



**Appendix A**

**Overview and Scrutiny**

**Four Year Training Programme**

**Training and Development for Councillor Induction & four year rolling training plan (2011-2015)**

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Introduction to O&S – Roles, Legislation, etc.	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 1  Quarter 1 (prior to the first scheduled meeting of the O&S Committee)	½ day	Required: - All newly elected Scrutiny Councillors  Experienced Scrutiny Councillors to give the Member perspective.  Optional: -other newly elected non-Executives (not on the O&S Committee) Cabinet

Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A. Work Programming	<p>Development Session on the O&amp;S Work Programming. This could be run as a workshop with the O&amp;S Committee – explaining how it has been run in the past and how Cllrs foresaw how it could be built upon/developed further.</p> <p>The workshop would then develop a long list of issues for consideration by the O&amp;S Committee at its first meeting of the Municipal Year 2011/2012</p>	<p>Year 1 Quarter 1</p> <p>To be held prior to the first meeting of the O&amp;S Committee in the Municipal Year 2011/2012</p>	<p>½ day</p>	<p>Required: - All O&amp;S Committee Members</p> <p>Optional: - Directors</p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Chairing Skills- O&S Focus	<p>Chairing an O&amp;S Meeting and the skills required</p> <p>Development session could involve role play of the various types of O&amp;S meetings, e.g. Call In Hearing, O&amp; Committee, Scrutiny Panel</p>	<p>Year 1</p> <p>Quarter 1</p>	Full day	<p>Required: -All O&amp;S Committee Members, particularly Chair and Vice Chair – Reason for suggesting whole Committee: Committee Members are usually elected to Chair a Scrutiny Panel</p> <p>Optional: - Open up the training to neighbourhouring Las for their newly elected Chairs to attend</p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	<p>Year 2</p> <p>Quarter 1 (June – date set by CfPS)</p>	Full day – No overnight stay required	<p>Required: -Chair of O&amp;S and one other</p> <p>Optional: - Scrutiny Officer</p>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Call In	Development Session on the Call In process, with emphasis on NBC's O&S Call In Process (recognised as an example of best practice by the CfPS)	Year 1 Quarter 2	2 hours	Required: - All O&S Committee Members  Optional: - All other Members – It would be important for Cabinet to also attend as the relevant Portfolio Holder would be required to attend and respond to questions at a Call In Hearing on an issue within their Portfolio

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Work Programming	Development Session on the O&S Work Programming. This could be run as a workshop with the O&S Committee – explaining how it has been run in the past and how Cllrs foresaw how it could be built upon/developed further.	Year 1 Quarter 1	2 hours	Required: - All O&S Committee Members  Optional: - Directors

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A .Work Programming Event	Event to set the O&S Work Programme for 2012/2013	Year 1 Quarter 4	3 hours	Required: -All O&S Committee, Cabinet, Directors and/or Heads of Services  Optional: - Other non-Executives Co-Opted Members to the O&S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Chairing Skills	Chairing an O&S Meeting and the skills required  Development session could involve role play of the various types of O&S meetings, e.g. Call In Hearing, O& Committee, Scrutiny Panel	Year 2 Quarter 1	Full day	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Introduction to O&S	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 2  Quarter 1	2 hours	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 2  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Evidence Gathering/Questioning Skills	Exploring the ways that O&S can obtain its evidence and Councillors can use effective questioning skills	Year 2  Quarter 3	2 hours	Required: - O&S Committee Members Optional: - other non-Executives

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Reporting to Cabinet	How to present an O&S report to Cabinet, emphasising the salient points of the report	Year 2 Quarter 4	2 hours	Required: -O&S Committee Members Optional: - Other non-Executives

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A .Work Programming Event	Event to set the O&S Work Programme for 2013/2014	Year 2 Quarter 4	3 hours	Required: -All O&S Committee, Cabinet, Directors and/or Heads of Services  Optional: - Other non-Executives Co-Opted Members to the O&S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board

Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A.Chairing Skills	<p>Chairing an O&amp;S Meeting and the skills required</p> <p>Development session could involve role play of the various types of O&amp;S meetings, eg Call In Hearing, O&amp; Committee, Scrutiny Panel</p>	<p>Year 3</p> <p>Quarter 1</p>	Full day	<p>Required: -Cllrs newly elected to the O&amp;S Committee</p> <p>Optional: - open up to neighbouring Local Authorities</p> <p><b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b></p>
Training / Event Required	Content	Year / Quarter	Duration	Who/Attendees
A.Introduction to O&S	<p>Precis of O&amp;S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel.</p> <p>O&amp;S Protocols and Procedures around Legislation for O&amp;S</p>	<p>Year 3</p> <p>Quarter 1</p>	2 hours	<p>Required: -Cllrs newly elected to the O&amp;S Committee</p> <p>Optional: - open up to neighbouring Local Authorities</p> <p><b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b></p>



<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 3  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A. Monitoring Skills	How O&S can monitor the implementation of its accepted recommendations and recognise how their implementation has made a real and effective difference to the issue	Year 3  Quarter 2	2 hours	Required: -All O&S Committee members Optional: - other non Executives

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Performance Management	How Overview and Scrutiny can effectively carry out its performance management role	Year 3 Quarter 3r	1 – 2 hours (possibly a short development session prior to a scheduled O&S Committee meeting)	Required: -All O&S Committee members Optional: -

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Legislation changes to O&S	Newly implemented changes to Legislation in respect of O&S	Year 3 Quarter 4	1 –2 hours (possibly a short development session prior to a scheduled O&S Committee meeting)	Required: -All O&S Committee Members Optional: -

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A .Work Programming Event	Event to set the O&S Work Programme for 2014/2015	Year 3 Quarter 4	3 hours	Required: -All O&S Committee, Cabinet, Directors and/or Heads of Services  Optional: - Other non-Executives Co-Opted Members to the O&S Reviews Other Key stakeholders such as the Chair of the Northants Countywide Scrutiny Board
<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Chairing Skills	Chairing an O&S Meeting and the skills required  Development session could involve role play of the various types of O&S meetings, e.g. Call In Hearing, O& Committee, Scrutiny Panel	Year 4 Quarter 1	Full day	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities  <b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b>

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Introduction to O&S	Precis of O&S, roles of the Committee/Panel Members; Chair and Vice Chair of the Committee and Chair of Panel. O&S Protocols and Procedures around Legislation for O&S	Year 4  Quarter 1	2 hours	Required: -Cllrs newly elected to the O&S Committee Optional: - open up to neighbouring Local Authorities  <b>NB: If the membership to the O&amp;S Committee has not changed from 2011/12 there may not be the need for this training</b>

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A. CfPS Conference:	Attendance at the CfPS Conference to learn of best practice and relevant changes to Legislation. Networking with other Scrutiny Chairs and Officers	Year 4  Quarter 1 (June – date set by CfPS)	Full day – No overnight stay required	Required: -Chair of O&S and one other Optional: - Scrutiny Officer

<b>Training / Event Required</b>	<b>Content</b>	<b>Year / Quarter</b>	<b>Duration</b>	<b>Who/Attendees</b>
A.Review of O&S	Workshop to evaluate the O&S process at Northampton and propose new methods to further develop the service	Year 4  Quarter 4	3 hors/ ½ day	Required: -All O&S Councillors Optional: - All other Councillors