WARWICK COUNCIL OVERVIEW & Scrutiny Co WARWICK 2 April 2019	mmittee	Agenda Item No. 11
Title	2019 Councillor	Training Plan
For further information about this	Graham Leach	
report please contact	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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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	No
number)	
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief	20/3/2019	Andrew Jones
Executive		
Head of Service		
СМТ	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 quasijudicial 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 availablesay 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 Welcome Reception Welcome by the Chairman of the Council; Presentation by the Chief Executive and Deputies on how the Council works, challenges it faces and dealing with those challenges; Major ongoing projects and initiatives; Introduction to Council services; Commitment to training; Change Programme introduction; 	 When (All sessions are at the Town Hall, Parade, Leamington Spa unless otherwise stated) 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 	Who Should attend Mandatory for all District Councillors Lead officer – Chris Elliott, but SMTplus to attend from 5.00pm
w Who to contact.Group Meetings	8 May 2019	
Getting you through your first meetings (what you need to know) v The Constitution; v Understanding the role of the Councillor; v Understanding the role of Officers; v Member/Officer Protocol; v Council, the Executive, Committees & Portfolio Holders; v The role of the Ward Councillor; v Practicalities of attending your first meetings (including Council) and what not to do; v Declarations of Interest. Group Meetings	6.00pm to 8.00pm 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 13 May 2019	Mandatory for all District Councillors Lead officer - Graham Leach
Annual Council	7.30pm to 9.00pm 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	20 May 2019 5.00pm to 6.00pm	All Warwick District Councillors
Roles & Responsibilities of Committees and Councillors	6.00pm to 7.00pm	Lead officers - Chris Elliott, Andrew Jones,
Council Procedure Rules & Interests (including life cycle of decisions)	7.00pm to 8.00pm	Graham Leach
Standards, Employment, Overview & Scrutiny, Finance & Audit, Licensing & Regulatory Committees meet to appoint Chairmen and Vice-Chairmen	8.00pm to 8.30pm	
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

	20 Mars 2010	Mana da barra Garra
Licensing & Regulatory	28 May 2019	Mandatory for
Committee	10.00am to 4.00pm	Licensing &
Training* on the types licences		Regulatory
issued by the Council and those	4.30pm to 4.45pm	Committee
determined by this Committee		members and their
followed by a meeting of the		substitutes but all
Committee to appoint Licensing		Councillors
Panels.		welcome to attend
*there will also be three further half		Lead Officer -
days on the training for this		Lorna Hudson
Committee for which the dates are		
tbc)		
Executive/CMT briefing	28 May 2019	Executive/CMT
	2.00pm to 5.30pm	
Overview Scrutiny Committee	29 May 2019	Mandatory for
Training - an overview of the	6.00pm to 8.00pm	Overview &
function, remit and responsibility of		Scrutiny
the Committees, including Health		Committee and
Scrutiny & Crime and Disorder		essential for named
requirements, plus a short meeting		substitutes
review of current work programme		Substitutes
and forward plan.		Lead - delivered by
		CfPS
Finance & Audit Scrutiny	29 May 2019	Mandatory for
Committee	6.00pm to 8.00pm	Finance & Audit
	0.000111 to 0.00011	
Briefing on the role and		Scrutiny
responsibility, followed by a meeting		Committee and
to consider the Annual Governance		essential for named
Statement.		substitutes
		Lead Officers -
		Mike Snow and
		Richard Barr
Safeguarding training	30 May 2019	Mandatory for all
(This will either be on the	2.00pm to 4.00pm	Warwick District
safeguarding agenda or safeguarding		Councillors
awareness. There will be two		
opportunities for each course.)		Lead Officer - Lisa
		Barker or external
Members/Trades Unions Joint	30 May 2019	Mandatory for
Consultation & Safety Panel	4.30pm to 6.30pm	members of the
Briefing on the role and the Health &		Panel and
Safety remit followed by meeting		Employment
		Committee
		members
		Lead Officers -
		Graham Leach, Ian
		Carden & Tracy
		Dolphin
HRA Business Plans	30 May 2019	All Warwick District
	6.00pm to 8.00pm	Councillors

Executive/ SMT Away Day	3 June 2019	Mandatory for all
Executive, Shir Away Day	9.00am to 5.00pm	members of the
		Executive & SMT
	Executive/CMT Morning	
	Executive/SMT Afternoon	
Data Protection Act, Freedom of	3 June 2019	Mandatory for all
Information Act Good	10.00am to 12.00pm	Warwick District
Governance and the implications	(Plus e-learning module)	Councillors
of these for Councillors		
		Lead Officer -
		Shafim Kauser
Licensing Panel E	4 June 2019	Members of the
	10.00am to 12.00pm	Licensing Panel
Standards Committee	4 June 2019	Mandatory for
Briefing on role 6.00pm to 7.00pm	6.00pm to 8.00pm	Standards
Committee (if needed 7.00pm to		Committee
8.00pm)		members and
		named substitutes
		but useful for all
		Councillors
		Lead Officer -
Conicl Modio Training	5 June 2010	Andrew Jones
Social Media Training	5 June 2019	All Warwick District
(Opportunity 1 of 4)	2.00pm to 4.00pm	Councillors
		Lead Officer –
		Kris Walton
Local Government Finance	5 June 2019	All Warwick District
	6.00pm to 8.00pm	Councillors
 Introduction to how finance works; 		Counciliors
v Councillors' role in budget		Lead Officers -
management;		Mike Snow &
v The Council's budget/medium		Andrew Rollins
term financial strategy position		
Data Protection Act, Freedom of	6 June 2019	All Warwick District
Information Act Good	2.00pm to 4.00pm	Councillors
Governance and the implications		
of these for Councillors		Lead Officer:
(Plus e-learning model)		Shafim Kauser
Riverside House – Tours	6 June 2019	All Warwick District
Pre booking required and the tour	10.00am to 1.00pm or	Councillors
will not take place if nobody is	2.00pm to 5.00pm	
booked on (maximum of 6		Lead Officers -
Councillors per session)		CMT (Shared)
Executive/CMT	10 June 2019	Executive & CMT
	2.00pm to 5.30pm	
	Riverside House	
Health & Safety for Councillors	11 June 2019	All Warwick District
	10.00am to 12.00pm	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
Riverside House – Tours Pre booking required and the tour will not take place if nobody is booked on (maximum of 6 Councillors per session) Chief Executive's Annual Talk	12 June 2019 10.00am to 1.00pm or 2.00pm to 5.00pm 12 June 2019	Tracy DolphinAll Warwick District CouncillorsLead Officers - CMT (Shared)All Warwick District
Outlining priorities, projects and challenges Warwick District Conservation	5.30pm to 7.00pm Spa Centre 13 June 2019	Councillors Lead Officer - Chris Elliott
Warwick District Conservation Advisory Forum Including review of role and purpose	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	Members of the
	2.00pm to 5.00pm	Licensing Panel
Executive/CMT	24 June 2019	Executive/CMT
	2.00pm to 5.30pm	
Riverside House – Tours	24 June 2019	All Warwick District
Pre booking required and the tour	10.00am to 1.00pm or	Councillors
will not take place if nobody is	2.00pm to 5.00pm	Lead Officers -
booked on (maximum of 6		CMT (Shared)
Councillors per session)		
Service area expo	24 June 2019	All Warwick District
Heads of Service for Neighbourhood	5.00pm to 7.00pm	Councillors
Services, Finance and Development		
Services to attend with a stall to		Lead Officers -
explain what their teams deliver.		SMT
Group meetings	24 June 2019	
Needlachd Camera Daelach	7.00pm to 9.00pm	
Newbold Comyn Project	25 June 2019	All Warwick District
	6.00pm to 8.00pm	Councillors
		Lead Officer -
		Phillip Clarke
Riverside House – Tours	25 June 2019	All Warwick District
Pre booking required and the tour	10.00am to 1.00pm or	Councillors
will not take place if nobody is	2.00pm to 5.00pm	
booked on (maximum of 6		Lead Officers -
Councillors per session)		CMT (Shared)
Health and safety for Councillors	26 June 2019	All Warwick District
Including a briefing on handling	2.00pm to 4.00pm	Councillors
difficult and awkward people and		
computer usage		
Service area expo	26 June	All Warwick District
Heads of Service for Housing	5.00pm to 6.00pm	Councillors
Services, Health and Community		
Protection, Cultural Services and		Lead Officers -
Chief Executive to attend with a stall to explain what their teams deliver.		SMT
Council	26 June 2019	All Warwick District
Council	6.00pm to 8.00pm	Councillors
		Councilions
Licensing Panel B	2 July 2019	Members of the
	10.00am to 1.00pm	Licensing Panel
Social Media Training	3 July 2019	All Warwick
(Opportunity 3 of 4)	2.00pm to 4.00pm	District
		Councillors
		Lead officer -
Leisure Projects	3 July 2019	Lead Officer -
	6.00pm to 9.00pm	Rose Winship
Executive/CMT	8 July 2019	Executive & CMT
	2.00pm to 5.30pm	
	(Riverside House)	

Warwick District Council	8 July 2019	All Warwick District
Business Plan	6.00pm to 7.00pm	Councillors
		Lead Officer - Chris Elliott
Group meetings	8 July 2019	
	7.00pm to 9.00pm	
Finance & Audit Scrutiny	9 July 2019	Members of the
Committee and Overview & Scrutiny Committees	6.00pm to 8.00pm	Committees
Executive	10 July 2019	Members of the
	6.00pm to 8.00pm	Executive
Warwick District Conservation	11 July 2019	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
	Riverside House	
Planning Site Visits	13 July 2019	Members of the
	9.00am to 12.00pm	Committee
Safeguarding training	15 July 2019	Mandatory for all
(This will either be on the	10.00am to 12.00pm	Warwick District
safeguarding agenda or safeguarding		Councillors
awareness. There will be two		
opportunities for each course)		Lead Officer - Lisa
Reflection on the first two	15 3.4. 2010	Barker or external
months	15 July 2019 6.00pm to 9.00pm	Lead Officer - Tracy Dolphin and
(Councillors to submit their thoughts		Graham Leach
and issues on first two months by 28		Grandin Ecacit
June 2019 for officers to reflect		
feedback on and help them with)		
Planning Committee	16 July 2019	Members of the
5	6.00pm to 10.00pm	Committee
Reserve Planning Committee	17 July 2019	Members of the
-	6.00pm to 10.00pm	Committee
Licensing & Regulatory Panel C	18 July 2019	Members of the
	2.00pm to 5.00pm	Licensing Panel
Executive/CMT	22 July 2019	Executive/CMT
	2.00pm to 5.30pm	
	Riverside House	
Health Scrutiny Sub-Committee	23 July 2019	Members of the
training on remit followed by the	6.00pm to 7.00pm	Committee
meeting of the Committee	7.00pm to 8.00pm	
Code of Conduct briefing	24 July 2019	Mandatory for All
(plus post course questions via metacompliance for WDC councillors)	6.00pm to 8.00pm	Warwick District
		Councillors, plus Parish & Town
metacompliance for whe councilions)		
		Councillors and Clerks

Code of Conduct briefing	20 July 2010	Mandaton, for All
Code of Conduct briefing (plus post course questions via	29 July 2019 6.00pm to 8.00pm	Mandatory for All Warwick District
metacompliance for WDC councillors)	0.0000000000000000000000000000000000000	Councillors, plus
metacompliance for WDC councillors)		Parish & Town
		Councillors and
		Clerks as well
Licensing Panel D	30 July 2019	Members of the
	10.00am to 1.00pm	Licensing Panel
Finance & Audit Scrutiny	30 July 2019	Members of the
Committee – Approval of	6.00pm to 8.00pm	Committee
Statement of Accounts	21 3.4. 2010	
Overview of Development Review	31 July 2019	All Warwick District
Forum, Conservation Advisory	6.00pm to 7.30pm	Councillors
Forum, Planning Forum, Community Forums and their		
roles		
Executive/CMT	5 August 2019	CMT/Executive
	2.00pm to 5.30pm	
	Riverside House	
Local Plan	7 August 2019	All Warwick District
	6.00pm to 7.00pm	Councillors
Warwick District Conservation	8 August 2019	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
Diagning Committee Site Visite	Riverside House	Members of the
Planning Committee Site Visits	10 August 2019 9.00am to 12.00pm	Committee
Safeguarding training	12 August 2019	Mandatory for all
(This will either be on the	6.00pm to 8.00pm	Warwick District
safeguarding agenda or safeguarding		Councillors
awareness. There will be two		
opportunities for each course)		Lead Officer - Lisa
		Barker or external
Planning Committee	13 August 2019	Members of the
	6.00pm to 10.00pm	Committee
Reserve Planning Committee or	14 August 2019	Members of the
training for the Committee	6.00pm to 10.00pm	Committee
Safeguarding training	14 August 2019	Mandatory for all
(This will either be on the	4.00pm to 6.00pm	Warwick District
safeguarding agenda or safeguarding		Councillors
awareness. There will be two		
opportunities for each course)		Lead Officer - Lisa Barker or external
Licensing Panel E	15 August 2019	Members of the
	2.00pm to 5.00pm	Licensing Panel
Executive/CMT	19 August 2019	Executive/CMT
	2.00pm to 5.30pm	
	Riverside House	
Licensing & Regulatory	19 August 2019	
Committee	4.30pm to 6.00pm	
Group Meetings	19 August 2019	Members of the
	6.00pm	Committee

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

2019 Times to be confirmed keep freeCouncillorsLicensing Panel C24 September 2019 10.00am to 1.00pmMembers of the Licensing PanelExecutive/CMT30 September 2019 2.00pm to 5.30pm Riverside HouseMembers of the CouncillorsLicensing & Regulatory Committee30 September 2019 4.30pm to 6.00pmMembers of the CouncillorsService area expo Three Heads of Service to attend with a stall to explain what their teams deliver30 September 2019 5.00pm to 6.00pmAll Warwick District CouncillorsGroup Meetings30 September 2019 6.00pm to 8.00pmMembers of the CouncillorsFinance & Audit Scrutiny Committee1 October 2019 6.00pm to 8.00pmMembers of the CommitteesScrutiny Committees2 October 2019 8.00pm to 4.00pmMembers of the ExecutiveWarwick District Conservation Advisory Forum3 October 2019 9.00am to 12.00pmMembers of the Ecoupr to 4.00pmPlanning Committee5 October 2019 0.00pm to 5.00pmMembers of the CommitteePlanning Committee9 October 2019 2.00pm to 5.00pmMembers of the CommitteeLicensing Panel D10 October 2019 2.00pm to 5.00pmMembers of the CommitteePlanning Forum14 October 2019 0.00pm to 5.00pmMembers of the CommitteePlanning Forum14 October 2019 0.00pm to 5.00pmMembers of the CouncillorsPlanning Forum14 October 2019 0.00pm to 5.00pmMembers of the CouncillorsPlanning Forum14 October 2019 0.00pm to 5.00pmMembers of the Councillors			All Manufals District
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Planning Forum14 October 2019 6.00pm to 8.00pmAll Warwick District CouncillorsHandling the Media – A two-hour briefing session on working with the Media (Plus briefing paper)15 October 2019 6.00pm to 8.00pmMandatory for Executive, Chairman, Chairmen of Committees and Group LeadersLicensing Panel E22 October 2019 10.00am to 1.00pmMembers of the Licensing PanelHealth and Safety for Councillors22 October 2019 All Warwick District			
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(Plus briefing paper)Chairmen of Committees and Group LeadersLicensing Panel E22 October 2019 10.00am to 1.00pmMembers of the Licensing PanelHealth and Safety for Councillors22 October 2019All Warwick District			-
Licensing Panel E 22 October 2019 10.00am to 1.00pm Members of the Licensing Panel Health and Safety for Councillors 22 October 2019 All Warwick District			
Group LeadersLead officer - Tracy DolphinLicensing Panel E22 October 2019 10.00am to 1.00pmHealth and Safety for Councillors22 October 2019 22 October 2019			
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10.00am to 1.00pmLicensing PanelHealth and Safety for Councillors22 October 2019All Warwick District	Licensing Panel E	22 October 2019	
Health and Safety for Councillors22 October 2019All Warwick District	-	10.00am to 1.00pm	Licensing Panel
	Health and Safety for Councillors		
Including a briefing on handling 6.00pm to 8.00pm Councillors	-	6.00pm to 8.00pm	Councillors
difficult and awkward people and			
computer usage	computer usage		

Executive/CMT	28 October 2019	Executive/CMT
	2.00pm to 5.30pm	Executive/ civit
Risk Management	29 October 2019	All Warwick District
Risk Hundgement	6.00pm to 8.00pm	Councillors
Warwick District Conservation	31 October 2019	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
Autoory Forum	Riverside House	1 or ann
Planning Committee site visits	2 November 2019	Members of the
	9.00am to 12.00pm	Committee
Planning Committee	5 November 2019	Members of the
· · · · · · · · · · · · · · · · · · ·	6.00pm to 10.00pm	Committee
Reserve Planning Committee	6 November 2019	Members of the
	6.00pm to 10.00pm	Committee
Licensing Panel A	7 November 2019	Members of the
	2.00pm to 5.00pm	Licensing Panel
Executive/CMT	11 November 2019	Executive & CMT
,,,	2.00pm to 5.30pm	
	Riverside House	
Group Meetings	11 November 2019	
	6.00pm to 8.00pm	
Finance & Audit Scrutiny	12 November 2019	Members of the
Committee and Overview &	6.00pm to 8.00pm	Committees
Scrutiny Committees		
Executive	13 November 2019	Members of the
	6.00pm to 9.00pm	Executive
Executive/CMT	18 November 2019	Executive/CMT
	2.00pm to 5.30pm	
Briefing on available Grants &	18 November 2019	All Warwick District
Community initiatives,	6.00pm to 7.00pm	Councillors
including: Rural & Urban Initiative		
Heritage		
Other Community initiative schemes		
Group meetings	18 November 2019	
	7.00pm to 9.00pm	
Licensing Panel B	19 November 2019	Members of the
	10.00am to 1.00pm	Licensing Panel
Health Scrutiny Sub-Committee	19 November 2019	Members of the
NA 1 / - 1 11 1 - 1 1	6.00pm to 8.00pm	Committee
Members/Trades Union Joint	20 November 2019	Members of the
Consultation & Safety Panel	4.30pm to 6.30pm	Panel
Council	20 November 2019	All Warwick District
	6.00pm to 8.00pm	Councillors
Treasury Management briefing	26 November 2019	Mandatory briefing
neasury management Difering	6.00pm to 8.00pm	for F&A only plus
		Executive
Warwick District Conservation	28 November 2019	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
	Riverside House	
Planning Site visits	30 November 2019	Members of the
rianning Sice Visits	9.00am to 12.00pm	Committee
Executive/CMT	2 December 2019	Executive/CMT
	2.00pm to 5.30pm	
	Riverside House	

Dianning Committee	2 December 2010	Marshava of the
Planning Committee	3 December 2019	Members of the
Decemes Dispusing Committee or	6.00pm to 10.00pm	Committee
Reserve Planning Committee or	4 December 2019	Members of the
training for the Committee	6.00pm to 10.00pm	Committee
Licensing Panel C	5 December 2019	Members of the
	2.00pm to 5.00pm	Licensing Panel
Europa Way Project	9 December 2019	All Warwick District
	6.00pm to 8.00pm	Councillors
		Lead Officer –
		Chris Elliott
Employment Committee	10 December 2019	Members of the
	6.00pm	Committee
Standards Committee	11 December 2019	Members of the
	6.00pm to 8.00pm	Committee
Executive/CMT	16 December 2019	Executive & CMT
	2.00pm to 5.30pm	
	Riverside House	
Group Meetings	16 December 2019	
	6.00pm to 8.00pm	
Finance & Audit Scrutiny	17 December 2019	Members of the
Committee and Overview &	6.00pm to 8.00pm	Committees
Scrutiny Committees		
Executive	18 December 2019	Members of the
	6.00pm to 8.00pm	Executive
Licensing Panel D	19 December 2019	Members of the
	10am to 1.00pm	Licensing Panel
Warwick District Conservation	2 January 2020	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
	Riverside House	
Planning Committee Site Visits	4 January 2020	Members of the
	9.00am to 12.00pm	Committee
Executive/CMT	6 January 2020	Executive/CMT
	2.00pm to 5.30pm	
Planning Committee	7 January 2020	Members of the
	6.00pm to 9.00pm	Committee
Reserve Planning Committee	8 January 2020	Members of the
	6.00pm to 9.00pm	Committee
Licensing Panel E	9 January 2020	Members of the
-	2.00pm to 5.00pm	Licensing Panel
Health Scrutiny Sub-Committee	14 January 2020	Members of the
-	6.00pm to 8.00pm	Committee
Creative Quarter Project	20 January 2020	All Warwick District
	6.00pm to 8.00PM	Councillors
Licensing Panel A	21 January 2020	Members of the
-	10.00am to 1.00pm	Licensing Panel
Major Emergency Training	22 January 2020	All Warwick District
(Plus e-learning module)	6.00pm to 8.00pm	Councillors
(
Warwick District Conservation	23 January 2020	Members of the
Advisory Forum	2.00pm to 4.00pm	Forum
	Riverside House	

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

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

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rs of the	utiny Committees
ers of the	ecutive 22 April
	6.00pm
ttee	nning Committee site visits 25 April
	9.00am
ers of the	nning Committee 28 April
ttee	6.00pm
ers of the	serve Planning Committee 29 April
ttee	6.00pm
ers of the	ensing Panel C 30 April
ng Panel	2.00pm
	oup meetings 11 May
	6.00pm
wick District	nual Council 13 May
llors	6.30pm
ers of the	ployment, Standards, 13 May
ttee	nning, F&A, O&S and Land R 8.30pm
	nmittees
	pointment of Committee
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Officer -	
Dolphin and	ce 6.00pm
n Leach	uncillors to submit their thoughts
	issues on first year by 1 May
	0 for officers to reflect feedback
	and help them with)
wick Distr llors ers of the ttee Officer - Dolphin ar	Pup meetings11 May 6.00pmnual Council13 May 6.30pmployment, Standards, nning, F&A, O&S and Land R mmittees pointment of Committee airmen)13 May 8.30pmPloyment, Standards, nning, F&A, O&S and Land R mittees pointment of Committee airmen)13 May 8.30pmPloyment, Standards, nning, F&A, O&S and Land R mittees pointment of Committee airmen)13 May 8.30pmPlottee airmen)13 May 8.30pmPlottee bittee airmen)18 May 6.00pmCe uncillors to submit their thoughts issues on first year by 1 May 0 for officers to reflect feedback14 May 6.00pm

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