

MEMBERS' TRAINING AND DEVELOPMENT PANEL

Venue: Town Hall,
Moorgate Street,
Rotherham. S60 2TH

Date: Thursday, 16 February
2012

Time: 2.00 p.m.

A G E N D A

1. Apologies
2. Minutes of the Previous Meeting held on 15th December, 2012 (herewith) (Pages 1 - 3)
3. Civic Heads' Training Seminar - Tuesday, 6th March, 2012 in Bradford Town Hall (documentation herewith) (Pages 4 - 6)
Approval to be sought for the new Deputy Mayor and Deputy Mayoress (once decided) plus two officers to attend.
4. Improving the standard of report writing within Rotherham Borough Council (report herewith) (Pages 7 - 13)
5. Draft Spring Programme - 2012 (report herewith) (Pages 14 - 18)
6. New Member Induction 2012 (report herewith) (Pages 19 - 22)
7. Overview of Training Activity 2011- 12 (report herewith) (Pages 23 - 25)
8. Date and Time of Next Meeting - Thursday, 26th April, 2012 at 2.00 p.m.