	Overview & Scrutiny Committee **2 April 2019**	**Agenda Item No. 11**

Title	2019 Councillor Training Plan
For further information about this report please contact	Graham Leach Democratic Services Manager & Deputy Monitoring Officer 01926 456114 graham.leach@warwickdc.gov.uk
Wards of the District directly affected	None
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No
Date and meeting when issue was last considered and relevant minute number	N/A
Background Papers	None

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	**Date**	**Name**
Chief Executive/Deputy Chief Executive	20/3/2019	Andrew Jones
Head of Service		
CMT	20/3/2019	
Section 151 Officer	20/3/2019	Mike Snow
Monitoring Officer	20/3/2019	Andrew Jones
Finance	20/3/2019	Andrew Rollins
Portfolio Holder(s)	20/3/2019	Andrew Mobbs
Consultation & Community Engagement		
Senior Management Team of the Council Councillors Boad, Mrs Falp (substituting for Councillor Heath), Naimo and Mobbs as the Member Development Group and Group Leaders.		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1.   **Summary**

1.1   The report sets out the agreed Councillor Induction Programme for after the May 2019 election.

2.   **Recommendation**

2.1   The Overview & Scrutiny Committee note the agreed Councillor Induction Programme for after the May 2019 Warwick District Council election, as set out at Appendix 2 to the report.

3.   **Reasons for the Recommendation**

3.1   The Councillor Induction Programme for after the May 2019 Warwick District Council elections has been agreed with Group Leaders, as the Member Development Group. This will be shared with all candidates as soon as possible after the close of nominations at 4pm on 3 April 2019 so they can start to diarise the events they need to attend. The dates have been programmed in the Town Hall booking system to ensure availability of meeting rooms to provide the training.

3.2   The training has been based on the feedback from the 2015 Induction Programme for Councillors and subsequent courses. The Council now has ability to deliver more information and training to Councillors electronically and as a result there will be some information/training rolled out to Councillors to further enhance learning opportunities.

3.3   Councillors will note that under the Attendance column, within Appendix 2, some courses are marked as mandatory for either all Councillors or members and substitutes of specific Committees. In respect of the Council's two quasi-judicial committees, Planning Committee and Licensing & Regulatory Committee, Councillors cannot sit on those Committees or any of their Sub-Committees until they have undertaken the relevant training.

3.4   The Committee should be aware that the overarching feedback from Councillors was to increase the range of courses available earlier but at the same time to try and reduce the induction because of the burden this places on Councillors to start with, especially with the significant number of courses being in the evening. Therefore, officers and Group Leaders have tried to balance these when developing the programme including running some courses in both day time and evening.

3.5   Appendix 1 to the report sets out the feedback from Councillors on how they think attendance at mandatory training can be encouraged/enforced. This view also applies to training overall, and there needs to be a commitment from Councillors to this training as it will enable them to effectively develop into their new role. To this end, Group Leaders have committed to monitoring training attendance and discussing this both with the Group and individual Councillors as required and taking appropriate action as required.

3.6   In addition to the induction programme after the election, all Warwick District Councillors will receive an induction booklet which includes details on their first few days as a Councillor, a short overview of the democratic structure and decision making at the Council, the Code of Conduct & Disclosable Pecuniary Interests, Registering as a Data Controller, officer structure, useful contacts

outside the council, useful web pages on WDC website, along with other basic details about visiting Riverside House and car parking.

3.7 Group Leaders have agreed, as they did for the 2015 elections and subsequent by-elections, to a mentoring process within their own Groups, where a new Councillor will be allocated to a more experienced Councillor, to support them over the first year in office. There will also be meetings arranged for new Councillors with the Chief Executive or his Deputies within the first month, after three months, six months and a year. In addition to this Democratic Services will act as sign posts for Councillors in helping them to find the right contacts within the Council for problems they may have.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

The overarching aim of the programme is to enable Councillors to fulfil their role and therefore contribute to all strands of FFF.

4.2 **Supporting** Strategies - Each strand of the FFF Strategy has several supporting strategies but there are no directly relevant ones to this report.

4.3 **Changes to Existing Policies** – The report does not propose any changes to existing policies.

5. Budgetary Framework

5.1 The report does not impact on the Budgetary Framework for the Council and will be delivered within the existing Member Development Budget of £5,100.

6. Risks

6.1 The main risks associated with the development and training for Councillors is balancing the needs of Councillors to be trained and aware of their roles, ensuring attendance at events and not overloading Councillors within the first few months of elections. This leads to the significant risk of Councillors not engaging with the programme and as a result are not trained to the detriment of the Council and their electors as they do not fully understand the role and the opportunities its presents for them.

7. Alternative Option(s) considered

7.1 The programme has already been agreed by the Group Leaders as the Member Development Group for the Council and therefore no amendments can be made at this time.

How can we ensure that 'mandatory' training is attended?

I was told I could not attend a planning meeting without having the training. So if on a particular committee you should have to our you cannot go on it
By having dates set well in advance and being careful to ensure that only key topics are presented as "mandatory". It would also be good to give a report to Leaders so Groups can reinforce the importance of attendance.
Do it at a time when cllrs might already be coming in - eg group meetings. Keep it short. Offer a number of dates? (But maybe no more than 2)
Make it professional and well done and give flavour at statutory meetings which are likely to be attended.
You can't because it isn't mandatory! Except of course for planning and licensing. Your challenging is to convince councillors of the importance/ relevance to being effective.
Ensure they are kept on weeknights from 6pm - daytime courses are not ideal for members that work. I think this would attract more people from more walks of life to be in a position to become a Cllr.
Outline how the councillor would benefit from it
I think people should attend if possible, especially after having been elected.
Offer alternative dates Work through Group Leaders Remove Members who are serial offenders from key Committees - publicly Name and shame the non-participants e.g. alongside the annual report on attendance at Committees
Make the benefits (or risks) of attending (or not) clear
Bring back attendance allowance
Ensure choice of time is available ....say 9am , 12pm,2pm and 6pm
Make it relevant, short and fact led. Start with good basics and only train on the legal needs of those committees which have legal requirements.
Difficult one. Perhaps more choice on dates. I also think that calling these sessions at short notice means that many are unable to attend. The Group leaders should set an example by attending them to set an example.
Don't know
Perhaps offering one than one session at different times. Sanctions if training not done.
Pay Attendance Allowance
Mandatory is Mandatory. It is up to the Group Leaders to ensure everyone attends. You can't sit on certain committees until training has taken place. Perhaps consider withdrawing allowances until training has been completed.

Schedule of Training for Councillors
Following 2019 Election
Including Agreed Committee Meetings

What	When (All sessions are at the Town Hall, Parade, Leamington Spa unless otherwise stated)	Who Should attend
Welcome Reception ᴠ Welcome by the Chairman of the Council; ᴠ Presentation by the Chief Executive and Deputies on how the Council works, challenges it faces and dealing with those challenges; ᴠ Major ongoing projects and initiatives; ᴠ Introduction to Council services; ᴠ Commitment to training; ᴠ Change Programme introduction; ᴠ Who to contact.	**7 May 2019** 6.00pm to 8.00pm 5.00pm to 6.00pm Photos being taken of all District Councillors, Health & Wellbeing display and IT display	**Mandatory for all District Councillors** **Lead officer –** Chris Elliott, but SMTplus to attend from 5.00pm
Group Meetings	**8 May 2019** 6.00pm to 8.00pm	
Getting you through your first meetings (what you need to know) ᴠ The Constitution; ᴠ Understanding the role of the Councillor; ᴠ Understanding the role of Officers; ᴠ Member/Officer Protocol; ᴠ Council, the Executive, Committees & Portfolio Holders; ᴠ The role of the Ward Councillor; ᴠ Practicalities of attending your first meetings (including Council) and what not to do; ᴠ Declarations of Interest.	**13 May 2019** 6.00pm to 7.30pm 5.00pm to 6.00pm Photos being taken of all District Councillors, Health & Wellbeing display and IT display	Mandatory for all District Councillors **Lead officer -** Graham Leach
Group Meetings	**13 May 2019** 7.30pm to 9.00pm	
Annual Council	**15 May 2019** 6.30pm to 9.00pm	All Warwick District Councillors

Planning Committee day school - Mandatory training for all members and substitutes of the Committee before the first meeting	**16 May 2019** 9.00am to 5.00pm	Mandatory for all members of the Planning Committee & Substitutes Other interested Members are welcome to attend. **Lead officers –** Dave Barber & Gary Fisher
Planning Committee site visits	**18 May 2019** 9.00am to 12.00pm	Members of the Committee
Health & wellbeing display and Councillor IT display **Roles & Responsibilities of Committees and Councillors** **Council Procedure Rules & Interests (including life cycle of decisions)** **Standards, Employment, Overview & Scrutiny, Finance & Audit, Licensing & Regulatory Committees meet to appoint Chairmen and Vice-Chairmen**	**20 May 2019** 5.00pm to 6.00pm 6.00pm to 7.00pm 7.00pm to 8.00pm 8.00pm to 8.30pm	All Warwick District Councillors **Lead officers -** Chris Elliott, Andrew Jones, Graham Leach
Planning Committee	**21 May 2019** 6.00pm to 10.00pm	All members of the Committee (useful for named substitutes to attend and observe). Some Ward Councillors will need to attend as public speakers.
Planning Committee (Reserve)	**22 May 2019** 6.00pm to 10.00pm	All members of the Committee (useful for named substitutes to attend and observe). Some Ward Councillors will need to attend as public speakers.
Bank Holiday	**27 May 2019**	Have a rest

Licensing & Regulatory Committee Training* on the types licences issued by the Council and those determined by this Committee followed by a meeting of the Committee to appoint Licensing Panels. *there will also be three further half days on the training for this Committee for which the dates are tbc)	**28 May 2019** 10.00am to 4.00pm 4.30pm to 4.45pm	Mandatory for Licensing & Regulatory Committee members and their substitutes but all Councillors welcome to attend **Lead Officer -** Lorna Hudson
Executive/CMT briefing	**28 May 2019** 2.00pm to 5.30pm	Executive/CMT
Overview Scrutiny Committee Training - an overview of the function, remit and responsibility of the Committees, including Health Scrutiny & Crime and Disorder requirements, plus a short meeting review of current work programme and forward plan.	**29 May 2019** 6.00pm to 8.00pm	Mandatory for Overview & Scrutiny Committee and essential for named substitutes **Lead -** delivered by CfPS
Finance & Audit Scrutiny Committee Briefing on the role and responsibility, followed by a meeting to consider the Annual Governance Statement.	**29 May 2019** 6.00pm to 8.00pm	Mandatory for Finance & Audit Scrutiny Committee and essential for named substitutes **Lead Officers -** Mike Snow and Richard Barr
Safeguarding training (This will either be on the safeguarding agenda or safeguarding awareness. There will be two opportunities for each course.)	**30 May 2019** 2.00pm to 4.00pm	Mandatory for all Warwick District Councillors **Lead Officer -** Lisa Barker or external
Members/Trades Unions Joint Consultation & Safety Panel Briefing on the role and the Health & Safety remit followed by meeting	**30 May 2019** 4.30pm to 6.30pm	Mandatory for members of the Panel and Employment Committee members **Lead Officers -** Graham Leach, Ian Carden & Tracy Dolphin
HRA Business Plans	**30 May 2019** 6.00pm to 8.00pm	All Warwick District Councillors

Executive/ SMT Away Day	**3 June 2019** 9.00am to 5.00pm Executive/CMT Morning Executive/SMT Afternoon	Mandatory for all members of the Executive & SMT
Data Protection Act, Freedom of Information Act Good Governance and the implications of these for Councillors	**3 June 2019** 10.00am to 12.00pm (Plus e-learning module)	Mandatory for all Warwick District Councillors **Lead Officer -** Shafim Kauser
Licensing Panel E	**4 June 2019** 10.00am to 12.00pm	Members of the Licensing Panel
Standards Committee Briefing on role 6.00pm to 7.00pm Committee (if needed 7.00pm to 8.00pm)	**4 June 2019** 6.00pm to 8.00pm	Mandatory for Standards Committee members and named substitutes but useful for all Councillors **Lead Officer -** Andrew Jones
Social Media Training (Opportunity 1 of 4)	**5 June 2019** 2.00pm to 4.00pm	All Warwick District Councillors **Lead Officer –** Kris Walton

Local Government Finance
  v Introduction to how finance works;
  v Councillors' role in budget management;
  v The Council's budget/medium term financial strategy position
	5 June 2019
	6.00pm to 8.00pm
		All Warwick District Councillors
		
		Lead Officers -
		Mike Snow & Andrew Rollins

Data Protection Act, Freedom of Information Act Good Governance and the implications of these for Councillors (Plus e-learning model)	**6 June 2019** 2.00pm to 4.00pm	All Warwick District Councillors **Lead Officer:** Shafim Kauser
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session)	**6 June 2019** 10.00am to 1.00pm or 2.00pm to 5.00pm	All Warwick District Councillors **Lead Officers -** CMT (Shared)
Executive/CMT	**10 June 2019** 2.00pm to 5.30pm Riverside House	Executive & CMT
Health & Safety for Councillors	**11 June 2019** 10.00am to 12.00pm	All Warwick District Councillors **Lead Officer -** Ian Carden

Employment Committee –training on the role of the Committee followed by meeting	**11 June 2019** 6.00pm to 7.00pm (training) 7.00pm to 8.00pm (meeting)	Mandatory for Members of the Committee, named substitutes and Members/Trades Unions Joint Consultation & Safety Panel **Lead Officer - Tracy Dolphin**
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session)	**12 June 2019** 10.00am to 1.00pm or 2.00pm to 5.00pm	All Warwick District Councillors **Lead Officers -** CMT (Shared)
Chief Executive's Annual Talk Outlining priorities, projects and challenges	**12 June 2019** 5.30pm to 7.00pm Spa Centre	All Warwick District Councillors **Lead Officer -** Chris Elliott
Warwick District Conservation Advisory Forum Including review of role and purpose	**13 June 2019** 2.00pm to 4.00pm Riverside House	Members of Warwick District Conservation Advisory Forum **Lead Officer -** Robert Dawson
Chairing Committee meetings: Good practice Guide for Chairing Meetings	**13 June 2019** 6.00pm to 8.00pm	Mandatory for all Warwick District Councillors **Lead Officer -** CMT
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session)	**13 June 2019** 10.00am to 1.00pm or 2.00pm to 5.00pm	All Warwick District Councillors **Lead Officer -** CMT (Shared)
Planning Committee Site Visits	**15 June 2019** 9.00am to 12.00pm	Members of the Planning Committee
Social Media Training (Opportunity 2 of 4)	**18 June 2019** 10.00am to 12.00pm	All Warwick District Councillors **Lead Officer –** Kris Walton
Planning Committee meeting	**18 June 2019** 6.00pm to 10.00pm	Members of the Planning Committee
Reserve Planning Committee meeting or training for the Committee	**19 June 2019** 6.00pm to 10.00pm	Members of the Planning Committee

Licensing Panel A	**20 June 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**24 June 2019** 2.00pm to 5.30pm	Executive/CMT
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session)	**24 June 2019** 10.00am to 1.00pm or 2.00pm to 5.00pm	All Warwick District Councillors **Lead Officers -** CMT (Shared)
Service area expo Heads of Service for Neighbourhood Services, Finance and Development Services to attend with a stall to explain what their teams deliver.	**24 June 2019** 5.00pm to 7.00pm	All Warwick District Councillors **Lead Officers -** SMT
Group meetings	**24 June 2019** 7.00pm to 9.00pm	
Newbold Comyn Project	**25 June 2019** 6.00pm to 8.00pm	All Warwick District Councillors **Lead Officer** - Phillip Clarke
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session)	**25 June 2019** 10.00am to 1.00pm or 2.00pm to 5.00pm	All Warwick District Councillors **Lead Officers -** CMT (Shared)
Health and safety for Councillors Including a briefing on handling difficult and awkward people and computer usage	**26 June 2019** 2.00pm to 4.00pm	All Warwick District Councillors
Service area expo Heads of Service for Housing Services, Health and Community Protection, Cultural Services and Chief Executive to attend with a stall to explain what their teams deliver.	**26 June** 5.00pm to 6.00pm	All Warwick District Councillors **Lead Officers -** SMT
Council	**26 June 2019** 6.00pm to 8.00pm	All Warwick District Councillors
Licensing Panel B	**2 July 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Social Media Training (Opportunity 3 of 4)	**3 July 2019** 2.00pm to 4.00pm	**All Warwick District Councillors** **Lead officer -**
Leisure Projects	**3 July 2019** 6.00pm to 9.00pm	**Lead Officer -** Rose Winship
Executive/CMT	**8 July 2019** 2.00pm to 5.30pm (Riverside House)	Executive & CMT

Warwick District Council Business Plan	**8 July 2019** 6.00pm to 7.00pm	All Warwick District Councillors **Lead Officer -** Chris Elliott
Group meetings	**8 July 2019** 7.00pm to 9.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**9 July 2019** 6.00pm to 8.00pm	Members of the Committees
Executive	**10 July 2019** 6.00pm to 8.00pm	Members of the Executive
Warwick District Conservation Advisory Forum	**11 July 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Site Visits	**13 July 2019** 9.00am to 12.00pm	Members of the Committee
Safeguarding training (This will either be on the safeguarding agenda or safeguarding awareness. There will be two opportunities for each course)	**15 July 2019** 10.00am to 12.00pm	Mandatory for all Warwick District Councillors **Lead Officer -** Lisa Barker or external
Reflection on the first two months (Councillors to submit their thoughts and issues on first two months by 28 June 2019 for officers to reflect feedback on and help them with)	**15 July 2019** 6.00pm to 9.00pm	**Lead Officer -** Tracy Dolphin and Graham Leach
Planning Committee	**16 July 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee	**17 July 2019** 6.00pm to 10.00pm	Members of the Committee
Licensing & Regulatory Panel C	**18 July 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**22 July 2019** 2.00pm to 5.30pm Riverside House	Executive/CMT
Health Scrutiny Sub-Committee training on remit followed by the meeting of the Committee	**23 July 2019** 6.00pm to 7.00pm 7.00pm to 8.00pm	Members of the Committee
Code of Conduct briefing (plus post course questions via metacompliance for WDC councillors)	**24 July 2019** 6.00pm to 8.00pm	Mandatory for All Warwick District Councillors, plus Parish & Town Councillors and Clerks

Code of Conduct briefing (plus post course questions via metacompliance for WDC councillors)	**29 July 2019** 6.00pm to 8.00pm	Mandatory for All Warwick District Councillors, plus Parish & Town Councillors and Clerks as well
Licensing Panel D	**30 July 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Finance & Audit Scrutiny Committee – Approval of Statement of Accounts	**30 July 2019** 6.00pm to 8.00pm	Members of the Committee
Overview of Development Review Forum, Conservation Advisory Forum, Planning Forum, Community Forums and their roles	**31 July 2019** **6.00pm to 7.30pm**	All Warwick District Councillors
Executive/CMT	**5 August 2019** 2.00pm to 5.30pm Riverside House	CMT/Executive
Local Plan	**7 August 2019** 6.00pm to 7.00pm	All Warwick District Councillors
Warwick District Conservation Advisory Forum	**8 August 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Committee Site Visits	**10 August 2019** 9.00am to 12.00pm	Members of the Committee
Safeguarding training (This will either be on the safeguarding agenda or safeguarding awareness. There will be two opportunities for each course)	**12 August 2019** 6.00pm to 8.00pm	Mandatory for all Warwick District Councillors **Lead Officer -** Lisa Barker or external
Planning Committee	**13 August 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee or training for the Committee	**14 August 2019** 6.00pm to 10.00pm	Members of the Committee
Safeguarding training (This will either be on the safeguarding agenda or safeguarding awareness. There will be two opportunities for each course)	**14 August 2019** 4.00pm to 6.00pm	Mandatory for all Warwick District Councillors **Lead Officer -** Lisa Barker or external
Licensing Panel E	**15 August 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**19 August 2019** 2.00pm to 5.30pm Riverside House	Executive/CMT
Licensing & Regulatory Committee	**19 August 2019** 4.30pm to 6.00pm	
Group Meetings	**19 August 2019** 6.00pm	Members of the Committee

Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**20 August 2019** 6.00pm to 8.00pm	Members of the Committees
Members/Trades Unions Joint Consultation & Safety Panel	**21 August 2019** 4.30pm to 5.30pm	Members of the Panel
Executive	**21 August 2019** 6.00pm to 7.00pm	Members of the Executive
Bank holiday	**26 August 2019**	Have a rest
Licensing Panel A	**29 August 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Executive/CMT	**2 September 2019** 2.00pm to 5.30pm Riverside House	CMT/Executive
Social Media training (Last chance for 2019)	**2 September 2019** 6.00pm to 7.00pm	All Warwick District Councillors **Lead Officer –** Kris Walton
Group Meetings	**2 September 2019** 7.00pm to 9.00pm	All Warwick District Councillors
Employment Committee	**3 September 2019** 6.00pm to 8.00pm	Members of the Committee
Service area expo Three Heads of Service to attend with a stall to explain what their teams deliver	**4 September 2019** 5.00pm to 6.00pm	All Warwick District Councillors **Lead Officers -** SMT
Council	**4 September 2019** 6.00pm to 8.00pm	All Warwick District Councillors
Warwick District Conservation Advisory Forum	**5 September 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Committee Site visits	**7 September 2019** 9.00am to 12.00pm	Members of the Committees
Planning Committee	**10 September 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee	**11 September 2019** 6.00pm to 10.00pm	Members of the Committee
Licensing Panel B	**12 September 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**16 September 2019** 2.00pm to 5.30pm Riverside House	Executive & CMT
Health Scrutiny Sub-Committee	**17 September 2019** 6.00pm to 8.00pm	Members of the Committee
Standards Committee	**18 September 2019** 6.00pm to 8.00pm	Members of the Committee
Horizon Scanning	**19 September 2019** 6.00pm to 8.00pm	All Warwick District Councillors **Lead officer -** Chris Elliott

Change programme training	**w/c 23 September 2019** Times to be confirmed keep free	All Warwick District Councillors
Licensing Panel C	**24 September 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Executive/CMT	**30 September 2019** 2.00pm to 5.30pm Riverside House	Executive/CMT
Licensing & Regulatory Committee	**30 September 2019** 4.30pm to 6.00pm	Members of the Committee
Service area expo Three Heads of Service to attend with a stall to explain what their teams deliver	**30 September 2019** 5.00pm to 6.00pm	All Warwick District Councillors **Lead Officers -** SMT
Group Meetings	**30 September 2019** 6.00pm to 8.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**1 October 2019** 6.00pm to 8.00pm	Members of the Committees
Executive	**2 October 2019** 6.00pm to 8.00pm	Members of the Executive
Warwick District Conservation Advisory Forum	**3 October 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Committee Site visits	**5 October 2019** 9.00am to 12.00pm	Members of the Committee
Planning Committee	**8 October 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve planning Committee or training for the Committee	**9 October 2019** 6.00pm to 10.00pm	Members of the Committee
Licensing Panel D	**10 October 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**14 October 2019** 2.00pm to 5.30pm Riverside House	Executive & CMT
Planning Forum	**14 October 2019** 6.00pm to 8.00pm	All Warwick District Councillors
Handling the Media – A two-hour briefing session on working with the Media (Plus briefing paper)	**15 October 2019** 6.00pm to 8.00pm	Mandatory for Executive, Chairman, Chairmen of Committees and Group Leaders **Lead officer - Tracy Dolphin**
Licensing Panel E	**22 October 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Health and Safety for Councillors Including a briefing on handling difficult and awkward people and computer usage	**22 October 2019** 6.00pm to 8.00pm	All Warwick District Councillors

Executive/CMT	**28 October 2019** 2.00pm to 5.30pm	Executive/CMT
Risk Management	**29 October 2019** 6.00pm to 8.00pm	All Warwick District Councillors
Warwick District Conservation Advisory Forum	**31 October 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Committee site visits	**2 November 2019** 9.00am to 12.00pm	Members of the Committee
Planning Committee	**5 November 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee	**6 November 2019** 6.00pm to 10.00pm	Members of the Committee
Licensing Panel A	**7 November 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**11 November 2019** 2.00pm to 5.30pm Riverside House	Executive & CMT
Group Meetings	**11 November 2019** 6.00pm to 8.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**12 November 2019** 6.00pm to 8.00pm	Members of the Committees
Executive	**13 November 2019** 6.00pm to 9.00pm	Members of the Executive
Executive/CMT	**18 November 2019** 2.00pm to 5.30pm	Executive/CMT
Briefing on available Grants & Community initiatives, including: Rural & Urban Initiative Heritage Other Community initiative schemes	**18 November 2019** 6.00pm to 7.00pm	All Warwick District Councillors
Group meetings	**18 November 2019** 7.00pm to 9.00pm	
Licensing Panel B	**19 November 2019** 10.00am to 1.00pm	Members of the Licensing Panel
Health Scrutiny Sub-Committee	**19 November 2019** 6.00pm to 8.00pm	Members of the Committee
Members/Trades Union Joint Consultation & Safety Panel	**20 November 2019** 4.30pm to 6.30pm	Members of the Panel
Council	**20 November 2019** 6.00pm to 8.00pm	All Warwick District Councillors
Treasury Management briefing	**26 November 2019** 6.00pm to 8.00pm	Mandatory briefing for F&A only plus Executive
Warwick District Conservation Advisory Forum	**28 November 2019** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Site visits	**30 November 2019** 9.00am to 12.00pm	Members of the Committee
Executive/CMT	**2 December 2019** 2.00pm to 5.30pm Riverside House	Executive/CMT

Planning Committee	**3 December 2019** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee or training for the Committee	**4 December 2019** 6.00pm to 10.00pm	Members of the Committee
Licensing Panel C	**5 December 2019** 2.00pm to 5.00pm	Members of the Licensing Panel
Europa Way Project	**9 December 2019** 6.00pm to 8.00pm	All Warwick District Councillors **Lead Officer –** Chris Elliott
Employment Committee	**10 December 2019** 6.00pm	Members of the Committee
Standards Committee	**11 December 2019** 6.00pm to 8.00pm	Members of the Committee
Executive/CMT	**16 December 2019** 2.00pm to 5.30pm Riverside House	Executive & CMT
Group Meetings	**16 December 2019** 6.00pm to 8.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**17 December 2019** 6.00pm to 8.00pm	Members of the Committees
Executive	**18 December 2019** 6.00pm to 8.00pm	Members of the Executive
Licensing Panel D	**19 December 2019** 10am to 1.00pm	Members of the Licensing Panel
Warwick District Conservation Advisory Forum	**2 January 2020** 2.00pm to 4.00pm Riverside House	Members of the Forum
Planning Committee Site Visits	**4 January 2020** 9.00am to 12.00pm	Members of the Committee
Executive/CMT	**6 January 2020** 2.00pm to 5.30pm	Executive/CMT
Planning Committee	**7 January 2020** 6.00pm to 9.00pm	Members of the Committee
Reserve Planning Committee	**8 January 2020** 6.00pm to 9.00pm	Members of the Committee
Licensing Panel E	**9 January 2020** 2.00pm to 5.00pm	Members of the Licensing Panel
Health Scrutiny Sub-Committee	**14 January 2020** 6.00pm to 8.00pm	Members of the Committee
Creative Quarter Project	**20 January 2020** 6.00pm to 8.00PM	All Warwick District Councillors
Licensing Panel A	**21 January 2020** 10.00am to 1.00pm	Members of the Licensing Panel
Major Emergency Training (Plus e-learning module)	**22 January 2020** 6.00pm to 8.00pm	All Warwick District Councillors
Warwick District Conservation Advisory Forum	**23 January 2020** 2.00pm to 4.00pm Riverside House	Members of the Forum

Executive/CMT	**27 January 2020** 2.00pm to 5.30pm Riverside House	Executive & CMT
Planning Site Visits	**1 February 2020** 9.00am to 12.00pm	Members of the Committee
Planning Committee	**4 February 2020** 6.00pm to 9.00pm	Members of the Committee
Reserve Planning Committee or training for the Committee	**5 February 2020** 6.00pm to 9.00pm	Members of the Committee
Licensing Panel B	**6 February 2020** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**10 February 2020** 2.00pm to 5.30pm Riverside House	Executive/CMT
Group Meetings	**10 February 2020** 6.00pm to 8.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**11 February 2020** 6.00pm to 8.00pm	Members of the Committees
Executive	**12 February 2020** 6.00pm to 8.00pm	Members of the Executive
Executive/CMT	**17 February 2020** 2.00pm to 5.30pm Riverside House	Executive & CMT
Licensing Panel C	**18 February 2020** 10.00am to 1.00pm	Members of the Panel
Health Scrutiny Sub-Committee	**19 February 2020** 6.00pm to 8.00pm	Members of the Committee
Warwick District Conservation Advisory Forum	**20 February 2020** 2.00pm to 4.00pm Riverside House	Members of the Forum
Licensing & Regulatory Committee	**24 February 2020** 4.30pm to 6.00pm	Members of the Committee
Executive/CMT	**24 February 2020** 2.00pm to 5.30pm Riverside House	Executive/CMT
Group Meetings	**24 February 2020** 6.00pm to 8.00pm	
Standards Committee	**25 February 2020** 6.00pm to 8.00pm	Members of the Committee
Council	**26 February 2020** 6.00pm to 8.00pm	All Warwick District Councillors
Planning Committee site visits	**29 February 2020** 9.00am to 12.00pm	Members of the Committee
Keep free (Reserve Council)	**2 March 2020** 6.00pm to 8.00pm	All Warwick District Councillors
Executive/CMT	**3 March 2020** 2.00pm to 5.30pm Riverside House	Executive/CMT
Planning Committee	**3 March 2020** 6.00pm to 10.00pm	Members of the Committee
Reserve Planning Committee	**4 March 2020** 6.00pm to 10.00pm	Members of the Committee

Licensing Panel D	**5 March 2020** 2.00pm to 5.00pm	Members of the Licensing Panel
Members/Trades Unions Joint Consultation & Safety Panel	**11 March 2020** 4.30pm to 6.30pm	Members of the Forum
Executive/CMT	**16 March 2020** 2.00pm to 5.30pm Riverside House	Executive & CMT
Group meetings	**16 March 2020** 6.00pm to 8.00pm	
Licensing Panel E	**17 March 2020** 10.00am to 1.00pm	Members of the Licensing Panel
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**17 March 2020** 6.00pm to 8.00pm	Members of the Committees
Executive	**18 March 2020** 6.00pm to 8.00pm	Members of the Executive
Warwick District Conservation Advisory Forum	**19 March 2020** 2.00pm to 4.00pm Riverside House	Members of the Forum
Executive/CMT	**23 March 2020** 2.00pm to 5.30pm Riverside House	Executive/CMT
Group meetings	**23 March 2020** 6.00pm to 8.00pm	
Employment Committee	**24 March 2020** 6.00pm to 8.00pm	Members of the Committee
Council	**25 March 2020** 6.00pm to 8.00pm	All Warwick District Councillors
Planning Committee site visits	**28 March 2020** 9.00am to 12.00pm	Members of the Committee
Planning Committee	**31 March 2020** 6.00pm to 9.00pm	Members of the Committee
Reserve Planning Committee or training for the Committee	**1 April 2020** 6.00pm to 9.00pm	Members of the Committee
Licensing Panel A	**2 April 2020** 2.00pm to 5.00pm	Members of the Licensing Panel
Executive/CMT	**6 April 2020** 2.00pm to 5.30pm Riverside House	Executive/CMT
Planning Forum	**9 April 2020** 6.00pm to 8.00pm	All Warwick District Councillors
Bank holiday	**10 & 13 April**	Have a rest
Executive/CMT	**14 April 2020** 2.00pm to 5.30pm	Executive/CMT
Licensing & Regulatory Committee	**14 April 2020** 4.30pm to 6.00pm	Members of the Committee
Group meetings	**14 April 2020** 6.00pm to 8.00pm	
Council	**15 April 2020** 6.00pm t 8.00pm	All Warwick District Councillors
Licensing Panel B	**16 April 2020** 10.00am to 1.00pm	Members of the Licensing Panel

Warwick District Conservation Advisory Forum	**16 April 2020** 2.00pm to 5.00pm Riverside House	Members of the Forum
Group meetings	**20 April 2020** 6.00pm to 8.00pm	
Finance & Audit Scrutiny Committee and Overview & Scrutiny Committees	**21 April 2020** 6.00pm to 8.00pm	Members of the Committees
Executive	**22 April 2020** 6.00pm to 8.00pm	Members of the Executive
Planning Committee site visits	**25 April 2020** 9.00am to 12.00pm	Members of the Committee
Planning Committee	**28 April 2020** 6.00pm to 9.00pm	Members of the Committee
Reserve Planning Committee	**29 April 2020** 6.00pm to 9.00pm	Members of the Committee
Licensing Panel C	**30 April 2020** 2.00pm to 5.00pm	Members of the Licensing Panel
Group meetings	**11 May 2020** 6.00pm to 8.00pm	
Annual Council	**13 May 2020** 6.30pm to 8.30pm	All Warwick District Councillors
Employment, Standards, Planning, F&A, O&S and Land R Committees **(appointment of Committee Chairmen)**	**13 May 2020** 8.30pm to 8.45pm	Members of the Committee
Reflection on the first year in office (Councillors to submit their thoughts and issues on first year by 1 May 2020 for officers to reflect feedback on and help them with)	**18 May 2020** 6.00pm to 9.00pm	**Lead Officer -** Tracy Dolphin and Graham Leach

NB: In addition to the above, there will be additional briefings as required on the major projects for the Council as they develop and come forward for consideration and three further half day training sessions for Licensing & Regulatory Committee members.

Briefing papers will be provided on
The responsibilities for Councillors as an Employer
Role of Portfolio Holders
Role of Shadow Portfolio Holders Training
The services we provide

Year 2
Procurement Training
Questioning Skills
Data protection training
Universal Credit
CIL/IDP & S106
Role of Scrutiny Committees
Modern Slavery