

ELECTED MEMBER TRAINING AND DEVELOPMENT SUMMARY 1 APRIL 2017 – 31 MARCH 2018

MEMBER'S NAME	EVENT	DATE(S) ATTENDED
P Aitken	Training & Development	
	East Renfrewshire Council Members Induction Pack, Including:- <ul style="list-style-type: none"> • Local Induction Guides (Various) • Improvement Service Guides (Various) • Fire Evacuation Guidance • Personal Safety Guidance • Data Protection Guidance • Signing Duties Guidance • Expenses etc Guidance • Standards Commission for Scotland Code of Conduct for Elected Members and Related Guidance • Council Pension Scheme Guidance <i>(A Number Provided in E-Format Only)</i>	5 - 9 May 2017
	Members Services Open Sessions (Including IT Briefing)	8 – 9 May and June 2017
	Leadership & Decision Making – Elected Members Induction Session 1 - Presentation/Briefing	23 May 2017
	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	Elected Members Induction - Planning and Local Reviews - Training	30 May 2017
	Standards in Public Life and the Councillors Role - Elected Members Induction Session 2 - Presentation/Briefing	31 May 2017
	Elected Members Induction - Local Review Body - Training	7 June 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Introduction to Council Departments & Partner Organisations - Elected Members Induction Session 4 - Presentation/Briefing	6 September 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	Risk Management	19 February 2018
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <i>(For full list see Improvement Service website www.improvementservice.org.uk)</i>	Various
	Conferences/Seminars	
	None	

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	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	Elected Members Induction - Planning and Local Reviews - Training	30 May 2017
	Standards in Public Life and the Councillors Role - Elected Members Induction Session 2 - Presentation/Briefing	31 May 2017
	East Renfrewshire Health & Social Care Partnership Integration Joint Board: Overview of Integration Joint Board	31 May 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Budgets, Finance and Funding - Elected Members Induction Session 3 - Presentation/Briefing	21 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Elected Members Induction - Effectively Chairing Meetings – Training	3 August 2017
	Introduction to Council Departments & Partner Organisations - Elected Members Induction Session 4 - Presentation/Briefing	6 September 2017
	East Renfrewshire Health & Social Care Partnership Integration Joint Board: Financial and Strategic Planning - Seminar	8 September 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	Dealing with Difficult Situations - Training	11 October 2017
	Presentation Skills/Public Speaking - Training	2 November 2017
	Planning and Related Hearings – Training	30 November 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Standards Commission: Roadshow	15 December 2017

Standards Commission: Integration Joint Board - Briefing	15 January 2018
Delivering Outcomes in Partnership Communities	23 January 2018
Citizens' Panel Results - Briefing	24 January 2018
Risk Management	19 February 2018
Chartered Institute of Public Finance & Accountancy (CIPFA): Board Member Skills	27 February 2018
Chartered Institute of Public Finance & Accountancy (CIPFA): Overview of Finance	13 March 2018
CCTV Control Room – Visit and Briefing	14 March 2018
Health and Social Care Partnership - Become Safe and Together Aware – Effective Joint Working to Support Victims of Domestic Abuse – Presentation	16 March 2018
Treasury Management - Training	27 March 2018
Community Empowerment, Community Planning and Participatory Budgeting - Information and Consultation Session	28 March 2018
Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <p><i>(For full list see Improvement Service website www.improvementservice.org.uk)</i></p>	Various
Conferences/Seminars	
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	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	Elected Members Induction - Planning and Local Reviews - Training	30 May 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Glasgow City Region Cabinet: Glasgow City Region City Deal - Induction	13 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Introduction to Council Departments & Partner Organisations - Elected Members Induction Session 4 - Presentation/Briefing	6 September 2017
	East Renfrewshire Health & Social Care Partnership Integration Joint Board: Financial and Strategic Planning - Seminar	8 September 2017
	Council House Building and Local Housing Strategy – Briefing	8 September 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	Welfare Reform - Briefing	16 November 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Standards Commission: Roadshow	15 December 2017
	Standards Commission: Integration Joint Board - Briefing	15 January 2018
	Citizens' Panel Results - Briefing	24 January 2018
	Health and Social Care Partnership - Become Safe and Together Aware – Effective Joint Working to Support Victims of Domestic Abuse – Presentation	16 March 2018
	Treasury Management - Training	27 March 2018
	Community Empowerment, Community Planning and Participatory Budgeting - Information and Consultation Session	28 March 2018

	<p>Improvement Service: Access Made Available to Range of Written Briefings Including on:-</p> <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <p><i>(For full list see Improvement Service website www.improvementservice.org.uk)</i></p>	Various
	Conferences/Seminars	
	<i>COSLA and Improvement Service Annual Conference 2017 – Tomorrow's World</i>	<i>5/6 September 2017</i>

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	Leadership & Decision Making – Elected Members Induction Session 1 - Presentation/Briefing	23 May 2017
	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	Elected Members Induction - Education Appeals (Placing Requests) - Training	26 May 2017
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	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Elected Members Induction - Local Review Body - Training	7 June 2017
	Budgets, Finance and Funding - Elected Members Induction Session 3 - Presentation/Briefing	21 June 2017
	Alcohol Focus Scotland: Licensing Board - Training	28 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Elected Members Induction - Effectively Chairing Meetings – Training	3 August 2017
	Elected Members Induction - Appeals Committee - Training	10 August 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	Improvement Service: Participatory Budgeting - Training	26 September 2017
	Welfare Reform - Briefing	16 November 2017
	Planning and Related Hearings – Training	30 November 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Standards Commission: Roadshow	15 December 2017
	Citizens' Panel Results - Briefing	24 January 2018
	Essential Scrutiny Skills – Training	7 February 2018
	CCTV Control Room – Visit and Briefing	15 March 2018
Health and Social Care Partnership - Become Safe and Together Aware – Effective Joint Working to Support Victims of Domestic Abuse – Presentation	16 March 2018	

	Community Empowerment, Community Planning and Participatory Budgeting - Information and Consultation Session	28 March 2018
	<p>Improvement Service: Access Made Available to Range of Written Briefings Including on:-</p> <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <p><i>(For full list see Improvement Service website www.improvementservice.org.uk)</i></p>	Various
	<p>E-Learning Modules:-</p> <ul style="list-style-type: none"> • Assertiveness Skills and Techniques • Age • Marriage & Civil Partnerships • Effective Writing • How to be Assertive • Dealing with Stress • Equality and Diversity Introduction • Disability • Gender Re-Assignment • Active Listening • Presenting with Confidence • Confidence 	Various
	Conferences/Seminars	
	<i>The Essential Licensing Update 2017</i>	<i>1 December 2017</i>

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	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Alcohol Focus Scotland: Licensing Board - Training	16 August 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
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	Conferences/Seminars	
	None	

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	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	East Renfrewshire Culture & Leisure Trust - Trustees, Articles of Association and Office of the Scottish Charity Regulator Related Issues – Presentation/Briefing	6 June 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Council House Building and Local Housing Strategy – Briefing	8 September 2017
	Auchenback Active Board: Estate Walkabouts	Various
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <i>(For full list see Improvement Service website www.improvementservice.org.uk)</i>	Various
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	Standards Commission: Professional Briefing	3 July 2017
	Elected Members Induction - Local Review Body - Training	26 July 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Essential Scrutiny Skills – Training	7 February 2018
	CCTV Control Room – Visit and Briefing	15 March 2018
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <i>(For full list see Improvement Service website www.improvementservice.org.uk)</i>	Various
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	Essential Scrutiny Skills – Training	7 February 2018

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	Alcohol Focus Scotland: Licensing Board - Training	6 June 2017
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	Elected Members Induction - Education Appeals (Placing Requests) - Training	26 May 2017
	Elected Members Induction - Planning and Local Reviews - Training	30 May 2017
	Standards in Public Life and the Councillors Role - Elected Members Induction Session 2 - Presentation/Briefing	31 May 2017
	Renfrewshire Educational Trust: Induction	31 May 2017
	East Renfrewshire Culture & Leisure Trust - Trustees, Articles of Association and Office of the Scottish Charity Regulator Related Issues – Presentation/Briefing	6 June 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Budgets, Finance and Funding - Elected Members Induction Session 3 - Presentation/Briefing	21 June 2017
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	Dealing with Difficult Situations - Training	11 October 2017
	Presentation Skills/Public Speaking - Training	2 November 2017
	Welfare Reform - Briefing	16 November 2017
	Planning and Related Hearings – Training	30 November 2017
East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017	

	Citizens' Panel Results - Briefing	24 January 2018
	Essential Scrutiny Skills – Training	7 February 2018
	Risk Management	19 February 2018
	CCTV Control Room – Visit and Briefing	14 March 2018
	Treasury Management - Training	27 March 2018
	Community Empowerment, Community Planning and Participatory Budgeting - Information and Consultation Session	28 March 2018
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <p><i>(For full list see Improvement Service website www.improvementservice.org.uk)</i></p>	Various
	Conferences/Seminars	
	<i>COSLA and Improvement Service Annual Conference 2017 – Tomorrow's World</i>	<i>5/6 September 2017</i>
	<i>The Participatory Budgeting Scotland Conference</i>	<i>14 November 2017</i>

**ELECTED MEMBER TRAINING AND DEVELOPMENT
SUMMARY 1 APRIL 2017 – 31 MARCH 2018**

MEMBER'S NAME	EVENT	DATE(S) ATTENDED
S Miller	East Renfrewshire Council Members Induction Pack, Including:- <ul style="list-style-type: none"> • Local Induction Guides (Various) • Improvement Service Guides (Various) • Fire Evacuation Guidance • Personal Safety Guidance • Data Protection Guidance • Signing Duties Guidance • Expenses etc Guidance • Standards Commission for Scotland Code of Conduct for Elected Members and Related Guidance • Council Pension Scheme Guidance <i>(A Number Provided in E-Format Only)</i>	5 - 9 May 2017
	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	Elected Members Induction - Planning and Local Reviews - Training	30 May 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Alcohol Focus Scotland: Licensing Board - Training	28 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Essential Scrutiny Skills – Training	7 February 2018
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <i>(For full list see Improvement Service website www.improvementservice.org.uk)</i>	Various
	Conferences/Seminars	
<i>Next Steps: Planning Policy in Scotland, Edinburgh</i>	14 September 2017	

**ELECTED MEMBER TRAINING AND DEVELOPMENT
SUMMARY 1 APRIL 2017 – 31 MARCH 2018**

MEMBER'S NAME	EVENT	DATE(S) ATTENDED
P O'Kane	Training & Development	
	East Renfrewshire Council Members Induction Pack, Including:- <ul style="list-style-type: none"> • Local Induction Guides (Various) • Improvement Service Guides (Various) • Fire Evacuation Guidance • Personal Safety Guidance • Data Protection Guidance • Signing Duties Guidance • Expenses etc Guidance • Standards Commission for Scotland Code of Conduct for Elected Members and Related Guidance • Council Pension Scheme Guidance <i>(A Number Provided in E-Format Only)</i>	5 - 9 May 2017
	Elected Members Induction – Meeting CMT and Heads of Service	24 May 2017
	East Renfrewshire Culture & Leisure Trust - Trustees, Articles of Association and Office of the Scottish Charity Regulator Related Issues – Presentation/Briefing	6 June 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	East Renfrewshire Health & Social Care Partnership Integration Joint Board: Financial and Strategic Planning - Seminar	8 September 2017
	Council House Building and Local Housing Strategy – Briefing	8 September 2017
	Vision for the Future & Modern Ambitious Programme - Elected Members Induction Session 5 - Presentation/Briefing	13 September 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Education Management Information Systems (SEEMis): Introduction to SEEMis – Briefing	9 January 2018
	Standards Commission: Integration Joint Board - Briefing	15 January 2018
	Citizens' Panel Results - Briefing	24 January 2018
	Community Empowerment, Community Planning and Participatory Budgeting - Information and Consultation Session	28 March 2018
	Association of Public Sector Excellence (APSE): Written Briefings Provided on Range of Issues Including Transport; Street Lighting; Winter Maintenance; Fuel Poverty; Sports & Leisure; and Eligibility for Free School Meals <i>(full list on www.apse.org.uk)</i>	Various

	<p>Improvement Service: Access Made Available to Range of Written Briefings Including on:-</p> <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <p><i>(For full list see Improvement Service website www.improvementservice.org.uk)</i></p>	Various
	<p>Conferences/Seminars</p>	
	<p><i>COSLA and Improvement Service Annual Conference 2017 – Tomorrow’s World</i></p>	<p><i>5/6 September 2017</i></p>

**ELECTED MEMBER TRAINING AND DEVELOPMENT
SUMMARY 1 APRIL 2017 – 31 MARCH 2018**

MEMBER'S NAME	EVENT	DATE(S) ATTENDED
G Wallace	Training & Development	
	East Renfrewshire Council Members Induction Pack, Including:- <ul style="list-style-type: none"> • Local Induction Guides (Various) • Improvement Service Guides (Various) • Fire Evacuation Guidance • Personal Safety Guidance • Data Protection Guidance • Signing Duties Guidance • Expenses etc Guidance • Standards Commission for Scotland Code of Conduct for Elected Members and Related Guidance • Council Pension Scheme Guidance <i>(A Number Provided in E-Format Only)</i>	5 - 9 May 2017
	Civil Contingencies and Emergency Preparedness – Guidance	7 June 2017
	Standards Commission: Professional Briefing	3 July 2017
	Lowland Reserve Forces' and Cadets' Association: Reservist Mobilisation; Engagement with Asian and Ethnic Minority Communities; and International Air Cadet Exchange – Briefings	26 October 2017
	Welfare Reform - Briefing	16 November 2017
	East Renfrewshire Culture & Leisure Trust: Progress, Achievements and Vision – Information and Consultation Session	13 December 2017
	Citizens' Panel Results - Briefing	24 January 2018
	Essential Scrutiny Skills – Training	7 February 2018
	Improvement Service: Access Made Available to Range of Written Briefings Including on:- <ul style="list-style-type: none"> • Planning System; • Civil Contingencies & Emergency Preparedness; • Participatory Budgeting; • Money Advice Services: Investing in the Future; • Scottish Mental Health Strategy; • Scrutiny; • Alcohol Harm in Communities <i>(For full list see Improvement Service website www.improvementservice.org.uk)</i>	Various
	Conferences/Seminars	
None		