/in person
Introduction to Local Government: • Facts and information, and links to other resources.	Annually from September	All Councillors but aimed at members new to local government	Discretionary/online learning In house

1

Event Details/Plan Objective (Skills and Knowledge)	When delivered:	Audience	Status/Format Provider
Getting Started with IT Workshop: • Handout of ICT kit; including a basic overview of the device.	Each election year in May	All Councillors	Mandatory/in person In house
ICT Bitesize Sessions: • On Windows/Outlook/Teams and Teams telephony.	Each election year in June and July	All Councillors	Discretionary/in person In house
Mod.Gov App Training: • Orientation event to help members navigate Mod.Gov app.	Each election year in June and July	All Councillors	Mandatory/in person In house
Introduction to Online Learning: • Orientation event to help members navigate the Learning Lounge. • Regular drop-in sessions for members who need additional support/familiarisation with the system.	Each election year in September Annually thereafter from September	All Councillors	Mandatory Year 1, discretionary thereafter/in person In house

Event Details/Plan Objective (Geography of Decisions/Working within a Committee System/Skills and Knowledge)	When delivered:	Audience	Status/Format Provider
Councillors' Code of Conduct: • General principles of conduct. • Specific obligations in relation to standards of conduct by Cheshire East Councillors. • Advice on completion of ROI forms.	Each election year in May, June, and July Annually thereafter in June	All Councillors	Mandatory/in person within 28 days of election or notification of annual return. In house
Working effectively as a CE Councillor: • Member/officer relations in respect of the wider policy framework and scheme of delegation. • Decision making framework/governance/Constitution. • Cheshire East Values	Each election year in May	All Councillors	Mandatory/in person In house
Working within a Cheshire East Committee system: • Strategic decision making for service committees. • Strategic decision making in respect of financial decisions. • Scrutiny within a committee model of governance. • Committee procedural rules and decision-making process.	Each Election year in May and June (in person) Annually thereafter in September (online)	All Councillors	Mandatory/in Person/online part of **mandatory** Induction Programme on Learning Lounge External provider/in house
Building Effective Relationships: NEW • Empower individuals to build relationships and support colleagues to have open and honest conversations. • Explore the barriers to having effective conversations and the importance of recognising and mitigating those challenges. • Bring to life relevant examples around engagement, co-creation, and collaboration.	Each election year in July or September	All Councillors	Mandatory/in person External provider

Appendix 1

Event Details/Plan Objective (Geography of Decisions/Financial Challenges/Working in a Committee System/Skills and Knowledge)	When delivered:	Audience	Status/Format Provider
Service Committee Briefings (Introduction to): • Directorate presentations • Terms of Reference/decision making powers. • Key issues such as budget/financial challenges, transformation, and Cheshire East Plan. • Work programme.	Each election year in June and July On appointment to the Committee	All Service Committee members	Mandatory/in person (committee), mandatory/in person/Teams (individual member) In house
Quasi-judicial Committee Training: • Committee specific presentation • Applicable legislation/policies relating to the body concerned. • Terms of reference, decision making powers • Relevant protocols.	Each election year in June and July On appointment to the Committee	All quasi-judicial Committee Members.	Mandatory/in person. Training must be completed before member can take place on committee
Introduction to Council Services: NEW Directorate led sessions on services provided by Cheshire East Council, excluding Highways which provides four sessions each year.	Each election year in June and July Annually (Highways)	All Councillors	Mandatory/discretionary dependent on subject In person/Teams/In house
Chairing Skills: NEW Chairing skills for Committee Chairs and Vice Chairs. Separate sessions for i) Service Committees; and ii) Regulatory Committees.	Each election year in June and July When new Chair/Vice Chair appointed	Committee Chairs and Vice Chairs	Mandatory/in person Externa provider/in house
Joint Strategic Needs Assessment (JSNA): NEW • What is the JSNA. • How each chapter is written and kept up to date. • Range of resources available. • How should Councillors and Committees use the Tartan Rug in decision making.	Annually in June and July	All Councillors	Mandatory/in person/Teams In house

Appendix 1

Event Details/Plan Objective (Working in a Committee System/Skills and Knowledge)	When delivered:	Audience	Status/Format Provider
Planning Committee Training (Introduction to): • Process/ legislation/ policy. • Enforcement. • Planning matters (material considerations)/ the role of conditions and legal agreements. • Probity and the code of conduct. • Prepare for a planning meeting.	Each election year in May and June, delivered as a 3-part programme, parts 1 and 2 open to all councillors	Planning Committee Members and substitutes	Mandatory/in person *(Planning module due to be added to Learning Lounge in 2025)* In House
Section 106 Training: • An explanation of the S.106 process. • How and when Members will engage in the process of developing a S.106 agreement. • Constraints on how the Local Planning Authority can seek and secure S.106 funding. • How S.106 spend will be monitored and reported moving forward. • Reports to members on a ward basis and FAQs.	Each election year in May	All Councillors	Mandatory for Planning Committee Members and substitutes. In person/Teams In house

Plus

Planning Committee Training (Updates/forthcoming decisions/changes in legislation in respect of):			
Planning Committee Training (Updates/forthcoming decisions/changes in legislation in respect of): • Process/ legislation/ policy. • Enforcement. • Planning matters (material considerations)/ the role of conditions and legal agreements. • Probity and the code of conduct. • Section 106 – developing an agreement, constraints, spend. • Emerging issues.	Each election year, four general sessions to be held. Annually five general sessions to be held on a range of topics.	Planning Committee Members and substitutes	Mandatory/in person In house

Appendix 1

Event Details/Plan Objective (Scrutiny within Decision Making/Financial Challenges/Working in a Committee System)	When delivered:	Audience	Status/Format/ Provider
Scrutiny Essentials in a Committee System: • The building blocks of effective scrutiny within the committee system. • How scrutiny can add value to key items such as policy development, decision making and performance. • The options available to conduct detailed scrutiny, such as task and finish groups. • Culture and mindset required for effective scrutiny.	Each election year in June, July, or September On appointment to the Committee	All Councillors	Mandatory/in person/Teams External provider/in house
Strategic decision-making for Service Committees (In the context of consistent approach to scrutiny, forward planning and agenda setting to maximise member input into the decision-making process) NEW • Strategic decision making for service committees. • Strategic decision making in respect of financial decisions • Scrutiny within a committee model of governance • Plus, key elements from working effectively as a CE Cllr	Annually in June and July	All Councillors appointed to a Service Committee	Mandatory/in person External provider/in house
Training for Scrutiny Committee: • Committee purpose and role. • Taking an analytical approach. • Basic principles of scrutiny. • Questioning skills. • What are our objectives. • Key lines of enquiry. • Active listening/reflection.	Each election year in June and July On appointment to the Committee	Members of the Scrutiny Committee	Mandatory/in person/Teams External provider/in house
Scrutiny suport for Lead Committee Members: NEW • Chairs and Vice Chairs Service Committees. • Opposition Spokespersons from Service Committees.	Each election year in June and July On appointment to the Committee	As prescribed	Mandatory/in person/Teams External provider/In house

Event Details/Plan Objective (Scrutiny within Decision Making/Financial Challenges/Working in a Committee System)	When delivered:	Audience	Status/Format Provider
Financial challenges: NEW • Strategic financial decision making for service committees. • Strategic financial decision making in respect of financial decisions. • Leadership support for Committee Chairs/Vice Chairs. • Scrutiny within a committee model of governance.	Each election year in June and July.	All Councillors	Mandatory/in Person In house
Financial Management Code • Structure of Council finances/understanding S114. • Financial decision making. • Role of service committees. • Financial planning and reporting cycle. • Revenue budget and MTFS. • Capital Planning and programme. • Management of reserves. • Treasury management. • Engagement sessions as part of budget consultations on the proposed (year) (MTFS).	Financial Management Code each election year in June and July.	All Councillors	Mandatory/in person/Teams
Risk and Assurance: NEW To provide members with an understanding of the basics of risk management principles, and the role Members have in supporting effective management of the Council's risks.	Each election year in June or July Secondary session in September or October.	All Councillors	Mandatory/in person/online learning. In house
Medium Term Financial Strategy: Key elements from the three sessions above.	Annually in September and December.	All Councillor	Mandatory/in person/Teams/in house

Event Details/Plan Objective (Skills and knowledge)	When delivered:	Audience	Status/Format Provider
Protecting and Managing Information: • UK General Data Protection Regulation (UK GDPR). • Information Security • Records Management.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter. In house
Data Protection Responsibilities/ Cyber Security: • Why compliance and cyber security is important. • Freedom of Information (FOI) the Cllrs role. • Use of email and types of threat. • What Councils do to protect the authority. • What Councillors should do/not do to protect the Council and themselves. • Recognise information security/data breaches.	Separate sessions each election year in July Annually thereafter as a combined subject from September	All Councillors	Mandatory/in person/Teams In house
Communication Channels NEW: To promote understanding of- • How the media operates. • How to deal with media enquiries/requests for interviews. • Cheshire East customer services standards. • How formal correspondence is dealt with. • The Council's complaints procedure.	Each election year in July or September Annually thereafter in September	All Councillors	Mandatory/in person/Teams In house
Social Media NEW: • Understanding the different roles on social media. • Accessing and navigating social media. • Engaging in healthy debate, dealing with misinformation, and staying safe online. • Conduct when using social media.	Each election year in July or September Annually thereafter in September	All Councillors	Mandatory/in person/Teams External provider/in house

Event Details/Plan Objective (Skills and knowledge)	When delivered:	Audience	Status/Format Provider
Equality in the Workplace: Increase awareness of equality in the workplace and to identify the expectations on elected member in terms of their behaviour.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter.
Dignity at Work: Covers dignity at work, bullying and harassment, how behaviour can impact on others, acceptable and unacceptable behaviour for members, identify what action to take if have concerns.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter.
Unconscious Bias: • Course will help members to identify, acknowledge, and challenge unconscious bias in the workplace.	Annually from September	All Councillors	Discretionary/online module
Safeguarding Adults: • Overview of Adults Safeguarding.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter.
Safeguarding Children: • Insight into the safeguarding of children and young people. • How to respond to potential safeguarding issues.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter.
Corporate Parenting: • Understand what it means to be a corporate parent. • Gain an awareness of the needs of Cared for Children and Care Leavers and their outcomes. • Consider how our responsibilities as Corporate Parents can be put into practice.	Annually from September	All Councillors	Mandatory/in person External/in house

Event Details/Plan Objective (Skills and knowledge)	When delivered:	Audience	Status/Format Provider
Personal Resilience: One module from: • Mental health. • Personal resilience. • Managing your priorities. • Managing yourself and your time.	Annually from September	All Councillors	Online **mandatory** module to be completed within six months of election and annually thereafter. In house
Members' Health and Wellbeing: • Identifying support available for members. • Personal safety guidance. • Dealing with harassment, abuse and intimidation. • Parental Leave.	Annually from September	All Councillors	Mandatory/in person/Teams/online learning External/in house
Essential Information for Cllrs: • Members' allowances and mileages. • Member training and development. • Democratic Services support. • General housekeeping. • Use of IT/working abroad.	Each election year from July	All Councillors	Mandatory/in person In person
Members Enquiries Service/TRACE: • What is Members Enquiries Service (MES). • What is TRACE. • How to use the services. • Escalations and further information.	Each election year in July Annually from September	All Councillors	Mandatory/in person In house
Emergency Planning: • Role of the Emergency Planning Team/Members. • Risks we face in Cheshire East. • How we respond to incidents in Cheshire. • How the Council responds to incidents. • Community Resilience.	Annually in October	All Councillors	Mandatory/MS Teams In house

Appendix 1