

Draft Members Training Programme May to December 2007

Date, Time and Venue	Subject	Facilitator
9 May 2007 9 am until 5 pm	Induction Programme for New Members <ul style="list-style-type: none"> • The role of a Councillor • Equalities and Diversity • Conflict Management. • Lone working • Ethics and Probity • Regional Spatial Strategy • Regional Assembly • Economic Development and Regeneration • Mock Meeting • Visit to Mayor's Parlour 	The Mayor/Senior Members Key Officers
10 May 2007 6 pm – 8 pm	Planning for Committee Members Essential Training for Members of the Planning Committee	Dave Potter Director of Planning
14 May 2007	Licensing for Committee Members Essential Training for Members of the Licensing committee.	Lionel Starling Licensing Officer
22 May 2007	2nd Annual Scrutiny Conference We are pleased to welcome back Robert Rogers as Keynote Speaker at this year's Annual Overview & Scrutiny Conference. Robert will provide an insight to the workings of Select Committees in Westminster as well as some interesting anecdotes regarding some of his experiences in Parliament. The aim of the Conference is to gather the views of Members, officers and local stakeholders in preparation of the Swindon Overview Committee work programme for 2007/08. It also provides a valuable opportunity to increase the understanding and awareness of Members, officers and other stakeholders in relation to the role of Overview & Scrutiny within the	Keynote Speaker Robert Rogers, Clerk of Legislation to the House of Commons

	Council.	
24 May 2007 2pm – 6 pm 6pm – 8 pm	Media Training- Daytime session - for new Members Advanced Media Training –for more experienced members - Interview techniques at the BBC Swindon Radio Studios	Gail Downey Red Admiral Productions
30 May 2007 12 - 2 pm or 6 - 8 pm	Anti- Smoking in Public Places Legislation From 1 July 2007, virtually all enclosed public places and workplaces in England will become smokefree. This will mean that it will be illegal to smoke (or to allow others to smoke) in places such as pubs, clubs, factories, betting shops, bingo halls, restaurants, taxis etc and statutory signage must be displayed. Smoking rooms within premises will also be illegal. The Act will also apply to all Council buildings and vehicles, even, for example, to areas such as entrances, stairwells and lifts in blocks of flats and to some bus-shelters. The training session will help you understand how the legislation applies, what the Authority has done to prepare businesses and the approach that will be taken to ensure compliance.	Russell Sharland Environmental Health Tel 466145
7 June 2007 Daytime	Induction Workshop The course aims to provide new Members with an overview of local governance and to equip them with the underpinning knowledge and confidence to carry out their new roles and responsibilities effectively. <ul style="list-style-type: none"> • The Elected Councillor and the democratic mandate • What is this organisation to which you have been elected? 	Graham Russell South West Regional Assembly Workshop organiser Pam Robinson Admin Assistant South West Provincial Employers Tel: 01823 425203 Application Forms available

	<ul style="list-style-type: none"> • Modern local governance arrangements for leading local communities and providing services • Getting involved in reviewing what the council and others are doing – making a difference • The member and officer relationship – an understanding of the respective role and responsibilities • Making the most of your role including support available to you • The legal and constitutional framework that supports your role • Councillor development opportunities 	from Sally Rhind-Tutt and should be completed and returned to South West Regional by 14 May 2007.
19 June 2007 12 – 2 pm or 6 - 8 pm	Equalities and Diversity – for all members	Allan Daley Learning and Development
20 June 2007 morning	Health Scrutiny Training The role of members in the scrutiny of local health service provision	Scrutiny Officers
21 June 2007 evening	Housing Tour Details to be finalised	Gerry O'Connor Housing Property Manager 01793 463452 go'connor@swindon.gov.uk
23 July 2007 6- 9 pm	Local Government Finance An introduction to local authority finances in general, and the Swindon Borough Council context specifically.	Stuart McKellar Director of Finance
11 October 2007	Provisional Member Development Evening At Cre8 Studios to include Ethics and Probity Training	
21 December 2007 12 – 2 pm	Christmas Quiz	Committee and Member Support Officer