

MEMBER DEVELOPMENT TRAINING PROGRAMME 2025/26 – 2026/27

Subject	Content	Target Councillors	Type of training (Voluntary/Mandatory)	Frequency	Method of Delivery (in person/virtual/hybrid)	Trainer provider	Dates and Times
Planning Committee sites tour	To see examples of good and indifferent development.	All Members of the Planning Committee	Voluntary	Annual	In Person	Internal	June 2025 (Date TBC)
The Role of Councillors in Planning: Propriety and Good Practice	To refresh the skills of the Planning Committee and substitute Members to ensure that appropriate knowledge and standards are maintained	All Members and Substitute Members of the Planning Committee Other Members (optional)	Mandatory for Planning Committee and Substitute Members	Twice a year	In Person	Internal	Currently being arranged. (to include topics identified by Councillors & refresher on planning code of conduct)
Planning Matters (new training session)	General advice on dealing with questions from residents, asking the right questions of officers, call in of planning decisions	All Councillors	Voluntary	Bi-annual	Hybrid	Internal	Year 3 25/26 (Date TBC)

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Licensing Training (Licensing and Community Safety Committee Members)	To ensure that knowledge of Licensing Act and adopted Council policies are refreshed and updated with any changes to legislation.	All Members of the Licensing and Community Safety Committee	Mandatory	Annual	To be confirmed	External	Options for External training providers being explored
Audit training (Governance Committee Members)	To refresh skills and interpretation of the complex reports that the Committee receives on a regular basis.	All Members of the Governance Committee.	Mandatory	Year 1 (completed) and repeated in Year 3 (2025/26)	To be confirmed	Internal	Year 3 25/26 (Date TBC)

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Local Authority Finance	To refresh awareness of authority finance including where the money comes from, how it's managed and how it can be used.	Recommended for all members of: <ul style="list-style-type: none"> • Strategy and Resources Committee. • Policy Development Committee. • Newly elected Councillors 	Voluntary	Years 1 (completed) and 3 (2025/26).	In person	Internal	11 th June 2025 2:00 pm, BEC.
Ethical Standards and Code of Conduct	Guide to Ethical Standards and Members' Code of Conduct, Member and Officer relations and conduct at Committee meetings	All Councillors	Mandatory	Year 1 (completed) and Year 3	Hybrid	Internal	Year 3 25/26 (Date TBC)

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Emergency Planning Training	Understanding flood risk and community emergency planning	All Councillors	Voluntary	Year 1 (completed) and Year 3	Virtual	Internal/ Environment Agency	Year 3 (September 2025 Date TBC) (Topics: Understanding risk management Community emergency planning Volunteering Engaging with communities)
Crisis Communications Training (new training session)	Councillors role in communication during a major incident	Leader, Deputy Leader and Lead Members	Mandatory	Year 3	In person (half day)	External	Year 3 25/26 (Date TBC)

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Chairing and managing a meeting	To understand the role of the Chair and formalities of meetings. To learn how to manage and control meetings to ensure their success. To learn how to Chair hybrid meetings	Committee Chairs and Vice-Chairs (for new and experienced Chairs wishing to refresh their knowledge and skills)	Voluntary	Year 1 (Completed) and repeated in Year 3.	Virtual	External South West Council	Dates held in Year 2 as offered opportunity for Councillors to attend free) Future dates to be arranged by South West Councils in 2025/26.
Cyber Security training	To provide a basic understanding of cyber security	All Members.	Mandatory	Monthly commenced July 2024	Online Training modules	Internal	Monthly (ongoing)

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Duty Holder Responsibilities in accordance with the Port Marine Safety Code	To ensure that all Members and Directly Responsible Officers are operating within compliance of the code.	All Members and Independent Members appointed to the Harbour Board	Mandatory for all Councillors and Independent Board Members	Bi-annual refresher Year 1 (completed) and Year 3	Virtual	External ABP Mer	7 th May 2025 at 6:00 pm.
Safeguarding Training	To provide basic Safeguarding training to Members.	All Members.	Voluntary	To be delivered bi-annually, 2025 and 2027.	In person	Internal	20 th May 2025 at 2:00 pm, BEC
Social Media Training	To provide basic training on how to Navigate Social Media, and to deal with comments and criticism in a PR acceptable manner.	All Members (voluntary)	Voluntary	Annual (if required) (Years 1 and 2 complete)	Virtual	Internal	Date TBC 2025/26 (if required)

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Councillors Personal Safety	Awareness of personal safety when out on Council duties together with advice on how to stay safe	All Members	Voluntary	Annual	To be confirmed	External Training provider	Local Government Association hold regular webinars on this subject. Details are shared with Councillors. Member Satisfaction Survey identified the need for specific training session. Date TBC
Public Presentation Skills Training (new training session)	To help train Councillors in public speaking confidence skills and presentation skills.	All Members (voluntary)	Voluntary	Bi-annual	To be confirmed	External training provider	Being arranged for 2025/26 with DCC.

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iPad Training Drop In Sessions	Understanding of use of apps on iPads	All Councillors		Hold following an Election and then held as and when required	In person	Internal	Drop in sessions held in 2024/25. Further 1-1 sessions to be arranged upon request
Fraud and Corruption Awareness	To provide an awareness of Fraud and Corruption	All Councillors	Mandatory	Annual	Virtual	External	Council meeting 2025/26. Date TBC