

NEW DATE for Emergency Planning and the role of the Elected Member

Tuesday 8 February 2.00pm-3.30pm

Sheffield and Rotherham Elected Members are invited to the Member Development Session on Emergency Planning and the role of the Elected Member. The aim of this session is to gain an awareness of emergency planning and an overview of the shared Sheffield/Rotherham Emergency Planning Service and the role of individual ward councillors in any emergency planning situation. Alistair Griggs, Director of Modern Governance and Alan Matthews, Emergency Planning Manager are presenting this key information to all ward councillors.

To book your place, please email me - louise.pellett@sheffield.gov.uk by **Friday 18 January**

Member and Officer Development: Ensuring Good Governance

12.45- 2.00pm, 27th January 2011

The aim of the session is to gain a clear understanding of Members criminal and civil liabilities and the role of Members in ensuring good governance. Peter Keith Lucas , Bevan Brittan LLP, who is national expert in the field and an extremely good speaker, is providing this Member Development for free as part of the framework agreement negotiated by legal services. It is designed for all Members and invited Officers from Modern Governance and Legal Services and will cover:-

- **Liability of Members & Officers**
- **Members' and Officers Codes of Conduct**
- **Future of Standards Regime**

For Members who would like to gain a broader understanding of decision making and the constitution, they are welcome to stay for the full briefing, which takes place from 12.45pm-4.30pm (see programme outline below).

If you have not already done so, to book your place, please email me by **Friday 7 January 2011** .

Information Security

Thank you all members who were able to complete their e-learning Information Course in December. All members with a SCC e-mail account must take the e-learning Information Security course . You can register and take the course on the [National School of Government](#) website. If you need any help with completing this course, please let me know.

As explained at your recent 'Getting Started with ICT Session, this course is provided by the National School of Government. The purpose of this course to make sure that all Members are aware of the risks of the sensitive information that they hold and how to keep it secure. The Member Development Cross Party Working Group is to monitor Member uptake of this course, to make sure that all members comply with their governance responsibilities.

Get organised for the year ahead - book your personal development planning discussion.

By having a short 30-40 minute chat about what learning and development is relevant to you, we can provide you with your own development plan for 2011-2012. It is really easy!! Please email me if you would like me to book you a personal development planning discussion.

Information Questionnaire

Thank you to all those who have completed the short Members questionnaire on essential information. Let me know if you still have a survey that you wish to return to me. The Member Development Cross Party Working Group are receiving the collated results and an options report at their meeting on 12 January.

The full member development programme is listed below. If you have not already booked on and wish to attend any of these sessions, please let me know by email or telephone.

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