APPENDIX I

Strategic Plan Theme/ Responsible SMT Rep	Training Action
Mandatory Training	
	Planning Committee Training
	Licensing Training
	Audit Committee Training
	DSE Training
Democratic Services and Monitoring officer	
	Neurodiversity Training
	Officer/Member Protocol briefing
	MENTalk briefing
	Standards Training and conducting Standards Hearing training
	Understanding the Committee System
	Elections training around General Election and what you can and can't do during 'purdah'
Audit and Finance	
	Employer Pension Fund Briefing by KCC
	Risk Management Training
	Budget Setting training
	Not-so-basic Finance Information
	Basics of Budget monitoring, plus specific finance terms
Planning	
	Understanding the Local Plan
	Mid Kent Planning Portal Training
	5 Year Housing Land Supply Briefing
	Introduction and testing of the draft Member Development Protocol
	Swale's Enforcement Strategy
	Bolstering Responses to Outline Applications
	Understanding BREEAM
	'Your role as a Ward Member' at Planning Committee

	Heritage briefing
ICT	
	MS Teams training including top tips for Councillors and awareness of cyber security
Community Safety and Housing	
	Community Safety briefing
	Prevent Training
	Swale Voluntary Alliance presentation
	Rent reform briefing
	Emergency Planning training
	Housing training on homelessness and the housing budget
	How to deal with desperate residents and situations
	Briefing on operation 'Menai Bridge'
Communications and Customer Services	
	Customer services briefing including how to signpost correctly to the correct services
	Communications strategy briefing
	When to talk to the press, and how to deal with the press training
	Effective use of Social Media
Council Tax	
	Understanding Council Tax and Business Rates
Information Governance	
	Covert Surveillance and RIPA training
Leisure Services	
	Waste Contract Briefings
	Carbon Literacy Training